



Version 2.0 – 24<sup>th</sup> March 2014

#### TO ALL WORLD ARCHERY MEMBER ASSOCIATIONS

24<sup>th</sup> March 2014

Dear President,

On behalf of the Organizing Committee and the Russian Archery Federation I am pleased to invite you to the second and final leg of the "EUROPEAN JUNIOR CUP 2014" competition that will be held in Russia capital city Moscow, from 07<sup>th</sup> July - 12<sup>th</sup> July 2014.

This event will be organised following the —"EUROPEAN JUNIOR CUP COMPETITION 2014" rules for Junior Women, Junior Men, Cadet Women and Cadet Men classes in divisions of recurve and compound bow, in the discipline of Outdoor Target Archery.

Hereby you will find enclosed all the necessary documents concerning the registration, organisation and participation in this event. We kindly ask you for your response within the stated deadlines:

Preliminary Entries		April	2014
Final Entries	17 <sup>th</sup>	June	2014
Hotel Reservation Form		May	2014
Transportation Form	17 <sup>th</sup>	June	2014
Visa Invitation Letter Form		April	2014
Budget Form	17 <sup>th</sup>	June	2014
Final Hotel Reservation Form	17 <sup>th</sup>	June	2014

I am looking forward to welcoming you in the capital of Russia Moscow.

Yours sincerely,

Mr. Vladimir Esheev Chairman of the Organizing Committee President of the Russian Archery Federation

















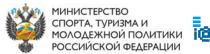
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## PRELIMINARY PROGRAMME

			Arrival of Delegations
Saturday		July 05 <sup>th</sup> , 2014	Practice field and local transportation
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			Arrival of Delegations
Sunday		July 06 <sup>th</sup> , 2014	Practice field and local transportation
			available
			Opening Ceremony
Monday	Day 1	July 07 <sup>th</sup> , 2014	Official practice and Equipment inspection
, <b>,</b>			Team Managers Meeting
		July 08 <sup>st</sup> , 2014	Qualification round CADETS
Tuesday	Day 2		Qualification round JUNIORS
			Mixed Teams Eliminations
Wednesday	Day 3	July 09 <sup>th</sup> , 2014	Mixed Teams Medal Matches
J		, , ,	Award Ceremony
		I I doth codd	Individual Eliminations - up to ½ Finals
Thursday	Day 4	July 10 <sup>th</sup> , 2014	
			Team Eliminations
Friday	Day 5	July 11 <sup>th</sup> , 2014	Team Medal Matches
			Award Ceremony
			Individual Bronze and Gold Medal Matches
Catamalass	Day 6	July 12 <sup>th</sup> , 2014	Award Ceremony
Saturday			Closing Ceremony
			Disco party
Sunday		July 13 <sup>th</sup> , 2014	Departure of Delegations

#### Note:

This preliminary program could be changed slightly according to the number of participants. All changes will be published and distributed to all participants in good time.















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## PRELIMINARY & FINAL REGISTRATION

No entry forms will be available for registering to this event. The registration process has to be done using the World Archery Online Registration System (WAREOS, V.2)

The number of athletes that may be entered by a Member Association is limited to four (4) in each category.

All World Archery MAs are eligible to compete in European Junior Cup competitions, but only the results of the athletes from WORLD ARCHERY EUROPE MA's will be taken in consideration for Junior Cup Circuit.

In order to use WAREOS, please enter this address in your internet browser <a href="http://register.worldarchery.org/">http://register.worldarchery.org/</a> and use the Username and Password that World Archery has assigned to your Member Association. After entering the WAREOS, please go to "Online Registration" and register your archers for this event.

A "WAREOS User Manual" can be downloaded in PDF format (English and Russian) from the same website.

For any question regarding WAREOS, please contact Mr. Matteo Pisani at matteo@pisani.eu

Starting date of online-registration with WAREOS is: 27<sup>th</sup> March 2014
End of Preliminary registration: 30<sup>th</sup> April 2014
End of Final registration: 17<sup>th</sup> June 2014

Please pay attention to the stated deadlines. After the deadlines have passed, MAs will not be able to enter or update data in WAREOS anymore, as the system will be blocked. In this case, if any MA would like to change or proceed with the Final registration process after the deadline, it is required to contact the Organizing Committee at rusarco@roc.ru and Mr. Matteo Pisani at matteo@pisani.eu (with the OC in Cc of that email).

