

INVITATION

Dear President,

On behalf of the Organizing Committee and the FITARCO (ITALIAN ARCHERY FEDERATION), I'm pleased to invite and welcome your Association to participate to the First leg of the 'EUROPEAN YOUTH CUP 2018.' competition that will be held in Rovereto, on 14-19 May 2018.

This event will be organized following the WA and WAE YOUTH CUP RULES for Junior Women, Junior Men, Cadet Women and Cadet Men classes, Recurve and Compound divisions in the Outdoor Target Archery discipline.

Herewith enclosed you will find all the necessary documents concerning registration, organization and participation in this event.

We kindly ask you for your response within the stated deadlines:

Preliminary Entries	15 February 2018
Preliminary Hotel Reservation Form	15 February 2018
Visa Invitation Letter Form	5 April 2018
Final Hotel Reservation Form	24 April 2018
Transportation Form	24 April 2018
Budget Form	24 April 2018
Final Entries	24 April 2018

I am looking forward to welcoming you in Rovereto, Italy.

Yours sincerely,

Mr. Mario Scarzella
FITARCO - Italian Archery Association
President

Mr. Cristian Sala
Local Organizing Committee
President

PRELIMINARY PROGRAM

Sunday		13 May 2018	Arrival of Delegations Practice field and local transportation available
Monday	Day 1	14 May 2018	Opening Ceremony Official practice and Equipment inspection Team Managers Meeting
Tuesday	Day 2	15 May 2018	Qualification round CADETS Qualification round JUNIORS
Wednesday	Day 3	16 May 2018	Mixed Teams Eliminations Mixed Teams Medal Matches
Thursday	Day 4	17 May 2018	Individual Eliminations - Up to ½ Finals
Friday	Day 5	18 May 2018	Team Eliminations Team Medal Matches Award Ceremony (Teams and Mixed Teams)
Saturday	Day 6	19 May 2018	Individual Bronze and Gold Medal Matches Award Ceremony Closing ceremony Disco Party
Sunday		20 May 2018	Departure of Delegations

Note

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

PRELIMINARY & FINAL REGISTRATION

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

The number of athletes that may be entered by a Member Association is limited to four (4) in each category. All World Archery MA's are eligible to compete in European Youth Cup competitions, but only the results of the athletes from WORLD ARCHERY EUROPE MA's will be taken in consideration for the Youth Cup Circuit.

In order to use WAREOS, please login on <http://register.worldarchery.org> with your Username and Password assigned by World Archery. After entering WAREOS, please find the event, from the list, you wish to register your 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) using the same website link.

For any questions regarding the WAREOS, please contact the World Archery office, Mr. JK LEE (jklee@archery.org).

Starting date of online-registration with WAREOS is:	8 December 2017
End of Preliminary registration:	15 February 2018
End of Final registration:	24 April 2018

Please respect the stated deadlines.

Member Associations should only use WAREOS to make any changes/amendments to their entries and will be able to do so at any time. Any changes made in WAREOS an email will instantly be automatically sent to the Organizing Committee and Member Association with the updated information.

However, 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.

Final registrations that differ from the preliminary entries by more than 4 athletes/officials will result in a penalty fee of 140,00 € per entry to be paid in cash to the LOC upon arrival at the venue.

Failure to have made preliminary entries before the deadline date but then submitting final entries will result in a penalty fee of 140,00 € per entry to be paid in cash to the LOC upon arrival at the venue.

Any entries received less than 3 days before the team managers meeting will be refused if no preliminary entry and/or final entry are made prior.

As a final note, only member Associations in good standing will be eligible to compete. This means that World Archery fee 2018 must have been paid prior the participation.

ACCOMMODATION & GENERAL INFORMATION

There will be several official hotels available. The Hotels are 2*, 3* or 4* stars category.

The OC will take care of reservations on a first come first served basis.

