



**2025 Asia Cup Stage 2 – Singapore
World Ranking Event
15 – 20 June 2025**



TO ALL World Archery Asia Member Associations,

Dear President, Secretary

As Chair of the Local Organising Committee (LOC) of the 2025 Asia Cup Stage 2 to be held in Singapore on 15th June 2025, I would like to invite you all to be part of one of the most important archery events to take place in the CONTINENT/COUNTRY in 2025.

Singapore has hosted many world class sporting events, and we continue to see athletes from many countries compete in our country at this time in many high-profile events.

We welcome you all to this unique city state which on each and every day lives up to a tagline often given to it – “Uniquely Singapore”. We hope you can join us here!

Sincerely yours,

edelinwong

Edelin Wong
President of Archery Association of Singapore
Chairperson of the Organising Committee



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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	01 st February 2025
Preliminary Entries / 50% non-reimbursable down-payment	17 th March 2025
Final Entries / Full invoice payment – reimbursement deadline	24 th May 2025
Transportation	24 th May 2025
Visa support	15 th April 2025
Full refund cancellation deadline	10 th May 2025

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

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

COMPETITION VENUE LOCATION

Practice venue	Bukit Gombak ActiveSG Stadium 800 Bukit Batok West Ave 5, Singapore 659081
Qualifications venue	Bukit Gombak ActiveSG Stadium 800 Bukit Batok West Ave 5, Singapore 659081
Finals venue	Bukit Gombak ActiveSG Stadium 800 Bukit Batok West Ave 5, Singapore 659081





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PRELIMINARY PROGRAMME

14 th June 2025, Saturday	Arrival of Teams (Transport will be provided)
15 th June 2025, Sunday	Official Practice, Team Manager Meeting, Equipment Inspection (local transport will be provided)
16 th June 2025, Monday	Qualification Round – Recurve, Compound
17 th June 2025, Tuesday	Individual elimination
18 th June 2025, Wednesday	Team elimination
19 th June 2025, Thursday	Mixed Team Elimination
20 th June 2025, Friday	Mixed Team, Team, Recurve and Compound Individual Elimination
	Final, Award Ceremony
21 st June 2025, 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.

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 6 different Member Associations shall be registered to participate in the event.
- A maximum number of four (4) athletes per country can be registered into each category and divisions of the event.
- Member Associations can only use WAREOS to make any changes, amendments or cancellations 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.



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ENTRY FEES

Individual	180 USD Per Athlete
Official	150 USD per Official
Guest	250 USD per Guest
International License	100 CHF per participant per calendar year to be paid to World Archery

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

PENALTY FEES TO BE PAID TO ORGANISING COMMITTEE

Penalty fees for Late Entries (after final deadline)	50 USD per entry
Penalty fees for not filling Preliminary Entries	50 USD per entry
Lost the accreditation card	50 USD per card
Lost the classification card	50 USD per card
Penalty fee for differences between Preliminary and Final entries	USD 50 per entry
<ul style="list-style-type: none">If the difference between Final and Preliminary entries numbers is more than 4 athletes/officials	

PENALTY FEES TO BE PAID TO WORLD ARCHERY (CHF)

Any change to final country entry list, such as (but not limited to):	CHF 50 per change
<ul style="list-style-type: none">Athlete's or Official's name ChangeDate of Birth changeOfficial's position changeAbsence or Incomplete on-site contact person	

NOTE: CHF currency exchange rates will be those prevailing on the date of the event

ACCOMMODATION

- Single Room rate: 250 USD per room /per night
- Number of rooms: 30 rooms
- Double/Twin Room rate: 350 USD per room/per night
- Number of rooms: 80
- Board plan: FULL Board
- Check-in 14th June 2025, 1500hrs
- Check-out 21st June 2025, 1200hrs

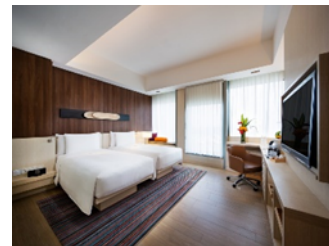
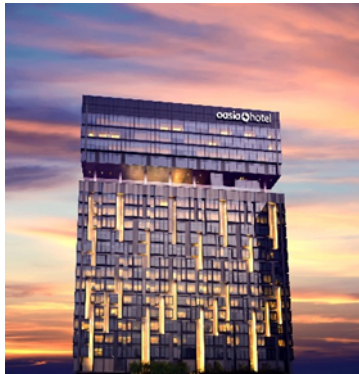
NOTE

