



**Para-Archery World Ranking Event  
Para-Archery European Cup**  
Nové Město nad Metují | CZE  
**August 23 - 31 \* 2025**



version 0.2 (02/02/2025)

**To all World Archery Member Associations**

**Dear President,**

as Chair of the Local Organising Committee (LOC) of the Para-Archery World Ranking Event and the 2nd leg and the Final of the European Cup to be held again in Nove Město nad Metují, Czech Republic on 23rd August to 1st September 2025, I would like to invite you all to be part of this traditional major para-archery event.

Nove Město nad Metuji is well known within the para-archery family for hosting the major events including IPC and EPC archery championships, then para-archery WRE and EC since 2001. Quite challenging were both paralympic qualifications in 2016 and then in pandemic year of 2021 with about 500 participants and officials from about 50 countries at each of the events held in Nove Město nad Metuji.

This year our tournament will follow the WAE European Championships and the 1st leg of the European Cup that will be held in Rome in May; furthermore we will be parallel to para-archery WRE in Chicago, USA shortly prior the para-archery world championships in Korea lately in September. Therefore the para-archery „family“ seems to have dilligent and demanding year ahead and I am happy that Nove Město can keep its traditional place in the WAE/ WA Calendar.

I am sure that organisers, officials, volunteers altogether with participants from all over the Globe will arrive again to create unique atmosphere and conditions for elite sports performance and for friendship, tolerance and mutual support.

Wishing you nice and memorable stay in our hometown.

Sincerely yours

**Libor SNAJDR**  
LOC Chairman  
NoveMesto2025





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**Important dates:**

Please find enclosed information regarding the details of this event and how to complete the registration. To register participation, please complete all the necessary sections in WAREOS within the deadlines listed below:

WAREOS registration opening date	01.03.2025
Preliminary entries deadline	22.05.2025
FINAL entries deadline	01.08.2025
100 percent Refund cancellation deadline	01.07.2025
50 percent Refund cancellation	02.07.-31.07.2025
Transportation	01.08.2025
VISA support	30.04.2025
FINAL Hotel reservation & payment	01.08.2025

Please adhere to the provided deadlines. It is imperative for MAs to update WAREOS with any changes, including cancellations or modifications, even after submitting a preliminary entry. Non-compliance may result in additional penalties.

**Venue location**

Practice venue: Sportovní klub Nove Město nad Metují, 28.října 943, FOP2  
 Qualifications venue: Sportovní klub Nove Město nad Metují, 28.října 943, FOP1  
 Final venue: Sportovní klub Nove Město nad Metují, 28.října 943, FOP1

**Preliminary programme 32 targets**

	<b>Morning</b>	<b>Afternoon</b>	<b>Morning</b>	<b>Afternoon</b>
23.08. Sat	Arrivals of the teams	Free practice		
24.08. Sun	Official practice	Equipment inspection / Team Capitan Meeting		
25.08. Mon	Qualification Round – Individual matches 1/24	Qualification round – Individual matches 1/24		
26.08. Tue	Double matches	Individual matches		VI Arrival
27.08. Wed	Individual matches	Mix team matches		VI Arrival
28.08. Thu	WRE Mixed Team	WRE Double	VI Arrival	VI Official Practice / Team Capitan Meeting
29.08. Fri	WRE Individual	ECup Finals Mixed Teams	V.I. Qualification	V.I. Elimination
30.08. Sat	ECup individual finals	WRE individual Finals		V.I. Finals
31.08. Sun	Departures of the teams			V.I departure





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*Note: This preliminary programme can be subject to change. Para Archery European Cup (PAEC) Finals involve the best four european para-archers and the best four mixed teams in CO, RO and W1 who win points for the 1st PAEC leg in Rome in May and the 2nd PAEC leg in Nove Město nad Metuji. No classification will be provided in Nove Město nad Metuji this year.*

## 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 Registration Online System (WAREOS). This system now handles the entire registration process for this event. Any other entry forms, hotel reservations or transportation forms will not be accepted.

