

FINAL Version 1.0 (01 November 2018)

TO ALL World Archery Member Associations Dear President,

As Chair of the Local Organising Committee (LOC) of the first stage of the Hyundai Archery World Cup to be held in Medellin - Colombia on 22-28 April 2019, I would like to invite you all to be part of one of the most important archery events to take place in the Americas in 2019.

Medellin is surrounded by majestic mountains. It is the country's second largest city, industrial capital, business centre, and Colombia's beating heart of commerce. Through conviction and political will, we have taken on the challenge of transforming Medellin into a city where justice, solidarity and acceptance are paramount.

The city has a deeply ingrained culture of service based on the friendliness, respect and warmth of its people. Its local government and institutions are fully committed to the city's development. Its modern infrastructure offers absolute comfort when hosting world class events.

Athletes of the world do know that Medellin is also a city where magnificent archery events can be staged. The past 4 years of World Cup stages were successfully hosted here. Participants from more than 35 countries have enjoyed the experience of shooting in our city. Those who joined us previously will certainly want to come back and be our best ambassadors to advertise our 2019 stage among the rest of the athletes of the world.

Welcome to this amazing city that reinvents itself every day. Our targets look forward to embracing your arrows, just as our hearts are ready to make your visit unforgettably enjoyable.

"Come and discover hundreds of reasons to visit and endless excuses to come back".

Sincerely yours,

MARIA EMMA GAVIRIA

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World Cup Medellin OC Chairman











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Important Dates:

Please find enclosed information regarding the details of this event and how to complete registration. To register participation, please complete all the necessary sections in WAREOS within the deadlines listed below:

Summary of deadlines:

•	Preliminary Entries	22 January 2019
•	Final Entries	1 April 2019
•	Hotel Reservation	15 February 2019
•	Transportation	15 February 2019
•	Visa Support	15 March 2019
•	Final Hotel Reservation	15 March 2019
	& Payment	

Looking forward to welcoming you in Medellin, Colombia.











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PRELIMINARY PROGRAMME

21 April 2019 Sunday	Arrival of participants Practice field and local transport available
22 April 2019 Monday	Official Practice Equipment Inspection Team Managers Meeting
23 April 2019 Tuesday	Qualification Round (Recurve 70m Round and Compound 50m Round) Mixed Team Eliminations
24 April 2019 Wednesday	Individual Eliminations (Recurve and Compound)
25 April 2019 Thursday	Individual Eliminations Team Eliminations (Recurve and Compound)
26 April 2019 Friday	Mixed Team Eliminations (Recurve and Compound)
27 April 2019 Saturday	Finals - Compound
28 April 2019 Sunday	Finals - Recurve
29 April 2019 Monday	Departure of teams

NOTE: This preliminary programme is subject to change according to participation and TV requirements. All changes will be published and distributed in good time.











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PRELIMINARY & FINAL REGISTRATION

All entries, accommodation reservations, transport needs, flight arrival/departure information and visa invitation letter requests are to be completed using WAREOS.

The World Archery Online Registration System (WAREOS) at http://extranet.worldarchery.org now handles the entire registration process for this event. No entry forms, hotel reservations or transportation forms will be accepted; all information must be entered into WAREOS.

Member associations can login to WAREOS at http://extranet.worldarchery.org with the username and password assigned by World Archery. After entering WAREOS, selecting the event from the list will allow a member association to register their athletes. Select/press the "Entries" button to see the list of categories in the event. Select/press the "category" to enter the athlete and official numbers/details participating for that event. A WAREOS User Manual can be downloaded in PDF format (English) upon login.

Contact Mr. JK LEE (jklee@archery.org) in the World Archery Office with any questions regarding WAREOS.

A maximum number of **4 athletes per country** can be registered into each category of the event. Preliminary entries should be completed using WAREOS.

Start date for online registration using WAREOS
End of Preliminary registration using WAREOS:
End of Final registration using WAREOS:

15 November 2018
22 January 2019
1 April 2019

Please respect the stated deadlines.

Member Associations can only use WAREOS to make any changes or amendments to entries and will be able to do so at any time. An email will automatically notify the Organising Committee and Member Association of any changes made in WAREOS.

Any changes that are made after the deadlines specified or if entries differ by more than 4 athletes from the preliminary entries, the following penalty fees will automatically be applied.











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Penalty fees to be paid to Organising Committee:	Cost (USD):
Entries made after the entry deadline dates.	50 per entry
If final entries differ from the preliminary entries by more than 4 athletes/officials.	150 per entry
When no preliminary entries were made before the deadline date but then submit final entries.	150 per entry

Penalty Fee to be paid to World Archery:	Cost (CHF):
Lost accreditation.	30 each
Changes made to the athlete and/or team official names after the final entry deadline date and within 3 days prior to the start of the event.	50 each change

NOTE: CHF currency exchange rates will be those on the date of the event.

Member Associations that have penalty fees outstanding from 2018 will need to have paid these penalty fees before being eligible to enter and compete.

Any entries received less than 3 days before the team managers meeting for a Hyundai Archery World Cup or World Championships will be refused if no preliminary entry and/or final entry are made prior. This decision cannot be appealed by the teams and is fully compliant with the current World Archery rules, article 3.7.1.2. Entries received after the deadlines, are subject to penalties as clearly stated in the rule book and the invitation documents of World Cups and World Championships. A Member Association that has made final entries in WAREOS and does not participate will be invoiced for the number of entries entered in the system, unless they have informed World Archery and the Organising Committee in writing at least one week prior to the event that they are unable to attend.











