



TO ALL NATIONAL FEDERATIONS  
TO ALL BUREAU MEMBERS

**Subject: Registrations for the 2018 Senior World Championships**

Dear Mr. President,

As you are surely aware, all organisers experience great difficulties collecting accommodation fees at championships.

Some National Federations have made it a habit to register more participants than the number of participants who attend the competition. This creates big problems for the organisers, who are then obliged to pay for unused hotel rooms.

It has been therefore agreed with the Hungarian National Federation that ALL accommodation fees for the 2018 Senior World Championships will be invoiced online through the ATHENA platform. United World Wrestling shall collect the amounts and redistribute them to the organiser.

No payment will be accepted in situ and everything must have been settled online before the definitive registration deadline, so that the organiser may provide you with your booked rooms.

We fully understand the changes that this brings into your registration process, yet it seems obvious that a delegation to the Senior World Championships takes some advance preparation.

We also wish to stress the fact that your registrations WILL NOT BE TAKEN INTO CONSIDERATION as long as the payment has not been settled.

As the Hungarian Federation will be able to return a small percentage of the rooms until the 20<sup>th</sup> of September, it was agreed to bring forward the deadline for the preliminary and final registrations by one day.

**The deadline for preliminary registration is thus set for the 19<sup>th</sup> of August 2018, and that for final registration (payment) for the 19<sup>th</sup> of September 2018.**

**NO ACCREDITATION** will be provided if the payment for accommodation fees has not been received. If participants from your federation want to stay in an hotel different from that planned for the delegation, they need not register in Athena and will not be accredited.

We also wish to remind you that the accommodation fee is set at CHF 180.- per day. The accommodation fee for extra person is set at CHF 200.- per day. Please see below the table that we shall use as base to determine who pays the regular accommodation fee and who pays the accommodation fee for extra person:

	FREESTYLE			WOMEN'S WRESTLING			GRECO-ROMAN		
	1 - 3	4 - 5	6 - 10	1 - 3	4 - 5	6 - 10	1 - 3	4 - 5	6 - 10
<b>Wrestlers</b>	1	1	1	1	1	1	1	1	1
<b>Team Leader</b>	1	1	1	1	1	1	1	1	1
<b>Coaches</b>	1	2	3	1	2	3	1	2	3
<b>Medical Staff</b>	1	1	2	1	1	2	1	1	2
<b>TOTAL</b>	<b>3</b>	<b>4</b>	<b>6</b>	<b>3</b>	<b>4</b>	<b>6</b>	<b>3</b>	<b>4</b>	<b>6</b>



Referees	Selected referees will pay the regular accommodation fee.
NF President	1
NF Secretary General	1
NF Official	-
NF Media	-

**Note that if the number of your participants exceeds the quotas specified in the table, you will have to pay the accommodation fee for extra person.**

Furthermore, you may not register more than:

- 1 Team leader per style
- 10 Coaches per style
- 3 Medical Staff (Physician-Masseur-Physiotherapist) per style
- 5 NF Officials - These officials will have to pay the accommodation fee for extra person (apart from the delegates for the Congress) and shall be housed in the delegations' hotel. They will have access to **only** one area, specifically reserved for them in the competition hall. These officials, registered in Athena, may apply for a VIP accreditation - that will be accepted or not by United World Wrestling - giving access to the VIP area and lounge.
- 3 NF Media - These NF media representatives will have to pay the accommodation fee for extra person. They will have additional access to the athlete's preparation area and are considered as part of the delegation which includes delegation accommodation, transportation and meals with no exception. NF media has to be registered through the National Federation's Athena Account and will be accepted or not by United World Wrestling.

Note that each person registered in Athena will be counted in as attending the competition. It is therefore clear that if you intend to come with one athlete in one weight category, it is unnecessary to enter 3 participants in the preliminary registrations, since they will be accounted for in the invoice.

