

TO ALL World Archery Europe Member Associations,
Dear President,

As Chair of the Local Organizing Committee (LOC) of the European Para Archery Championships / Para Archery Cup I leg, to be held in Rome, Italy on 19 May 2024, I would like to invite you all to be part of one of the most important archery events to take place in the Europe in 2024.

Sincerely yours,

Sante Spigarelli
Rome OC Chairman

IMPORTANT DATES

Please find enclosed detailed information regarding this event. To register participation, please complete all the necessary sections in WAREOS (<https://extranet.worldarchery.sport>) within the deadlines listed below.

Summary of deadlines:

Registration Opening date on WAREOS	23 rd February 2024
Preliminary Entries	19 th April 2024
Final Entries	26 th April 2024
Hotel reservation	will be done by LOC after the final entries based on capacity of accommodation and size and male/ female/ wheelchair user's ratio of the teams. Deadline 1 April 2024
Payment	1 st April 2024
Transportation	1 st April 2024
Visa support	1 st April 2024
Full refund cancellation deadline	27 th April 2024

*After this deadline, the LOC is allowed to retain all amounts due by

the Member Association.

PRELIMINARY PROGRAMME

17 th May Friday	Arrival of participants
18 th May Saturday	Arrival of participants Free Practice
19 th May Sunday	Official Practice (Equipment Inspection) Team managers meeting
20 th May Monday	Qualification Round (2 or 3 sessions)
21 st May Tuesday	Team elimination (Double and mixed teams)
22 nd May Wednesday	Individual Eliminations (up to 1/2) (Compound, Recurve, W1) VI1 – VI23 official practice followed by qualification round
23 rd May Thursday	Team Finals (Compound, Recurve, W1) VI1 – VI23 individual elimination
24 th May Friday	Individual Finals (all categories) Award ceremonies (Compound, Recurve, W1, VI)
25 th May Saturday	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.

VISUALLY IMPAIRED CATEGORIES

Based on the number of participants registered at preliminary entries, WA Rule 21.12.1. will apply :
“If there are insufficient final entries in either or both divisions, **a single competition combining all VI athletes will proceed with all VI athletes wearing a blindfold regardless of their respective classification.**”

PRELIMINARY & FINAL REGISTRATION

All entries, accommodation reservations, transport needs, flight arrival/departure information and visa invitation letter requests are to be completed using the World Archery Online Registration System WAREOS <https://extranet.worldarchery.sport>. This system 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.sport> 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 wareos@archery.sport with any questions regarding **technical problems on WAREOS**. For any question regarding the organisation of the event (transport, accommodation, meals, invoices, visa etc.) please contact **directly the LOC**.

Athletes from a minimum of 4 different Member Associations shall be registered and participate in the event.

A maximum number of three (3) athletes per country can be registered into each category and divisions of the event.

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.

Please, be aware that only WAE Mas can take part to European Championships, so no extra WAE federations will be allowed to register.

ACCOMMODATION & GENERAL INFORMATION

Accommodation with breakfast and dinner will be provided in contracted hotels with wheelchair access.

Breakfast and Dinner will be served in hotels.

Lunch will be served at the venue.

Official HQ hotel will be considered Mercure Roma West.

All meals have to be taken in the designated hotels or at venue, not at any other restaurant/fast-food/bar.

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. Payment in cash upon arrival can exceptionally be accepted after prior approval by LOC.

ENTRY FEES

Individual	200 € per person
Official	130 € per person
Teams	75 € per team
Guest	30 € per person

Transportation 200 € per person

(Include all local transportation from to venue – hotel – airport)

Accommodation in single room 180 € per night / person included breakfast lunch and dinner

Accommodation in double room 140 € per night / person included breakfast lunch and dinner

Accommodation in triple room 110 € per night / person included breakfast lunch and dinner

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

PENALTY FEES TO BE PAID TO ORGANISING COMMITTEE

Penalty fees for Late Entries (after final deadline):	50 per entry
Penalty fees for not filling Preliminary entries	150 € per entry
Penalty fee for differences between preliminary and final entries:	150 € per entry

*If the difference between final and preliminary entries number is more than 4 athletes/officials

Any change to the final country entry list, such as (but not limited to):

- Athlete or official name change
- Date of birth change
- Official position change

50 €- each change

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

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

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 the Organising Committee in writing at least one week prior to the event that they are unable to attend.