Category	Single room Price per room per night	Double room Price per person per night	Triple room Price per person per night	4 beds room Price per person per night
2*	€ 90	€ 75	€ 70	n.a.
3*	€ 105	€ 85	€ 75	n.a.
4*	€ 115	€ 85	€ 80	n.a.

The room prices are in Euro (€) per person and per night.

It is offered on a 'Full Board' basis, including breakfast and dinner (mineral water included, no alcohol served) and lunch on the competition field.

In the room price is also included service charge and VAT.

Preliminary Hotel Reservations should be made before **15 February 2018**.

Reservations after this date shall be subject to availability.

Final Hotel Reservations should be made before **24 April 2018**.

A **50% deposit** of the Accommodation payment is required before **15 February 2018**.

The **rest 50%** of Accommodation payment is to be made before **24 April 2018**.

Please note that for the payment of the accommodation, a 50% deposit of the total amount payable is required and is due by **15 February 2018**. Hotel Reservations will be made in priority of receiving the 50% payment within the stated deadline.

Accommodation cannot be guaranteed, nor at the above quoted prices beyond each deadline.

Reservations after each deadline will be considered only according to availability and the room rate may change.

For receiving the best check in service upon your team arrival at the hotel, you are requested to send to the OC a list with the roommates' names for every room you have reserved.

The rooming list should be sent no later than **30 April 2018**.

Note

Please refer to the Accommodation pages below. Ensure that you complete all the necessary forms by the specified date.

See detailed payment instructions below.

The Organizing Committee reserves the right to accommodate you athletes, according to hotel occupancies, in order of requests' arrival.

The Organizing Committee reserves the right to accommodate athletes in equal characteristics if necessary.

To make check-in easier, please be so kind to send the ACCOMMODATION TABLE - ROOMING LIST.

ADDITIONAL INFORMATION

Entry fees

Individual:	75 € per athlete
Officials:	Free
Teams:	Free

Booking NON-OFFICIAL Hotel

Teams who book their own accommodation will be charged an entry fee of €. 300,00 per athlete, and will not receive tournament information/results or local transportation.

OC will not be responsible for providing transportation from that Hotel to the venue, but could arrange the transport from the airport to the hotel at the prices quoted below.

Furthermore, the OC won't provide any information about the non-official hotels.

Transportation

From/to Airport – Hotel (arrival and departure)

Airport	Price (per person) both athletes and officials
Verona (VRN – Catullo)	50 €
Bergamo (BGY – Orio al Serio) Treviso (TSF- Sant'Angelo)	70€
Milano (MXP – Malpensa) Venezia (VCE – Marco Polo)	90€

Local transportation service is included in the transportation fees. Final transportation timetables will be confirmed. Buses and/or vans will be used.

Closing Party

After the dinner on 19 May 2018, a Closing party will be organized at the competition field.

Opening: 21:00.

The participation cost to this event is €18 per person. Two drinks are included (voucher).

If you reserve and pre-pay your vouchers when sending the final registration, you will be charged 15€ per person only.

Water

Water will be available on the field free of charge.



EUROPEAN YOUTH CUP 1st leg ROVERETO – ITALY



V 1.5 – 19 December 2017

Visa

All participants who need an entry visa, are kindly requested to contact Mrs Alessandra Colasante no later than 14 April 2018 (rapportinternazionali@fitarco-italia.org)

All participants that require a visa are kindly requested to supply a copy of their latest/valid passport. It is the applicants' responsibility for supplying the necessary information and submitting by the deadline specified.

Dress Regulations

WA & WAE dress regulations do apply.

Prepayments

Hotel booking will only be regarded valid as soon as a 50 % down payment has been received by the Organizing Committee before **15 February 2018**.

The balance of full payments is to be made before **24 April 2018**.

Lunch on the field

Lunch will be served on the field and it is included in the accommodation cost..

Venue

The venue is:

PALAKOSMOS

Via della Roggia 45/A

38068 Rovereto (TN) - Italy

45.880664, 11.029536

Weather

In May in Rovereto you might have an average temperature of 12-24°C with around 11 hours of sunshine per day. Most of the time it is sunny, but we suggest to have with you some rain clothes too.