The Member Association that will process her Final entry in WAREOS after the 20 day prior the start of competition date (Final registration deadline), will have a penalty fee of 100 Euros per athlete registered, to be paid to the OC upon arrival at the event.

The Member Association with Final registration in WAREOS that will differ by more than 4 athletes from the preliminary registration, will have a penalty fee of 100 Euros, to be paid to the OC upon arrival at the event.

A Member Association that has made Final entry in WAREOS and does not participate will be invoiced for the number of entries entered in the system, unless the Member Association has informed the OC and Matteo Pisani in writing at least one week prior to the event that they are unable to attend.

Since entries will be made through WAREOS only, MAs declare that their athletes and officials are aware of the participation waiver and anti-doping agreement, and we recommend MAs to advise their athletes on this matter.

However, accepting the conditions of the athlete participation waiver and anti-doping agreement are an eligibility requirement to participate in the event.

As a final note, only member Associations in good standing will be eligible to compete. This means that World Archery fee 2014 must have been paid prior to participation.















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### **ACCOMMODATION & GENERAL INFORMATION**

There will be three official hotels available. All Hotels are 3\* stars category.

#### The room rates:

- Are per person per night,
- include full board accommodation, taxes and VAT.(Breakfast and dinner will be in the hotel, lunch will be served on the venue).

Reservations should be made before 17<sup>th t</sup> May 2014.

To confirm the reservation, a 50% deposit of the total amount is required to be bank transferred to the OC before 17<sup>th</sup> May 2014. Reservations after this date will be considered only according to availability, the room rate can change and we cannot guarantee rooms in HOTELs.

HOTEL	Category	Single room Price <u>per room</u> per night	Double room Price <u>per person</u> per night	BLOCKS: Double/triple room Price <u>per</u> <u>person</u> per night
Park-hotel Bitsa (www.hotel- bitca.ru)	3*	€ 80,00	€ 65,00	€ 60,00
Hotel Sevastopol (www.sevastopol-hotel.ru/)	3*	€ 80,00	€ 70,00	€ 60,00
Hotel Akademicheskaya (http://hotelrao.ru/)	3*	€ 80,00	€ 70,00	€ 60,00

#### Note:

Please refer to the Accommodation pages below for detailed hotel information. Ensure that you complete all the necessary forms by the specified dates and make full payment for the accommodation at the time of booking. See detailed payment instructions below.

Participants who will decide to book their accommodation in other hotels (non-official hotel) will have to pay a <u>double entry fee</u>, and the LOC will not be responsible to provide transportation from that Hotel to the venue (transport for these teams will be provided only to and from airport). Also, it is not possible to distribute any information at the non-official hotels.

















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#### ADDITIONAL INFORMATION

**Entry fees:** 

Individual: 60 € per athlete

Officials: Free Teams: Free

Your entry fee includes daily local transportation to and from practice and competition field to the event official hotel and venues during the qualification, elimination and finals (transportation timetable has to be confirmed).

### Transportation fees from/to the airports:

The OC will collect the teams from three airports. You have to pay the transportation fee (including arrival and departure) as follows:

Domodedovo (DME) International Airport (36 km) 30 €/person Vnukovo (VKO) International Airport (26 km) 25 €/person Sheremetievo (SVO) International Airport (46 km) 30 €/person

The last date for the payment of the transportation fee is 17<sup>th</sup> June 2014.

From the airports to the hotel (return trip), the organiser will use buses, small buses, vans and cars, what will depend of number of persons scheduled for transportation.

Transportation from the airports will start two days before the official practice day and will end in one day after the closing day.

Local transportation will be available between hotel and competition venues. Exact transportation timetables will be confirmed. Buses and/or vans will be used.

#### **Cancellations & Changes:**

Cancellation must be in writing by email to <a href="mailto:moscowjuniorcup2014@mail.ru">moscowjuniorcup2014@mail.ru</a>. and Matteo Pisani (<a href="mailto:matteo@pisani.eu">matteo@pisani.eu</a>)

Following conditions will apply:

- cancellation received before and included 17<sup>th</sup> May 2014 for full refund of the deposit,
- cancellation received between and included 18<sup>th</sup> May 2014 and 17<sup>th</sup> June 2014 for 50% refund of the deposit,
- cancellation received after 17<sup>th</sup> June 2014 there will be no refund of the deposit payment.

