4th November, 2015

**TO ALL World Archery Oceania MEMBER ASSOCIATIONS**

Dear President,

On behalf of the Organizing Committee (OC) of the Oceania Archery Championships 2016 and Tonga Archery Federation, we would like to invite your country to the Oceania Archery Championships 2016, and the Oceania YOUTH Archery Championships 2016, which will all be held in Nuku’alofa, Tonga from 8 - 16 April 2016.

We are especially exited to offer the Oceania Youth Championships. These have been dormant for too many years, and as this was one of the priorities from last year’s Oceania Congress we are looking forward to revive the youth championships. We hope you will support this effort by bringing many of your best youth archers to the competition.

In conjunction with the Championships we will also be hosting the Oceania CQT for the Rio Olympics.

Right after the Championships, we will also host the 2016 World Archery Oceania Congress, which will be held on 16. April, 2016

To register participation, please find enclosed the necessary documents to be completed and returned within the deadlines listed below:

Summary of deadlines:

* Hotel Reservation Form & Deposit **10 February 2016**
* Preliminary Entries **10 February 2016**
* Final Hotel Reservation Form **18 March 2016**

 & Remaining Payment

* Transportation Form **18 March 2016**
* Final Entries and entry payment **18 March 2016**

We are looking forward to welcoming you and your teams, to Nuku’alofa, Tonga.

Sincerely yours,

Hans Jensen

President

Tonga Archery Federation

**PRELIMINARY PROGRAMME:**

**SENIOR:**

|  |  |
| --- | --- |
| DATE | Description |
| **Friday 8. April** | Arrival and Registration of ParticipantsPractice field Open 9am – 4pm |
| **Saturday 9. April** | Arrival and Registration of ParticipantsPractice field Open 9am – 2.30pmOpening Ceremony 3pm*.* Official Team Photos |
| **Sunday 10. April** | Range is Closed (no sport on Sundays, - religious holiday)Religious and recreational activities will be offered |
| **Monday 11. April** | Late registration from 8am – 9.30amTeam Manager’s Meeting 8.30pm – 9.30amOfficial Practice and equipment inspection 10am – 4pmLunch, noon – 1.40pm |
| **Tuesday 12. April** | 1440 Round, 2 long distances, 9am – noonLunch, noon – 1.30pm2 short distances, 1.30pm – 4.30pm |
| **Wednesday 13. April** | Senior 720 Round 8.45am – 11.30am, all divisionsLunch: 11.30am – 1pm1.30pm Eliminations up to ½ final, all divisionsIndividual Elimination, followed by Team elimination |
| **Thursday 14. April** | **Oceania C Q T for RIO2016**Match Play **CQT**, Elimination and finals, 8.45am Practice9.15am matches startOceania **Commonwealth Championships**, elimination and finals,2.00pm Practice – 2.30pm matches start |
| **Friday 15. April** | Oceania Matchplay Championships 2016, all divisions.Finals Compound , 8.45am Practice – 9.15am matches startFinals Recurve, 2.00pm Practice – 2.30pm matches startGala and Medal Presentation 6pm |
| **Saturday 16. April** | 8.30am WAO Congress 2016Departure of participants |

**YOUTH:**

|  |  |
| --- | --- |
| DATE | Description |
| **Friday 8. April** | Arrival and Registration of ParticipantsPractice field Open 9am – 4pm |
| **Saturday 9. April** | Arrival and Registration of ParticipantsPractice field Open 9am – 2.30pmYouth Official Practice 9am - 2.30pm*Equipment inspection 11am – noon* Opening Ceremony 3pm*.* Official Team Photos |
| **Sunday 10. April** | Range is Closed (no sport on Sundays, - religious holiday)Religious and recreational activities will be offered |
| **Monday 11. April** | Late registration from 8am – 9.30amTeam Manager’s Meeting 8.30pm – 9.30amYouth Official Practice, 1440 Round 8.30am – 9.30amYouth 1440 Round, 2 long distances, 9.40am – noonLunch, noon – 1.40pmYouth 1440, Round, 2 short distances, 2.00pm – 4.20pm |
| **Tuesday 12. April** | (Senior 1440 Round) 2 long distances, 9am – noonLunch, noon – 1.30pm2 short distances, 1.30pm – 4.30pm |
| **Wednesday 13. April** | Youth 720 Round 8.45am – 11.30am, all divisionsLunch: 11.30am – 1pm1.30pm Eliminations up to ½ final, all divisionsIndividual Elimination, followed by Team elimination |
| **Thursday 14. April** | Rest day |
| **Friday 15. April** | Oceania Matchplay Championships 2016, all divisions.Finals Compound , 8.45am Practice – 9.15am matches startFinals Recurve, 2.00pm Practice – 2.30pm matches startGala and Medal Presentation 6pm |
| **Saturday 16. April** | Departure of participants |

PRELIMINARY & FINAL REGISTRATION

All registration process must be done using the entry form attached.