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](mailto:wareos@archery.sport) with any questions regarding technical problems on WAREOS. For any questions regarding the organisation of the event such as transport, accommodation, meals etc. contact directly LOC.

There is no limit as for the minimum number of participants per category nor limit of maximum participants from one country per category.

Start date for online registration using WAREOS	1st of March 2025
End of final registration using WAREOS	1st of August 2025

Please respect the given deadlines.

Member Association 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 LOC and MA of any such changes.

Each team has to be registered with one person as Team Manager who will have authority on behalf of the national federation during the tournament.  
The phone number and the email of this person has to be filled in WAREOS.

## ACCOMMODATION & GENERAL INFORMATION

Accommodation with breakfast and dinner will be provided in several hotels that have been contracted by LOC for this event. There is limited availability of wheelchair accessible rooms in these hotels therefore it is recommended to consult the accommodation with LOC. LOC should assist the Teams with allocation to the hotels according to number of the team members, number of wheelchair users and ratio men/ women eventually. It is expected that the Teams will respect such allocation by LOC so that the needs of all the Teams and individuals can be met.

Breakfast and dinner will be served in the hotels, lunch at the venue during the entire tournament.

Official HQ hotel will be considered the hotel Rajska Zahrada in Nove Město nad Metuji (1,5 km from the venue).





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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, transport and accommodation by the deadlines. Not to do so may result in cancellation of the team's registration. Despite the cancellation or withdrawal of the team from the tournament LOC will insist on payment of the team duties arising from previous registration process. Bank transfers only. Payment in cash upon arrival can exceptionally be accepted after prior approval by LOC. There will be 2 percent fee charged for cash manipulation by bank.

## ENTRY FEE (including WAE capitation fee)

Archer:	230,- EUR
Team Official:	180,- EUR
Doubles and Mixed Teams	free

Entry fees do not include airport transfer to hotels and back, nor daily local transport between the venue and official hotels during the qualification, elimination and final venues.

Local transport: Airport to the venue (one way) 100,- EUR per person; hotel – venue – hotel for the whole duration of the tournament will be 200,- EUR per person.

## ACCOMMODATION

Hotel Rajska Zahrada will be considered as HQ hotel for the tournament. However it is specific for the tournament that LOC contracts 15 hotels in Nove Město nad Metuji and in surrounding that will meet the participating Teams needs.

Rooms are allocated by LOC according to number of the team members, male/ female ratio, wheelchair accessibility eventually according to other requests.

260,- EUR per night per double room with breakfast and dinner in hotels; lunch will be served at the venue.  
200,- EUR per night per person – single occupation.

Teams that do not reserve their accommodation through the organising committee will be charged a double entry fee.

## PAYMENT CONDITIONS:

The fees including accommodation, local transportation should be paid in full by 01st of August 2025.

Preliminary entries and accommodation (in WAREOS) with 30 percent deposit of the total amount are required to be transferred via bank account by 22nd of May 2025.

Member Associations that have penalty fees or any other fees pending from 2024 will need to have paid them before being eligible to enter and compete.

Entries and substitutions received after the deadlines are subject to penalties as clearly stated in the Rule Book and the world ranking event invitation documents. A Member Association that has made final entries in WAREOS and does not participate will be invoiced for the number of entries entered in the system as well as any other booking they made through the platform (including but not limited to accommodation, transportation, and any other extras the Member Association has booked through the platform).





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## BANK DETAILS:

A/C name: Sportovní klub Nove Mesto nad Metuji  
LOC address: 28.rizna 943, Nove Město nad Metuji, ZIP 54901, CZE  
Telephone number: +420 724080831  
City and Country: 54901, Nove Město nad Metuji, Czech Republic  
Bank: Ceskoslovenska obchodni banka (CSOB)  
Karlovo namesti 177  
54701, Nachod, Czech Republic  
A/C number: 275371783/0300  
Swift: CEKOCZPP  
City: Nachod, Czech Republic  
IBAN: CZ73 0300 0000 0002 7537 1783  
Variable symbol: 20250801  
Specific Symbol: WRE/ country code (please, add your international country code)

All bank charges will be paid by the participants.