All rates for payments after deadlines are subject to additional charges without prior notice. All refunds, if any, will be processed after the event.

Name change (the same category and division) will be accepted up to 72 hours before the event without any additional charge.















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OC has to be informed about changes in the travel programme 72 hours prior arrival. If your arrival is later then your original schedule, the room charges are starting from the original date indicated by the Member Association in their Accommodation form.

## Meals at the venue:

Lunch will be served in the restaurant on the field.

Drinking water will be available on the competition field free of charge.

All other costs made in cafeteria at the archery venue or in the hotel (snacks, drinks, small meals) are not included in the entry fee and hotel payment and must be paid on consumptions.

### Weather

In June-July you can expect in Moscow the temperature 20-25°C with around ten hours of sunshine per day. Nights can be colder.

Most of the time it is sunny, but we suggest you to have some heavier piece of clothes. The rain or colder day is not unusual in this time of the year.

## **Accreditation and Team Managers Meeting**

Accreditation will take place upon arrival of the teams on the field.

For all Ceremonies WA dress code is obligatory.

More details will be provided at the Team Managers Meeting.

The OC suggests all teams to bring 2 of their national flags dimensions 2x1m.

## **Training**

The practice field will be available starting from 05<sup>th</sup> July 2014. The practice field is beside the competition field and is 4 km from the hotel.

#### Visas

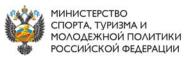
Please apply for your visa as soon as possible, if you need any additional information regarding visa, please let us know.

Application for and obtaining travel visas are completely and solely the responsibility of the participating teams. The process for obtaining a visa requires each individual to submit an application through a Russian Embassy or Russian Consulate. This is a process that MUST be done by the applicant – the Organizing Committee cannot do it for you. It cannot be emphasized enough to start the application process early. Please note that the application and interview process in your country may very well be in advance of the team selection date, so in many cases, you will need to start the application process prior to confirming your final team.

Visa Invitation Letter (VERY IMPORTANT):

To make an official invitation for you we will need real-size, good quality passport copy (scanned) from every team member.

The visa application fee (in the Russian Consulates of Embassies in your country) has to be covered by the participant.

















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Instead of the traditional invitation letter in the Russian Embassy or Consulate in your country you will be required to show the "case number" for the whole team that we will send you in 5-6 days after we receive your documents.

Please fill in the Visa Invitation Letter Form as soon as possible and send it to us with passport copies to <a href="mailto:moscowjuniorcup2014@mail.ru">moscowjuniorcup2014@mail.ru</a>.

## **Disco party**

On the final day (Saturday, 12<sup>th</sup> July 2014) standard meal dinner will be served in the restaurant of the hotel. After the dinner, music and dancing will take place from 20:30 till 24:00h.

Place of disco party will be confirmed.

## **OC** contacts

## > Phone for assistance when traveling

Mr. Vladimir Esheev - 24 hours English

Mobile +007 (916) 1932962

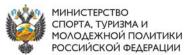
E-mail:moscowjuniorcup2014@mail.ru, esheev@bk.ru

#### > For all matters

Ms. Mariya Larkina - 24 hours English

Mobile +007 (917) 5860007

E-mail: moscowjuniorcup2014@mail.ru.















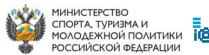


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## **HOTEL RESERVATION FORM**

Country/Team from:
Team Manager:
Mobile:
e-mail:
HOTEL:
Number of Rooms:
Single room:  Double room:  Triple room
Please check this box if you need facilities for persons with disabilities.
Team Arrival Date:
Team Departure Date:
Date:
Signature of President/Secretary General:

PLEASE RETURN THIS HOTEL RESERVATION FORM TO THE ORGANISER BEFORE **17**<sup>th</sup> **May 2014** by e-mail to <a href="mailto:moscowjuniorcup2014@mail.ru">moscowjuniorcup2014@mail.ru</a>

















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## FINAL HOTEL RESERVATION FORM

Country/Team from:	
Team Captain:	
Mobile:	
e-mail:	
HOTEL:	
Number of Rooms:	
Single room:	
Double room: Triple room	
Please check this box if you need facilities for pe	ersons with disabilities.
Team Arrival Date:	
Team Departure Date:	
Date:	
Signature of President/Secretary Ge	neral:

