



EUROPEAN JUNIOR CUP 2014 2nd and final leg, Moscow - RUS



Version 2.0 – 24th March 2014

TO ALL WORLD ARCHERY MEMBER ASSOCIATIONS

24th 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 07th July - 12th 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	30 th April	2014
Final Entries	17 th June	2014
Hotel Reservation Form	17 th May	2014
Transportation Form	17 th June	2014
Visa Invitation Letter Form	30 th April	2014
Budget Form	17 th June	2014
Final Hotel Reservation Form	17 th 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

Saturday		July 05th, 2014	Arrival of Delegations Practice field and local transportation available
Sunday		July 06th, 2014	Arrival of Delegations Practice field and local transportation available
Monday	Day 1	July 07th, 2014	Opening Ceremony Official practice and Equipment inspection Team Managers Meeting
Tuesday	Day 2	July 08st, 2014	Qualification round CADETS Qualification round JUNIORS
Wednesday	Day 3	July 09th, 2014	Mixed Teams Eliminations Mixed Teams Medal Matches Award Ceremony
Thursday	Day 4	July 10th, 2014	Individual Eliminations - up to ½ Finals
Friday	Day 5	July 11th, 2014	Team Eliminations Team Medal Matches Award Ceremony
Saturday	Day 6	July 12th, 2014	Individual Bronze and Gold Medal Matches Award Ceremony Closing Ceremony Disco party
Sunday		July 13th, 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 <http://register.worldarchery.org/> 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:	27th March	2014
End of Preliminary registration:	30th April	2014
End of Final registration:	17th 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 **17th May 2014**.

To confirm the reservation, a 50% deposit of the total amount is required to be bank transferred to the OC before **17th 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 Bitca (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 **double entry fee**, 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 **17th 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 moscowjuniorcup2014@mail.ru. and Matteo Pisani (matteo@pisani.eu)

Following conditions will apply:

- cancellation received before and included 17th May 2014 for full refund of the deposit,
- cancellation received between and included 18th May 2014 and 17th June 2014 for 50% refund of the deposit,
- cancellation received after 17th 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 than 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 05th 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 moscowjuniorcup2014@mail.ru.

Disco party

On the final day (Saturday, 12th 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 **17th May 2014** by e-mail to moscowjuniorcup2014@mail.ru



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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 persons with disabilities.

Team Arrival Date: _____

Team Departure Date: _____

Date: _____

Signature of President/Secretary General: _____

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 **17th June 2014** by e-mail moscowjuniorcup2014@mail.ru



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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, _____

President/Secretary General MA: _____

PLEASE RETURN THIS HOTEL RESERVATION FORM TO THE ORGANISER BEFORE **17th June 2014** by e-mail to moscowjuniorcup2014@mail.ru



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BUDGET FORM

Member Association: _____

Contact person: _____

Telephone: _____

Mobile: _____

E-mail: _____

1) Entry Fees

Position	Cost		Number of persons	Total
Athlete	€ 60	x	_____	€ _____
Total 1			€ _____

2) Accommodation

Hotel name: _____

Room	Cost	Nr of Persons	Nr of nights	Total
Single room	€ _____ x	_____ x	_____	€ _____
Double room	€ _____ x	_____ x	_____	€ _____
Triple room	€ _____ x	_____ x	_____	€ _____
Total 2			€ _____

3) Transportation + DISCO PARTY

Airport	Cost		Number of Persons	Total
DOMODEDOVO	€ 30	x	_____	€ _____
VNUKOVO	€ 25	x	_____	€ _____
SHEREMETIEVO	€ 30	x	_____	€ _____
Total 3			€ _____

TOTAL (1+2+3) € _____

Date _____

President/Secretary General MA: _____

PLEASE RETURN THIS BUDGET FORM TO THE ORGANISER BEFORE **17th June 2014** by e-mail to 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 17th 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



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VISA INVITATION LETTER FORM

Country/Team from: _____

Contact person: _____

PLEASE SEND US ALL PASSPORT COPIES (REAL SIZE, GOOD QUALITY, CLEAR) WITH THIS FORM:

Nº	Full name (As it is written in the passport)	Date of birth	Place of Birth	Passport Number	Passport expiration date	Occupation	Country

Date: _____

President/Secretary General MA: _____

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



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