## CANCELLATION & CHANGES:

All cancellations and changes must be made through WAREOS:

Cancellations received **before 01st of July 2025** – **full refund** of the deposit payment will be made.

Cancellations received **from 02nd to 31st of July 2025** – **50 percent refund** will be provided.

Cancellation received **after 01st of August 2025** – **no refund** can be provided.

Refunds will be processed after the event.

Changes exceeding 2 persons in composition of the team after the final deadline will be charged a penalty fee of 100,- EUR per each team number changed.

Name changes to team officials and/ or archers (same category and division) will be accepted up to two (2) days before official practice without any additional charge or penalty.

Should flight arrival details change last minute contact LOC using details indicated in the team's manager booklet, please.

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.

## ADDITIONAL INFORMATION

### MEDICAL EMERGENCY CONTACT AND LOCATION

Hospital: Oblastni nemocnice Nachod, Purkynova 446, Nachod 54701, CZE

Phone: +420 491601111, [info@nemocnicenachod.cz](mailto:info@nemocnicenachod.cz)

Venue: M.D. Katerina JAVORSKA, +420 777709291

### TRANSPORTATION

Will be provided from Prague International Airport to the official hotels from August 23 to September 1, 2025. Earlier and/ or later transport will be available in agreement with LOC. LOC will provide a „Welcome desk“ at Terminal 2 Arrivals Gate in Prague Intl. Airport on Saturday the 23rd of August to assist the arriving Teams and to coordinate ongoing local transport.

Local transport then will be available among official hotels and practice and competition venue; timetable will be confirmed.





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## TRAINING

Will be available starting on the 21st of August 2025 at the Sports Club Nove Město nad Metuji.

## WEATHER

Temperatures in August are expected to range between 23 and 26 degrees Celsius. The average has been 24 °C in the last few years. There is a chance of rain showers.

## WATER

Each participant will receive his/ her personal plastic bottle as a souvenir and will draft fresh water from designated pipes himself/ herself at the venue.

## VISA

All participants who need entry visa to the Czech Republic (Schengen territory) will be required to complete the **Visa Support Section** in WAREOS no later than the 30th of April 2025. It is the applicant's responsibility for providing the necessary information, ensuring that all details are up-to-date, correct and submitted by the specified deadlines. Be aware that LOC received such requests too late and will not be able to assist the Teams effectively in several cases in the past.

In addition all participants who require visa are kindly requested to supply copy of their latest valid passport that needs to be uploaded to WAREOS.

All passport copies and personal details entered/ uploaded to WAREOS will be held securely and in the strict confidence.

## LOC CONTACT

Secretary:

Mr. David SNAJDR  
[snajdrpv@volny.cz](mailto:snajdrpv@volny.cz)

+420 724080831

Transport coordinator:

Mr. Matej SPRAVKA  
[matej.wrt@gmail.com](mailto:matej.wrt@gmail.com)

+420 737679304

Accommodation coordinator:

Ms. Julie NOVAKOVA  
[julienov486@gmail.com](mailto:julienov486@gmail.com)

+420 734279983

LOC Address:

Sportovní klub, z.s.  
28. října 943  
Nové Město nad Metují  
549 01 Czech Republic  
[www.sportklubnovemestonm.cz](http://www.sportklubnovemestonm.cz)





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## Terms and Conditions

### Introduction

The Member Association acknowledges to have understood and accepted in their whole and without any restrictions the sale and purchase terms and conditions of this invitation package, and of the registration platform <https://extranet.worldarchery.sport/wareos/>.

Consequently, the Member Association who wishes to register to an event, and book some or all associated extras proposed by the local organizing committee acknowledges that they are fully aware present terms and conditions are accepted by entering information in WAREOS.

Any Member Association declares that it is entitled to enter a contractual relationship with the Local Organising Committee of the event, in accordance with these terms and conditions.

The Local Organising Committee commits itself to communicate, within reason, to its potential clients the greatest information available on the following topics:

Description of the main characteristics of the proposed products and of their use.

