



**Entry & Accommodation Procedures for the
2019 EWF Senior Weightlifting Championships
06-13 April 2019 Batumi-GEORGIA**



EWF Entries / Step 1

7th-15th February 2019

1.1

Within these nine 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 2019 Senior European Championships in Batumi-Georgia.

This includes all personnel who will definitely participate in Batumi 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.

Minimum stay is three days.

1.3

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

EWF Entries Update / Step 2

4th-6th March 2019

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.

Please notice that you can not add new athletes at this period.

2.2

Based upon their corrected and confirmed submission on 04th-06st March 2019, the Organiser will calculate the accommodation and accreditation costs for your federation based upon the following costs:

2.2(i) Single Room

€150,00 (euros) including breakfast, lunch and dinner - per person per night

2.2(ii) Double Room / Twin Bedded

€125,00 (euros) including breakfast, lunch and dinner - per person per night

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

Organizing Committee will organize transfer from / to Trabzon airport Kutaisi Airport and -Batumi.

Transportation from Trabzon Airport and Kutaisi Airport by buss will be **€30.00 (euros) per person for one way.**

Teams interested in private or small group transportation from Trabzon airport and Kutaisi Airport should contact OC for specific quote and conditions.

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

2.2(iv) Accreditation

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

In addition, €50 for IWF Athlete Special Anti-Doping Fee which will be paid by only athletes.

2.3 Payment Regulations

2.3(i)

EWF 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 Batumi this means 3rd to 5th April 2019.

If an Executive Board Member wishes to attend the competition after 5th April 2019, 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 5th April 2019 **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)

EWF 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.

EWF Entries Team Receive Payment Invoice from Organiser / Step 3

3.1

Between 8th-9th March 2019, the Georgian 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 Georgian WF by e-mail.

EWF Entries / Step 4

11th-13th March 2019

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:

IBAN: **GE75BG0000000247661800**

Swift code: **BAGAGE22**

Address of Bank: **Bank of Georgia, 29a Gagarin street, Tbilisi 0160, Georgia.**

Beneficiary: GEORGIAN WEIGHTLIFTING FEDERATION

4.1(ii)

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

info@geowf.ge

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 6th March 2019 they must immediately contact the Georgian WF in writing (by email).

When the GWF 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 GWF 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 GWF by bank transfer for any cancelled participants less the bank charges incurred in making the refund.

5.2

After 6th March 2019, should a federation request any additional hotel rooms the GWF 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 18th-19th March 2019 all payments for additional accommodation must be paid by bank transfer upon receipt of a supplementary Invoice from the GWF / OC which will also include the additional costs for accreditation.

5.3

For any additional requests made after 25th March 2019, the accommodation and accreditation costs must be paid upon arrival in cash as detailed on the supplementary invoice from the GWF.

6 Important Notes

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

6.2 First Accreditation Office will be located at the Best Wester Hotel Premier-111 Zurab Gorgiladze Str., Batumi 6001, Georgia.

Second Accreditation office will be located at the Sputnik Hotel-Sherwashidze Ascent, Batumi 6010, Georgia.

6.3

If teams arrive at Trabzon or Kutaisi Airport or Batumi International Airport, they will be transferred to the one of the official accommodation hotels in Batumi and Team Managers will be taken to the Accreditation office in Hotel "Best Western" or "Accreditation Center" in Competition Hall 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 GWF is to process each team within 30 minutes of their arrival.

6.4

Any member of a team abusing or behaving improperly towards the GWF 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 Vice President Mr. David Kipshidze e-mail: info@geowf.ge

Mobile: +995 555 64 33 03

Tel/Fax: +995 558 95 09 68

and EWF General Secretary Dr. Hasan Akkus: secretariat@ewfed.com

7 Team Manager's Meeting – Verification of Final Entries Meeting in "Hilton Hotel" on 5th April 2019 at 09.00-10.00

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 **09.00** 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 Georgian Weightlifting Federation or EWF Secretariat:

The Georgian Weightlifting Federation:

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