A maximum number of **3 athletes per country** (host country included) are allowed to be registered in each category of the event.

* End of Preliminary registration: **10 February 2016**
* End of Final registration: **18 March 2016**

Final Entries processed after the deadline will result in a penalty fee of 50 US$ per athlete to be paid to the OC upon arrival at the field.

Final registrations that differ by more than 2 athletes from the preliminary registration or have been submitted after the preliminary deadline will result in a penalty fee of 50 US$ to be paid to the OC upon arrival at the field.

Any entries received less than 3 days before the team captains meeting will be refused, if no preliminary entry and/or final entry were made prior. This decision cannot be appealed by teams.

Please NOTE: Only the Member Associations in good standing with WA and the WAO are eligible to enter and compete.

ENTRY FEE

 Individual: **75 US$** per athlete

 Officials: **Free**

 There is no entry fee for teams.

**ACCOMMODATION**

All accommodation booked through OC includes local transport between accommodation and venues.

FIFA Centre of Excellence Dormatory, Veitongo:

Basic budget accommodation, purpose build for sports teams in training camp. Contains rooms with 4 beds, as well as dormitory. Price includes Breakfast, Lunch and dinner.

Price: 55.- US$ per person per night, tax included.

CITY HOTEL, Fatafehi Rd. Nuku’alofa:

New hotel. Standart similar to good NZ motels (maybe 2 star). Have 5 Twin rooms and 4 double rooms (Queen). Price includes Breakfast and Lunch.

Price: Twin: 115.- US$ per Room per night, tax included.

Price: Queen: 125.- US$ per Room per night, tax included.

LITTLE ITALY HOTEL and Restaurant, Vuna Rd. Nuku’alofa:

New hotel. Good quality, excellent views (maybe 3 star). Have 22 double rooms (King). Price includes Breakfast, Lunch and unlimited internet.

Price: Ocean view: 145.- US$ per Room per night, tax included.

Price: Garden view: 175.- US$ per Room per night, tax included.

**Important Note:**

To confirm your hotel reservations, a 50% deposit, of the total amount, is required to be transferred, to the OC before **10 February, 2016**, via a bank transfer, using the details provided on following page. Reservations received after this date will be considered according to availability.

Availability will be on a first-come-first-served basis.

PRELIMINARY HOTEL RESERVATION FORM

Member Association:

FIFA Centre of Excellence Dormatory, Veitongo:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Gender | No.of Beds | Nights | Price (US$) | TOTAL (US$) |
| F |  |  | 55.- |  |
| M |  |  | 55.- |  |

CITY HOTEL, Fatafehi Rd. Nuku’alofa:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Room Type | No.of Rooms | Nights | Price (US$) | TOTAL (US$) |
| Twin |  |  | 115.- |  |
| Queen |  |  | 125.- |  |

LITTLE ITALY HOTEL and Restaurant, Vuna Rd. Nuku’alofa:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Room Type | No.of Rooms | Nights | Price (US$) | TOTAL (US$) |
| Twin |  |  | 145.- |  |
| Queen |  |  | 175.- |  |

**ACCOMMODATION - GRAND TOTAL: US$:**

**50 % Deposit: US$:**

Date:

Signature of President or Secretary General:

PLEASE RETURN completed and signed registration form to: tongarchery@gmail.com together with payment of deposit to OC (payment details below) on or before **10 February, 2016**.

PRELIMINARY ENTRY FORM

Member Association:

|  |  |  |  |
| --- | --- | --- | --- |
| **AGE** | **COMPETITION** | **RECURVE** | **COMPOUND** |
| **Male** | **Female** | **Male** | **Female** |
| **INTERMEDIATE** | 1440 Round |  |  |  |  |
| 720 Round |  |  |  |  |
| **CADET** | 1440 Round |  |  |  |  |
| 720 Round |  |  |  |  |
| **JUNIOR** | 1440 Round |  |  |  |  |
| 720 Round |  |  |  |  |
| **SENIOR** | 1440 Round |  |  |  |  |
| 720 Round |  |  |  |  |
| CQT |  |  |  |  |
| Commonwealth |  |  |  |  |
| **TOTAL** | PARTICIPANTS |  |  |  |  |

Date:

Signature of President or Secretary General:

PLEASE RETURN completed and signed registration form to: tongarchery@gmail.com together with payment of deposit to OC (payment details below) on or before **10 February, 2016**.