- *Late check-out policy - Late check-out till 1800hrs is at the applicable day-use rates and check-out after 1800hrs is at full-day charge, subject to room availability*
- *Breakfast, lunch and dinner will be served at the hotel*
- *Hotels room reservations will be based on first come first serve basis. It is mandatory to choose the official hotel by the Local Organizing Committee*
- *Nearby shopping Mall - Square2 (99m / 1-min walk), Velocity (450m / 5-min), United Square (800m / 10-min walk), Goldhill Plaza (750m / 10-min walk)*

HOTEL INFORMATION

Oasia Hotel Novena Singapore [4-star hotel]

8 Sinaran Drive, Singapore 307470





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TRANSPORTATION

Transportation will be provided between Changi Airport and the official hotel on 14th June 2025 and 21st June 2025 at USD 80. Local transport will be available between the official hotel, practice and competition venues free of charge. Transport timetables will be confirmed later on.

VISA APPLICATION

All participants who need an entry visa to Singapore, will be required to complete the Visa Support sections in WAREOS no later than 15th April 2025.

It is the applicants' responsibility for supplying the necessary information, ensuring all details are up to date, correct and submitted by the deadlines specified.

All participants who require visas 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 INFORMATION

Please complete all necessary sections in WAREOS and make full payment by the specified deadlines. Payment by bank transfers only. NO credit cards will be accepted. All bank charges are to be paid by the participants.

The entry fees should be paid in full before arrival in Singapore.

To confirm hotels reservations, a minimum 50% deposit of the total amount is required to be bank transferred to the LOC before 1st April 2025. 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.



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BANK INFORMATION FOR ACCOMMODATION, TRANSPORTATION AND ENTRY FEES

Account Name	Archery Association of Singapore
Association Address	3 Stadium Drive, #01-33, Singapore 397630
Contact Number of Association	+65 97334239 / +65 91547390
Account Number	519284780001
City & Country	Singapore
Bank Name	Oversea Chinese Banking Corporation Limited
Swift	OCBCSGSG
Bank Address	65 Chulia St, OCBC Centre, Singapore 049513
Bank Contact	+65 1800 363 3333
City	Singapore

NOTE: ALL PAYMENTS SHALL BE MADE IN USD

CANCELLATIONS & CHANGES

All cancellations and changes must be made through WAREOS:

- Should flight arrival details change at the 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 be sent automatically to notify the Organising Committee and Member Association of any changes made in WAREOS.

MEDICAL EMERGENCY CONTACT AND LOCATION

Ng Teng Fong General Hospital

Address:
1 Jurong East Street 21
Singapore 609606

Contact: +65 6908 2222

Website:
<http://www.ntfgh.com.sg>

Tan Tock Seng Hospital;

Address:
11 Jalan Tan Tock Seng, Singapore 308433

Contact: +65 6256 6011

Website:
<https://www.ttsh.com.sg/About-TTSH/TTSH180/Pages/default.aspx>



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ADDITIONAL INFORMATION

The average high-temperature in June 2025

Temperature	27°C 81°F
High Temperature	31°C 88°F
Low Temperature	24°C 75°F
Day Temperature	29° C85°F
Night Temperature	28.7°C 84°F
Sunshine Hours	8 hours

MEDIA REGISTRATION

Media representatives can apply by emailing at event@archerysingapore.org.sg (LOC media contact)

INTERNET

- Internet will be available in the official hotels for free (in hotel rooms and in the lobby).
- Wi-Fi available for access to results on venue.
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WATER

- Each participant will receive clean bottles of water.
- Bottled water will be available at the qualification and practice venues.
- As part of the national efforts to save water and reduce usage of plastics. Water dispensers will be located at the stadium.

LOC CONTACT

Name	Teh Tien Yong (Mr)
Email	secretary@archerysingapore.org.sg
Language	English
Contact	+65 9635 0293
Name	Edelin Wong (Ms)
Email	events@archerysingapore.org.sg
Language	English, Mandarin
Contact	+65 9733 4239

Looking forward to welcoming you in Singapore!



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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.org/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.org/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.org/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.

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



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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)