ONLY IF YOU CHANGE NUMBER OR TYPE OF ORDERED ROOMS STATED IN PRELIMINARY HOTEL REERVATION FORM
PLEASE RETURN THIS HOTEL RESERVATION FORM TO THE ORGANISER BEFORE **17**<sup>th</sup> **June 2014** by e-mail <a href="mailto:moscowjuniorcup2014@mail.ru">moscowjuniorcup2014@mail.ru</a>















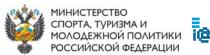


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## TRANSPORTATION FORM

Country/Team from:		
Number of passengers:	person/s	
Arrival information		
We will arrive by plane:		
Airport:	Flight Nr:	
Date:	Arrival Time:	
Departure information		
We will depart by plane:		
Airport:	Flight Nr:	
Date:	Arrival Time:	_
		_
Date,		
Preside	nt/Secretary General MA:	

PLEASE RETURN THIS HOTEL RESERVATION FORM TO THE ORGANISER BEFORE  $\bf 17^{th}$  June  $\bf 2014$  by e-mail to  $\bf moscowjuniorcup2014@mail.ru$ 















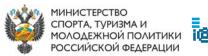


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## **BUDGET FORM**

Member Associat	ion:			
Telephone:				
1) Entry Fees				
Position	Cost	ı	Number of persons	Total
Athlete	€ 60	Х		€
Total 1				€
2) Accommodat	tion			
Hotel name:				
Room	Cost Nr	of Persons	Nr of nights	Total
Single room	€ x	x	_	€
Double room	€ x	x	<u> </u>	€
Triple room	€ x	x		€
Total 2				€
3) Transportati	on + DISCO PAR	TY		
Airport	Cost	ı	Number of Persons	Total
DOMODEDOVO	€ 30	X		€
VNUKOVO	€ 25	X		€
SHEREMETIEVO	€ 30	X		€
Total 3				€
		_		
	TOTAL (1+2+3	3)	€	
Date	<u>—</u>			
	President/S	Secretary C	General MA:	

PLEASE RETURN THIS BUDGET FORM TO THE ORGANISER BEFORE  $\mathbf{17}^{th}$  June  $\mathbf{2014}$  by e-mail to  $\underline{\mathsf{moscowjuniorcup2014@mail.ru}}$ .

















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### **PAYMENT INSTRUCTIONS:**

BANK: ROSGOSSTRAKH BANK

ADDRESS: ROSGOSSTRAKH BANK, MOSCOW, RUSSIA

ACCOUNT 0104498399 OF OJSC ROSGOSSTRAKH BANK, MOSCOW, RUSSIA (SWIFT: RUIDRUMM) WITH VTB BANK (DEUTSCHLAND) AG, FRANKFURT AM MAIN, GERMANY (SWIFT: OWHBDEFF)

A/C NAME RUSSIAN ARCHERY FEDERATION

A/N: 40703978200000100012

## NOTE:

ALL PAYMENTS ARE REQUIRED TO BE DONE IN EUROS BY BANK TRANSFER LATEST 17<sup>th</sup> June 2014!

ALL BANK TRANSFER FEES HAVE TO BE PAID BY PARTICIPATING MAS (you need to state OUR option when paying).

IN CASE OF NOT PAYING THE BANK TRANSFER FEES, YOU WILL BE CHARGED FOR THE DIFFERENCE UPON ARRIVAL, AT THE ACCREDITATION.

- > NO CREDIT CARDS
- > NO TRAVEL CHECKS

PLEASE SEND THE COPY OF THE BANK TRANSFER TO THE ORGANISER by email to moscowjuniorcup2014@mail.ru













Country/Team from:

# EUROPEAN JUNIOR CUP 2014 2<sup>nd</sup> and final leg, Moscow - RUS



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## **VISA INVITATION LETTER FORM**

	,,					<del>_</del>			
Cor	Contact person:								
PLE	PLEASE SEND US ALL PASSPORT COPIES (REAL SIZE, GOOD QUALITY, CLEAR) WITH THIS FORM:								
Νō	Full name (As it is written in the passport)	Date of birth	Place of Birth	Passport Number	Passport expiration date	Occupation	Country		
						_			
Dat	e:								
		Preside	nt/Secretar	y General MA	:				

PLEASE RETURN THIS VISA INVITATION LETTER FORM TO THE ORGANISER AS SOON AS POSSIBLE (latest by  $30^{th}$  April 2014) by email to  $\underline{moscowjuniorcup2014@mail.ru}$ 