Note: No WRE status

Be aware that, due to the overlap with a World Cup event, the Rome Championship does not assign valid scores for the WRE

ACCOMMODATION

Hotel assignment and reservation will be done by LOC after the final entries based on capacity of accommodation and size and male/ female/ wheelchair users ratio of the teams

Mercure Roma WEST – [Viale Eroi di Cefalonia 301, 00128 ROMA](#)

<https://all.accor.com/hotel/8516/index.it.shtml>

Mercure Roma WEST | Mercure Roma West is a 4 stars hotel, modern and elegant, placed at 20 mins from city Center, close to EUR (Rome Universal Exposition district) and Roma Fiumicino airport. The hotel offers 215 rooms with TV and minibar, free Wi-Fi and free of charge internal parking.

Warmhotel - [Via Giuseppe Prezzolini, 5, 00143 Roma RM](#)

<https://www.warmthotel.it>

The Warmthotel is a modern 4-star hotel in the EUR district. It is the perfect place for enjoying an experience in the contemporary part of Rome, for business and important events. It is also in a convenient location, making it easy for you to reach, discover and fall in love with the ancient part of Rome. *As we set off on our journey in search of a new concept of hospitality, we drove into town only to realize that we had left what we were looking for behind us. This is the journey that led us to Warmthotel and, if you're here, your own journey is about to begin.*

According to WAE rules the accommodation in the LOC official hotels is mandatory to participate.

In addition, the LOC will be responsible to provide any event information at this hotel and provide transportation to the venues. Private vehicles can be used too.

TRANSPORTATION

Transportation will be provided from Fiumicino (FCO) 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 the official hotel, practice and competition venues. Transport timetables will be confirmed. The single all-inclusive fee for all transportations is 150 € per person.

VISA

All participants who need an entry visa to Country, will be required to complete the **Visa Support**

sections in WAREOS by no later than **1st April 2024**.

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.

PAYMENT CONDITIONS

Complete all necessary sections in WAREOS and make full payment by the specified deadlines. Bank transfers only, no credit cards will be accepted. All bank charges will be paid by the participants.

The entry fees should be paid in full before arrival.

To confirm hotels reservations, a minimum 50% deposit of the total amount is required to be bank transferred to the OC before **1st April 2024**. Reservations after this date will be considered only according to availability. 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:	Roma European Para Archery
City and Country:	Rome, Italy
Bank:	PER BANCA S.P.A.
Account Number:	IT93B0538773920000004059103
Swift:	BPMOIT22XXX

NOTE: ALL PAYMENTS SHALL BE MADE IN EURO.

CANCELLATIONS & CHANGES

All cancellations and changes must be made through WAREOS

- 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 Organizing Committee and Member Association of any changes made in WAREOS.

HEALTH REGULATIONS (COVID-19)

INFORMATION

- Everybody should follow the Government/public health authorities measures (national and sport-specific regulations) and be aware of the travel restrictions
- For your information, Medical infrastructure/Hospital with proper care will be reachable within 15 minutes from the venue, where COVID-19 test can be done.

MEDICAL EMERGENCY CONTACT AND LOCATION

Closest Hospital Ospedale Regina Elena
Via Elio Chianesi, 53, 00128 Roma RM

An Ambulance will be present on the venue during all the Event

ADDITIONAL INFORMATION

TRAINING

A training field will be available starting on **18th May** at the competition Venue. All transports required for training are included in "Transport Fee"

WEATHER

The last month of the spring May, is a temperate month in Rome, Italy, with average temperature fluctuating between 19°C and 30°C. In May, the rain falls for 3.3 days and regularly aggregates up to 36.8mm (1.45") of precipitation.

MEDIA REGISTRATION

Media representatives can apply for registration by emailing stampa@fitarco-italia.org specifying the competition name "Rome European Para Archery Championships"

INTERNET

Will be available in the official hotels according specific hotel regulations. A specific internet connection point will be available on the venue.

WATER

Each participant will receive clean bottles of water.
Bottled water will be available at the qualification and practice venues.

LOC CONTACT

By email

Name: Mrs Isabella Meattini

Email: info@repac22.com

Language: English and French

By phone

Name: Mr Ardingo Scarzella

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Phone number with international extension: +39 3347836370

Technical Delegate

Name: Mr Arnoud Strijbis

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Looking forward to welcoming you in Roma, Italy.