Accreditation and Team Managers Meeting

Accreditation will take place upon arrival at the OC head office. More details will be provided at the Team Managers Meeting.

OC contacts

For any assistance, please write an e-mail, and use mobile only for emergency

English - German

Ms. DALRI Barbara

Mobile: +39 349 3543584

E-mail: organization@rovereto2018.it

English - French

Ms. FEDRIZZI Francesca

Mobile: +39 340 0589312

E-mail: organization@rovereto2018.it

Please also refer to the detailed Payment Policy below.



PAYMENT POLICY

50% deposit is required before **15 February 2018** while the 50% balance is due within **24 April 2018**.
An invoice will be provided after the total payment.

BANK INFORMATION:

Bank Name: CASSA RURALE DI ROVERETO
Address: Via Alessandro Manzoni, 1, 38068 Rovereto TN
Account Name: APD KOSMOS ROVERETO
Account Number: 145199
IBAN: IT34B082102080000000145199

NOTE: ALL PAYMENTS IN EURO (€) by wire transfer
The 50% deposit within **15 February 2018**.
The balance payment within **24 April 2018**.

Bank transfer fees are the responsibility of the sender.

NO CREDIT CARDS, NO TRAVELLERS CHEQUES, NO FOREIGN CURRENCIES.

Cancellations & Changes

Cancellation must be sent in writing by email to organization@rovereto2018.it
The following conditions will apply:

- Cancellation received within 15 February 2018 for full refund of the deposit
- Cancellation received between 16 February 2018 and 24 April 2018 for 50% refund of the deposit
- Cancellation received starting from 25 April 2018: there will be no refund of the deposit

All refunds, if any, will be processed after the event.

Changes to the athlete (the same category and division) and/or team official names after the final entry deadline date, can be made within 3 days prior to the start of the event.

OC should be informed about changes in the travel program 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.

OC Contact

English - German
Ms. DALRI Barbara
Mobile: +39 349 3543584
E-mail: organization@rovereto2018.it

English - French
Ms. FEDRIZZI Francesca
Mobile: +39 340 0589312
E-mail: organization@rovereto2018.it

PRELIMINARY HOTEL RESERVATION FORM
Return within 15 February 2018

Member Association: _____

Email address: _____

Telephone: _____

Hotel Categories

Please tick the hotel of your choice:

Hotel	<input checked="" type="checkbox"/>
2*	<input type="checkbox"/>
3*	<input type="checkbox"/>
4*	<input type="checkbox"/>

Arrival Date: _____

Departure Date: _____

Number of Nights: _____

Number of Rooms:

Single	<input type="checkbox"/>
Double	<input type="checkbox"/>
Triple	<input type="checkbox"/>
4 beds (4* only)	<input type="checkbox"/>

Please cross Yes (Y) if you need facilities for persons with disabilities. Y N

We require a 50% deposit within **15 February 2018**.

Date: _____

Signature President / Secretary General

Please return the Preliminary Hotel Reservation Form to the Organizing Committee EYC Rovereto 2018 within **15 February 2018**.

E-mail: organization@rovereto2018.it

TRANSPORTATION FORM
Return within 24 April 2018

Member Association: _____

Email address: _____

Telephone: _____

Airport	Price per person	N. person
Verona (VRN – Catullo)	50 €	
Bergamo (BGY – Orio al Serio) Treviso (TSF- Sant'Angelo)	70€	
Milano (MXP – Malpensa) Venezia (VCE – Marco Polo)	90€	
TOTAL (B)		€

Arrival information

By plane:

Airport: _____ Flight No: _____ Date: _____ Arrival Time: _____

Departure information

By plane:

Airport: _____ Flight No: _____ Date: _____ Arrival Time: _____

Please cross Yes (Y) if you need facilities for persons with disabilities. Y N

Date: _____

Signature President / Secretary General

Please enter the team manager's mobile number _____ which in case of any needs or assistance.