Pricing

Information on the methods of payment and reimbursement conditions.

### Article 1: Entirety

The platform <https://extranet.worldarchery.sport/wareos/> is the propriety of, has been designed and created and is managed by World Archery Federation at Lausanne, Switzerland, and put at the disposal of the Local Organising Committee to facilitate registration to World Archery events.

The present terms and conditions include any and all rights and obligations of the parties. No single, specific, or general term or condition that may appear on documentation sent, given, or handed over to a Member Association will alter, replace, or complete parts of or the entirety of these terms and conditions

World Archery reserves the right to modify at any time and without any preliminary notification of any kind these terms and conditions.

### Article 2: Object

The present terms and conditions define the rights and obligations of the parties in relation to the registration made through the platform <https://extranet.worldarchery.sport/wareos/> of services offered by the Local Organising Committee in the scope of the event it has been set for.

### Article 3: Contractual documents

The present terms and conditions and the registration process make up the contractual documents between the parties.

### Article 4: Electronic signature:

The Member Association's entering registration information is the electronic signature which is binding between the parties in the same sense as a handwritten signature would be.

### Article 5: Registration Confirmation – Contract

The contract is validated as soon as the Member Association has entered its preliminary registration by entering information in WAREOS. A modification of the registration is possible until the deadline for registration set in the document. Modifications may be subject to penalty fees.





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## Article 6: Prices

The official prices are listed in the "Policies and Procedures Athletes, officials and team management", the invitation package prices will be based on the official price list, converted to the currency elected by the LOC for invoicing (CHF, EUR, or USD).

The official prices valid on the date that the registration confirmation is sent to the Member Association are binding between the parties.

## Article 7: Payment methods

All payments shall be made by bank transfer to the organising committee respecting the stated deadlines, with all bank charges paid by the Member Association. For any open invoices that are not settled 21 days prior the beginning of the event, the Local Organising committee will be entitled to charge a 5% surcharge on all open amounts.

Any payments received cash by World Archery on behalf of the organising committee will incur a 10% additional service fee, to be paid to World Archery.

## Article 8: Payment deadlines and refunds

After the preliminary's entry deadline, the downpayment of 50% shall not be reimbursable. After the final deadlines of registration mentioned in this document, Member Association will not be entitled to any refund, and all remaining unpaid amounts shall be paid to the Local Organising Committee.

Failure to do so, will result in an immediate suspension of the Member Association, who will be set as not in good standing on the day of the official practice of the event, and so until the full amount is paid to the LOC.

## Article 9: Availability of services

The availability of services is guaranteed on a first come, first serve basis, provided that the payment of such service has been paid to the local organising committee, partially or in full as mentioned in this document.

The local organising committee is not required to hold services for a Member Association that as not paid in full such service.

## Article 10: Force-majeure

None of the two parties will have failed in their respective contractual obligations if their execution is delayed or prevented by a case of force-majeure. Cases considered to be a force majeure are extraordinary events or circumstances beyond the control of the parties, such as a war, strike, riot, crime, or an event described by the legal term "act of God" (e.g., flooding, earthquake, volcano eruption, etc). However, force majeure is not intended to excuse negligence or other malfeasance of a party, as where non-performance is caused by the usual and natural consequences of external forces, or where the intervening circumstances are specifically contemplated. The party experiencing a force majeure must notify in writing with 24 hours after becoming aware of the occurrence. The parties will then, within 7 business days examine, unless the force majeure prevents it, if and how the contractual obligations will be met.

## Article 11: Privacy statement

All information exchanged by the Parties will be treated with the utmost confidentiality

All information requested by World Archery and the Organising Committee from the Member Association are necessary to process the event registration and can therefore be communicated only to the contractual partners of World Archery and the Local Organising Committee.

World Archery and the Local Organising Committee are authorized to send informative and promotional e-mails to the Member Association, using the WAREOS e-mail address and the contact person provided by the Member Association during the registration.

November 2024 by World Archery Federation, Maison du Sport International, Avenue de Rhodanie 54 - 1007 Lausanne (Switzerland)

