



INTERNATIONAL EVENT PARTICIPATION GUIDELINES

UPDATED – NOVEMBER 2024

This policy applies to closed registration international events, in which USA Archery (USAA) members desire to compete and the individual is either part of an official USAA team contingent or is not part of a USAA team contingent is self- funding their participation. Self-funded athletes, outside of those who have been selected through a U.S. Team trials process or selection procedure, may not participate in closed events where USAA is sending a sponsored team.

Any USA Archery member who desires to attend as an athlete or organize one or more USAA athletes to participate in an international event and is not part of a USAA team contingent must complete the online [International Event Participation Request Form](#). Submission of the form will prompt USAA to verify the participant meets eligibility guidelines, identify the cost to participate and inform staff how to register the athlete, staff or guests for the event.

Please be advised that the following guidelines will apply:

1. USAA will collect a \$200 non-refundable administrative fee for the purposes of coordinating event registration, lodging and ground transport, World Archery Insurance, submission of payment to the local organizing committee (LOC), and other as applicable. USAA requires all participants age 18+ to have a current USAA membership, U.S. Center for SafeSport training and current USAA Background Screen.
2. USAA Members who attend non sponsored international events must agree to coordinate their own travel logistics not provided by the LOC to include airfare, order and pay for their own uniforms and pay any fees due to USA Archery by the stated deadlines, to include any penalty fees cause incurred for failure to meet LOC registration deadlines and/or for choosing to stay in non LOC housing.
3. Uniforms worn by participating United States athletes, and any clothing to be worn by coaches, team leaders and other officials or representatives while participating in the event as such, shall not identify or imply that such persons are representing USAA in any official capacity, i.e. uniforms shall not resemble current National Team uniforms unless arranged by USAA. At minimum uniforms shall designate the country for which

they compete and adhere to all requirements of the LOC and comply with the World Archery dress code policy.

4. Athletes will be required to sign the [USAA Participation Waiver and Release Form](#). Additionally, all athletes and staff must adhere to USAA's Code of Conduct and other USAA Policies and procedures located at www.usarchery.org as a condition of their membership and will be expected to abide by the [High Performance Ethos](#).
5. USAA requires all participants adhere to the USAA Minor Athlete Abuse and Prevention Policy and the U.S. Center for SafeSport Code. USAA requires that all travelers, especially adults traveling with minors internationally, make every reasonable effort to ensure group safety throughout the duration of travel.

INTERNATIONAL EVENT PARTICIPATION REQUEST FORM:

This online form must be submitted to USAA if an athlete, staff member or guest is applying to attend an international event occurring outside of the U.S. and the individual is not part of an official USAA team contingent and the member is self-funding their event participation.

DEADLINE FOR FORM SUBMISSION:

The form submitted NO LATER than sixty (60) days prior to the start day of competition or fifteen (15) business days prior to the preliminary registration deadline, WHICHEVER DATE IS EARLIER for the event requested.

For event dates and registration deadlines, please visit the World Archery website at www.archery.org.

ELIGIBILITY:

Athlete: Must be a current USA Archery member in good standing and eligible to compete for USA. If the number of participation requests exceeds the number of registration numbers available in an age class or division the athletes with the highest current national ranking or USAT ranking 60 days prior to the event will be approved until all positions are filled.

Staff/Guests: Must be a current USAA member in good standing and have a current USAA Background Screening and U.S. Center for SafeSport training.

FEES:

USAA will charge a \$200 non-refundable administrative fee per person. Each participant is responsible for booking and paying for their own flight arrangements. USAA will issue an

invoice to each participant via their USAA membership services account for all fees due before the LOC final registration deadline. Invoices will be due a minimum of seven (7) days prior to the final registration deadline set by the LOC. Final registration will not be submitted for any participant who has not paid all outstanding fees to USAA.

CANCELLATION POLICY:

If for any reason you request to cancel your registration before USAA wires your payment to the LOC, you will receive a refund of the amount paid to USAA minus the \$200 USAA Administrative fee, a 5% processing fee on your total invoice paid and any penalty fees incurred by USAA for cancellation. Uniform expenses are also non-refundable.

If you request to cancel your registration after USAA wires funds to the LOC, you will incur all the penalty fees listed above and your payment for the event will be subject to the refund policy set by the LOC (international exchange rates apply). If USAA does not receive a refund, neither will you.

ADDITIONAL EXPENSES:

Participants are responsible for all additional expenses to include out of pocket medical expense not covered by World Archery Insurance, spectator tickets, special event or banquet fees or other expenses not included in payment to LOC.