

EWF Entries / Step 1

30th August-10th September 2018

1.1

Within these twelve days, each federation is required to enter into the EWF Electronic Entry system a list of the athletes, coaches and associated team officials of your federation who will be participating in the 2018 Junior & U23 European Championships in Zamosc-Poland.

This includes all personnel who will definitely participate in Zamosc along with any personnel whose participation at this time is still uncertain / unconfirmed.

1.2

At the same time and **within these days** all federations are required to enter by way of the EWF Electronic Entry system the accommodation they require: specifically, the number and type of rooms they require together with the 'check in' and 'check out' dates for all members of your group along including who will be sharing rooms.

1.3

At the same time all federations are required to provide passport photographs of all team personnel.

EWF Entries Update / Step 2

19th-21st September 2018

2.1

During this 72-hour period all Federations must confirm the complete list of their participating athletes and team personnel. **This is their opportunity (without any penalty) to change, correct, or cancel any of the participating athletes they entered in Step 1 and also to correct and confirm the accommodation they require.** Any missing photographs must also be provided at this time.

2.2

Based upon their corrected and confirmed submission on 19th-21st September 2018, the Organiser will calculate the accommodation and accreditation costs for your federation based upon the following costs:

2.2(i) Single Room

€ 140,00 (euros) including breakfast, lunch and dinner - per person per night

2.2(ii) Double Room / Twin Bedded

€ 130,00 (euros) including breakfast, lunch and dinner - per person per night

2.2(iii) Triple Room / Triple bedded

€ 110,00 (euros) including breakfast, lunch and dinner - per person per night

2.2(iv) Arrival-Departure places, TRANSFER and TRANSPORTATION

Organizing Committee will organize transfer from / to Warsaw and Cracow airports-Zamosc.

Costs of transportation from *Warsaw or Cracow* airport to Zamosc and Zamosc to Warsaw or Cracow airport is as follows:

-1 to 4 people: 200,00 Euro (1 car)

-5 to 9 people: 100,00 EURO per person

-10 to 20 people: 60,00 Euro per person

-over 20 people: 50,00 Euro per person

Transportation from/to other Arrival/Departure Places from/to Zamosc:

Organizing Committee will organise transfer from LUBLIN (ca 80 km from Zamosc) or RZESZOW

JASIONKA(ca 150 km from Zamosc) airport to ZAMOSC and from ZAMOSC to LUBLIN or RZESZOW

JASIONKA airport.

LUBLIN International airport: <https://www.airport.lublin.pl>

RZESZOW- JASIONKA International airport: <http://www.rzeszowairport.pl>

Costs of transportation from Lublin or Rzeszow-Jasionka airport to Zamosc and back is € 30,00 (euros) per person.

Train Station ZAMOSC: <http://www.rozklad-pkp.pl>

Cost of local transportation is € 20,00 per person.

2.2(v) Accreditation

The fee is €150.00 (euros) per person for all members of the participating teams.

2.3 Payment Regulations

2.3(i)

EFW Executive Board Members **do not pay** for their local transportation, accommodation (including one day prior to and one day after the Executive Board meeting) and accreditation: for Zamosc this means 17 to 19 October 2018.

If an Executive Board Member wishes to attend the competition after 19 October 2018 they are required to pay for both their accommodation, accreditation - **UNLESS** - they have also been appointed as a Technical Official for the Championships.

2.3(ii)

Technical Officials selected by the EWF including Jury Members, Referees, Technical Controllers and Doctors **do NOT PAY** for their Accommodation and the Accreditation Fee.

2.3(iii)

Members of the EWF Technical Committee, Coaching Research & Scientific Committee and Medical Committees attending their respective Committee Meetings (who are not an appointed Technical Officials) **PAY** for their accommodation but **do NOT PAY** the Accreditation Fee unless they choose to stay for the competitions.

2.3(iv)

Delegates attending the EWF Congress on 19 September 2018 **MUST PAY** for their accommodation: Should they also wish to attend the Championship Competitions after the Congress, they must also **PAY** for the Accreditation Fee.

2.3(v)

EFW Competition Officials, including Doctors and along with Anti-Doping Officials, and bona fide members of the Media including journalists, photographers along with Radio & Television reporters and technicians **do NOT** pay the Accreditation fee.