We remind you that you may change names at any time. It is therefore important that your preliminary registrations be correct, so that hotel bookings may be processed. This will not prevent you from replacing a person with one another.

Regarding the referees, they will be selected for this Championship and United World Wrestling will register them in Athena. You won't have to enter any referee for this event but you would have to modify their arrival or departure dates if there are not the official ones. We also remind you that it is your responsibility to cover the cost of your referee during this event. They will have to pay the accommodation fee per person as it is stipulated in the specific information and in our Regulations. If they want to stay longer or arrive earlier, they will have to pay the accommodation fee for extra person for the concerned days. That would be also included in your final invoice.



## REGISTRATION PROCESS FOR BUDAPEST 2018

First of all, you must enter into Athena the preliminary registrations (numbers) by the 19<sup>th</sup> of August 2018. Clearly, for us to be able to compute the accommodation fees, we must know how many wrestlers you will register for the competition as this number will be used to calculate the fee for the other team members.

We draw your attention to the fact that if you do not enter your preliminary registrations, you will not be permitted to enter your delegation for the final registrations.

The number of night is essential to issue an invoice. We thus inform you that the calculations will be processed automatically, depending on whether the participant is style-registered or registered as a delegate. If you register a participant in Greco-Roman Wrestling, he will be attributed the number of days corresponding to the Greco-Roman Wrestling. If you register a participant as delegate, the calculation will be made for the entire length of the competition. We therefore stress the fact that the first pro forma invoice will be strictly **INDICATIVE**, since the exact number of days will not be defined yet.

As you will realize during your preliminary registrations, the dates of arrival and departure are pre-set, but you may modify them according to your planning.

On the 19<sup>th</sup> of August, all indicative invoices will be sent. From that day onward, you will have until the **31<sup>st</sup> of August 2018** to complete your final registrations with your exact days of arrival and departure.

Please note that the date of your arrival determines the first day on which the organiser takes charge of you (arrival at the airport - hotel transfer - accommodation fee). If you arrive in the host city earlier (for a training camp, visit...) and do not need accommodation, you must precise the date the organiser must take charge of you. In that case, you must reach by your own means the hotel that the organiser booked.

As you are aware, it is possible to pick your mode of transportation (plane, train, car). If no information regarding your time of arrival is entered into Athena within the time frame (1 month before the beginning of the competition), the organiser is not expected to take care of your transfer from the airport to the hotel.

As soon as your final registrations are completed, the online payment may be processed.

You have until the 19<sup>th</sup> of September 2018 to settle the invoice. Past that date, your registrations **WILL NOT BE TAKEN** into consideration.

As done for the purchase of licences, the invoices will be edited in Swiss Francs and the bank charges covered by the buyer.

I also wish to inform you that the organisers will allocate one single room per style to an up-to-five wrestlers delegation, and two single rooms per style for a six-to-ten wrestlers delegation.

We fully understand that this induces a substantial change on how to register, but it will tremendously simplify the work of the organisers. From your side, it won't be necessary anymore to travel with large sums of money and waiting time at the accreditation centre will be reduced to a minimum.

Please find below the summary of the registration process in terms of important dates:

- |   |  |
|---|--|
| ✓ Until the 19 <sup>th</sup> of August    | deadline for preliminary registrations |
| ✓ 20 <sup>th</sup> of August              | mailing of pro forma invoices          |
| ✓ Until the 31 <sup>st</sup> of August    | deadline for nominative entries        |
|   | mailing of final invoices              |
| ✓ Until the 19 <sup>th</sup> of September | payments deadline                      |



**UNITED WORLD WRESTLING**

With this system, it will be impossible to add or modify entries after the 19<sup>th</sup> of September 2018. We rely on your professionalism and capacities for anticipation to respect the deadlines.

It is obvious that no refund will be made in the case you attend the competition in Budapest with a smaller delegation than the one you registered.

Our team remains at your service to answer any question.

*Corsier-sur-Vevey, 4<sup>th</sup> of July 2018*