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ACCOMMODATION & GENERAL INFORMATION

City Express Hotel – Five Star Hotel

- Single Room \$ 150.00
- Double/Twin Room \$115.00 per person
- https://www.cityexpress.com/hoteles-colombia/antioquia/medellin

Medellin Royal - Five Star Hotel

- Single Room \$150.00
- Double/Twin Room \$115.00 per person
- http://hotel-medellin-royal.h-rez.com/

Poblado Plaza - Five Star Hotel

- Single Room \$ 150.00
- Double/Twin Room \$115.00 per person
- https://www.pobladohoteles.com/

Hotels are allocated on a first come, first serve basis. Accommodation includes breakfast and lunch with non-alcoholic drinks. Lunch will always be served at the archery venue. Dinner is not included, but the hotels are located in an area where there is easy access to a number of inexpensive fast-food places and restaurants.

Teams who do not reserve their accommodation through the organising committee will be charged a double entry fee.

- Reservations should be made before 22 February 2019
- Final Hotel Reservation & Transportation before: **15 March 2019**.

To confirm hotels reservations, a minimum 50% deposit of the total amount is required to be bank transferred to the OC before 15 February 2019. Reservations after this date will be considered only according to availability.

Important Note: Please refer to the accommodation pages below for detailed hotel information. Complete all necessary sections in WAREOS and make full payment for entries and accommodation by the specified deadlines. Bank transfers only, no credit cards will be accepted.

In addition, the LOC will not be responsible to provide any event information at this hotel or provide transportation to the venues.

Teams that book non-official accommodation will need to register at the accreditation desk no later than the day before official practice day. Failing to do so will result in no changes being made to the entry list and it is likely that participation in the event will be refused if registration is not completed in time.











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ENTRY FEE

Entry Fees:

Individual: **250 USD** per athlete
Officials: **125 USD** per person
Temporary Upgrade: **30 CHF** per accreditation

For athletes wishing to be a coach temporarily

Entry fee in NON official hotels:

Individual: **500 USD** per athlete Officials: **250 USD** per person

There is no entry fee for teams.

Entry fees include daily local transport to and from the practice field to/from official hotels during the qualification, elimination and finals venues (timetable to be confirmed on site).

PAYMENT CONDITIONS:

The entry fees should be paid in full before arrival.

Payment of accommodation, a minimum deposit of 50% should be made when booking by **15 February 2019**. The final outstanding balance shall be made via bank transfer before arrival. Accommodation cannot be guaranteed after this deadline. A balanced invoice will be provided via WAREOS.

BANK INFORMATION for ACCOMMODATION, TRANSPORTATION and ENTRY FEES:

A/C Name: Federación de Arqueros de Colombia

Federation's Address: Carrera 66B N 31 A 15

Telephone number: (57 4) 2659510 City and Country: Medellin - Colombia

Bank: Bancolombia

Account Number: 362 7044-2473 (cuenta corriente)

Swift Bancolombia: COLOCOBM

Bank's address: Transversal 39B N 73-47 local 104

Bank's Phone: 57- 4 2505040 City: Medellin, Colombia

NOTE: ALL PAYMENTS SHALL BE MADE IN USD BY BANK TRANSFER.

All bank charges will be paid by the participants. CREDIT CARDS are not accepted.











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ADDITIONAL INFORMATION

Transportation

Transportation will be provided from Medellin airport to the official hotels, from two days before the official practice day and until two days after the closing day. Local transport will be available between official hotels, practice and competition venues. Transport timetables will be confirmed.

Cancellations & Changes

All cancellations and changes must be made through WAREOS:

- Cancellations received **before 21 March 2019** a full refund of the deposit payment will be made.
- Cancellations received **after 21 March 2019**, no refund will be given.
- Refunds will be processed after the event.
- Name changes to team officials or athletes (same category and division) will be accepted up to 17:00hrs, two (2) days before official practice without any additional charge or penalty fees.
- Should flight arrival details change last minute, please contact the Organising Committee using the details indicated in the team managers' booklet.
- If a participant's arrival is later than the original scheduled arrival date, the room will be charged from the date of the original booking in WAREOS.
- An email will automatically notify the Organising Committee and Member Association of any changes made in WAREOS.

Training

A training field will be available starting on **17 April 2019** at the Unidad Deportiva de Belen located approximately 20 minutes from the official hotels. There will be an additional payment of \$15 per person, per day for transport between the practice venue and hotels from April 17 to April 19. Transport to training will be made available at no additional cost on April 20 and 21.

Weather

Medellin is a city where it is never cold and very seldom hot. Temperatures in April are expected to range between 20 and 28 degrees Celsius. The average in the last few years has been 25 degrees Celsius. There are chances of rain, mainly in the afternoons.

Media Registration

Media representatives can apply for registration by emailing info@archery.org

Internet

Will be available in the official hotels for free (in hotel rooms and in the lobby). There will also be Wi-Fi available for access to results on venue.











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Water

Bottled water will be available at the qualification and practice venues

Visa

All participants who need an entry visa to Colombia, will be required to complete the **Visa Support sections** in WAREOS by no later than **15 March 2019**.

It is the applicants' responsibility for supplying the necessary information, ensuring all details are up to date, correct and submitted by the deadlines specified.

In addition, all participants that require a visa are kindly requested to supply a copy of their latest/valid passport. Copies of each application can be uploaded on WAREOS. All passport copies and personal details entered/uploaded to WAREOS will be held securely and in the strictest of confidence and not shared with other parties.

LOC Contact

Name: Mr Sergio FONT

Email: awcmedellin2019@gmail.com

Language: Spanish and English