Note:

OC should be informed in writing about changes in the Teams' travel program before **10 May 2018**. If your arrival is later than your original schedule, the room charges are starting from the original date indicated in the Member Association's Final Hotel Reservation Form.

Please return the Transportation Form to the Organizing Committee EYC Rovereto 2018 within **24 April 2018**.
E-mail: organization@rovereto2018.it

FINAL HOTEL RESERVATION FORM
Return within 24 April 2018

Member Association: _____

Email address: _____

Telephone: _____

Arrival Date: _____ Departure date: _____

OC should be informed in writing about changes in the Teams' accommodation booking and travel program within 15 February 2018 (full refund) or within 24 April 2018 (50% refund). If your arrival is later or departure is earlier than your original schedule, the rooms will be charged according to the original dates indicated in the Member Association's Final Hotel Reservation Form.

Please refer to the Cancellations & Changes at the Payment Policy page.

The rates are in Euro (€) per person, per night, half board.

2*	Number of rooms	Nights	Price/person	Total in Euro €
Single room			90 €	
Double room			75 €	
Triple room			70 €	
			TOTAL (C)	

3*	Number of rooms	Nights	Price/person	Total in Euro €
Single room			105 €	
Double room			85 €	
Triple room			75 €	
			TOTAL (C)	

4*	Number of rooms	Nights	Price/person	Total in Euro €
Single room			115 €	
Double room			85 €	
Triple room			80 €	
TOTAL (C)				

Please cross Yes (Y) if you need facilities for persons with disabilities. Y N

We require that balance of full Accommodation payment should be made before **24 April 2018**.

Payments must be sent to the following Bank Account:

Bank Name: CASSA RURALE DI ROVERETO
Address: Via Alessandro Manzoni, 1, 38068 Rovereto TN
Account Name: APD KOSMOS ROVERETO
Account Number: 145199
IBAN: IT34B082102080000000145199

NOTE: ALL PAYMENTS SHOULD BE EFFECTED IN EURO (€)
 BY BANK TRANSFER, for a 50% before 15 February 2018.
 BY BANK TRANSFER (for the balance) within 24 April 2018.

ACCOMMODATION TABLE - ROOMING LIST
Return within 30 April 2018

We would like to have accreditation process as smooth as possible. Therefore, we prepared Accommodation Table for you to fill in with the following details: mark the type of the room (single/double) and write names of persons in the room.

room	Single, double triple, quadruple room	person 1 (Name)	person 2 (Name)	person 3 (Name)	person 4 (Name)
room 1					
room 2					
room 3					
room 4					
room 5					
room 6					
room 7					
room 8					
room 9					
room 10					
room 11					
room 12					
room 13					

Note:

Rooms will be booked on a first come first served basis.

Furthermore, we would like to remind you about some important information:

- Accreditation office will be open on Sunday 13 May, from 13:00 - 21:00 and on Monday 14 May, from 08:00 - 12:00.

- Team Managers meeting is scheduled for Monday 14 May.

PLEASE RETURN THIS ACCOMMODATION TABLE TO THE OC
within 30 April 2018.

E-mail to organization@rovereto2018.it



EUROPEAN YOUTH CUP 1st leg ROVERETO – ITALY



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BUDGET FORM Return within 24 April 2018

Member Association: _____

Email address: _____

Telephone: _____

	Number	Price	Total
Athlete Entry Fee		75 €	€
TOTAL ENTRY FEES (A)			€
Transportation Fee			
TOTAL TRANSPORTATION FEES (B)			€
TOTAL ACCOMMODATION (C)			€
CLOSING PARTY (D)		15 € (18€ if paid at the arrival)	€
Grand Total (A+B+C+D)			€
Deposit 50% within 15 February 2018			€
Balance of full payments within 24 April 2018			€

Payments must be sent using the following Bank Account:

Bank Name: CASSA RURALE DI ROVERETO
Address: Via Alessandro Manzoni, 1, 38068 Rovereto TN
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