BANKING DETAILS (Accommodation, Registration and Transport Fees)

Bank Name: MBF BANK Ltd. Tonga

Address: Main Branch, Taufa’ahau Rd.

 Nuku’alofa, TONGA

ACC. Name: 2016 Oceania Archery Championships

ACC.Number: S-001-035549-8

SWIFT Code: MBFMTONU

Payment Instructions: Please ALWAYS advise your TEAM NAME or COUNTRY CODE with each payment.

All transaction fees are the responsibility of the sender.

TRAVELLERS CHEQUES and CREDIT CARDS are not accepted.

FINAL HOTEL RESERVATION FORM

Member Association:

FIFA Centre of Excellence Dormatory, Veitongo:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Gender | No.of Beds | Nights | Price (US$) | TOTAL (US$) |
| F |  |  | 55.- |  |
| M |  |  | 55.- |  |

CITY HOTEL, Fatafehi Rd. Nuku’alofa:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Room Type | No.of Rooms | Nights | Price (US$) | TOTAL (US$) |
| Twin |  |  | 115.- |  |
| Queen |  |  | 125.- |  |

LITTLE ITALY HOTEL and Restaurant, Vuna Rd. Nuku’alofa:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Room Type | No.of Rooms | Nights | Price (US$) | TOTAL (US$) |
| Twin |  |  | 145.- |  |
| Queen |  |  | 175.- |  |

**ACCOMMODATION – FINAL GRAND TOTAL: US$:**

**Deposit paid (subtract from grand total): US$:**

**Balance: US$:**

Date:

Signature of President or Secretary General:

PLEASE RETURN completed and signed registration form to: tongarchery@gmail.com together with payment of the Balance to OC (payment details below) on or before **18 March, 2016**.

FINAL ENTRY FORM

Member Association:

|  |  |  |  |
| --- | --- | --- | --- |
| **AGE** | **COMPETITION** | **RECURVE** | **COMPOUND** |
| **Male** | **Female** | **Male** | **Female** |
| **INTERMEDIATE** | 1440 Round |  |  |  |  |
| 720 Round |  |  |  |  |
| **CADET** | 1440 Round |  |  |  |  |
| 720 Round |  |  |  |  |
| **JUNIOR** | 1440 Round |  |  |  |  |
| 720 Round |  |  |  |  |
| **SENIOR** | 1440 Round |  |  |  |  |
| 720 Round |  |  |  |  |
| CQT |  |  |  |  |
| Commonwealth |  |  |  |  |
| **TOTAL** | COMPETITORS |  |  |  |  |

Total No.of Athletes: x 75 US$ per athlete = **TOTAL** **Registration Fee: US$**

Total No.of Officials:

Date:

Signature of President or Secretary General:

PLEASE RETURN completed and signed registration form to: tongarchery@gmail.com together with payment of registration fee to OC (payment details below) on or before **18 March, 2016**.

**For any special querries, please contact OC direct.**

**OC Contact:** Hans Jensen, hansemanuelj@gmail.com

AIRPORT TRANSPORT FORM

**Member association: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Arrival information:** We will arrive by plane:

Airport transfer is US$ 10.- per person.

Number of passengers: \_\_\_\_\_\_\_person(s), airports to hotels @ US$ 10.-p.p.= **US$**

Airport: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Flight Nr: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date (dd/mm/aaaa)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Arrival Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Departure information:** We will depart by plane:

Number of passengers: \_\_\_\_\_\_\_person(s), hotels to airport @ US$ 10.-p.p.= **US$**

Airport: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Flight Nr: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date (dd/mm/aaaa)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Arrival Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOTAL AIRPORT TRANSFER: US$**

|  |  |
| --- | --- |
| 🞏 | Tick here, if you **DO NOT REQUIRE** transportation. |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (DD/MM/YY)

President / Secretary General MA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLEASE RETURN completed and signed Transport form to: tongarchery@gmail.com together with payment of airport transfer to OC (payment details below) on or before **18 March, 2016**.