EFW Entries Team Receive Payment Invoice from Organiser / Step 3

3.1

Between 24th-25th September 2018, the Polish WF shall send by email to each participating federation an official, stamped invoice back listing all of the costs for which each federation is responsible for payment in respect of their participating team.

3.1(i)

If a federation disagrees with any of the costs or calculations they must immediately inform the PWF by e-mail.

EFW Entries / Step 4

26th-28th September 2018

4.1

During this period each federation is required to pay 100% of costs as detailed in the Invoice emailed to each federation in the previous week.

4.1(i)

This payment must be by bank transfer (in euros) directly to the following account:

Account No : PL 73 1020 1026 0000 1602 0369 9873

IBAN : PL 73 1020 1026 0000 1602 0369 9873

Swift code : BPKOPLPW

Address of Bank: 02-515 WARSZAWA, PULAWSKA 15

4.1(ii)

At the same time as each federation makes its payment it is required to email to the Polish Weightlifting Federation a copy of the bank transfer documentation confirming that the transfer has been made email: the email address for this confirmation is;

biuro@pzpc.pl

4.2

Please note that compliance with the procedures described above is obligatory for all national member federations of the European Weightlifting Federation. Any failure to provide the required information and/or payment may result in the cancellation of their federation's requested accommodation.

5 Cancellations, Additional Bookings & Changes

5.1(i)

Should any federation wish to cancel any room reservations after 21st September 2018 they must immediately contact the PWF in writing (by email).

When the PWF receives such a cancellation request they will ask the hotel to re-sell the cancelled rooms: if they are successful in re-selling the room(s) the PWF will refund the federation by bank transfer less the bank charges incurred in making the refund.

5.1(ii)

Accreditation Fees will also be refunded by the PWF by bank transfer for any cancelled participants less the bank charges incurred in making the refund.

5.2

After 21st September 2018, should a federation request any additional hotel rooms the PWF will use their 'best efforts' to accommodate the additional team members in the same hotel as the other members of the team. However, this cannot be guaranteed.

Between the 1st-2nd October 2018 all payments for additional accommodation must be paid by bank transfer upon receipt of a supplementary Invoice from the PWF / OC which will also include the additional costs for accreditation.

5.3

For any additional requests made after 2nd October 2018, the accommodation and accreditation costs must be paid upon arrival in cash as detailed on the supplementary invoice from the PWF.

6 Important Notes

6.1 No accommodation is guaranteed until the full payment is received.

6.2 The Accreditation Office will be located at the Hotel "ZAMOJSKI" 4*, Zamosc, street Kollataja 2/4/

6.3

If teams arrive at Warsaw or Cracow International Airport, they will be transferred to the one of the official accommodation hotel in Zamosc and Team Managers will be taken to the Accreditation office in Hotel "ZAMOJSKI" to verify that all payments have been made and to collect your team's accreditation cards.

Once the Team Manager has verified the accommodation list and collected the accreditation cards he/she will receive the room authorization for his/her team's rooms to present to the hotel reception: the task of the PWF is to process each team within 30 minutes of their arrival.

6.4

Any member of a team abusing or behaving improperly towards the PWF Accommodation and Accreditation team may have their personal accreditation card withheld.

6.5

If a team has any questions or concerns regarding this new procedure they are required to contact General Secretary of Polish WF Halina Pikula - biuro@pzpc.pl and EWF General Secretary Dr. Hasan Akkus: secretariat@ewfed.com

7 Team Manager's Meeting – Verification of Final Entries Meeting in Hotel "ZAMOJSKI" on 18th October 2018 at 18.00-19.00

7.1

One or two Team Manager from each participating National Federations is required to attend this meeting to confirm the names, categories and entry totals of their athletes including the correct spelling of their athletes' names as they appear in their respective passports.

7.2

All team Managers are required to attend at **18.00** at which time there will be a roll call of the national federations.

7.3

At this meeting there will be a briefing of all the arrangements relating to accommodation, meals, local transportation, training and competition. This will also be the main opportunity for Team Managers to ask any questions.

If you need, please contact the Polish Weightlifting Federation or EWF Secretariat:

Polish Weightlifting Federation

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