



2012 AAE ARIZONA CUP
MARCH 22-25, 2012
ACTION LIST – TEAMS

Updated Feb. 24, 2012

ITEM	RESOURCE	ACTION	COMPLETED
<p>Letter of Invitation: If needed, ask for letter of invitation for VISA purposes</p>	<p>Email list of athletes' complete names, passport number, passport expiration, and birthday to admin@arizonacup.com</p>	<p>As soon as possible as the VISA process can take time.</p>	
<p>VISA Appointment : If needed to apply for VISA Application</p>	<p>Locate an embassy/ http://www.usembassy.gov/ See last page for more information</p>	<p>As soon as possible. You must have a scheduled appointment prior to any request for expedited help.</p>	
<p>VISA Waiver Program Countries – ESTA form</p>	<p>https://esta.cbp.dhs.gov/ See last page for more information</p>	<p>Before you travel</p>	
<p>WORLD ARCHERY: Is your federation in good standing?</p>	<p>Clear up any outstanding financial balances with directly with WA</p>	<p>Contact Caroline Murat at World Archery cmurat@archery.org</p>	
<p>Host Hotel: Reservation/Payment must be made directly with hotel</p>	<p>www.arizonacup.com/2012/hotel.php click on reservation code</p>	<p>Preferred rates end March 1</p>	
<p>Ground Transportation: between airport and hotel</p>	<p>Option 1 – rent a car or van at the airport Make reservation/payment directly with the rental car company (Airport PHX) Option 2 – make reservation/payment with the shuttle company. Link found www.arizonacup.com/2012/transportation.php (Airport Greeting available)</p>	<p>As soon as you know your flight information If you are renting at the airport, please reserve as soon as possible as March is a busy tourist month.</p>	
<p>Final Registration Form and Payment: Register and Pay early as possible. Registration will close when venue is full.</p>	<p>Email Form/bank transfer payment: http://arizonacup.com/2012/2012_Final_Team_Registration_Mail-in_Form.pdf Bank Transfer Information next page Online Form/credit card payment: https://secure.jotformpro.com/azcup/2012_Final_Team_Registration_Form</p>	<p>Due by March 1, but the earlier the better. \$50 late fee / athlete after March 1. <i>Please let us know if any of your athletes are Para classified and if they stay on the lie during shooting.</i></p>	

<p>Daily Transportation: between host hotel and venue by request Available March 22 – March 25 To request venue transportation for non-wheelchair needs:</p>	<p>Please Contact: Venue Transportation Coordinator: Trent Johnson, Manager at the Homewood and Hampton Inn & Suites tjohnson@ncghotels.com Phone number is 623-516-9300 Stays at Hampton Inn or Homewood Suites should use this number</p>	<p>As soon as you know your travel arrangements so the Hotel can coordinate vehicle requirements. If you rented a car, there is ample free parking at the venue.</p>	
<p>Para Archery/ Wheel chair Transportation Needs</p>	<p><u>Para Archery Transportation Needs:</u> The Arizona Spinal Cord Injury Association (AZSCIA) can provide ground transportation at fair prices. Contact Michael Bruning, email: Bruning4@msn.com (Subject line – “Transportation for Para Archery”) or phone 602-703-2199. Make team, group or individual ground transportation and payment arrangements directly with the AZSCIA.</p>	<p>Prior to making your travel arrangements to verify that this works for your needs.</p>	

Tournament Registration - Bank Wire Transfer Information:

Please send us a copy of your receipt.

Swift #: **USBKUS44IMT**
Bank Name: **US Bank**
Bank Address: **Scottsdale Office
9719 North Hayden Rd
Scottsdale, Arizona, 85258 USA**

ABA Bank Routing: **122105155**
Bank Account: **151700020267**

Account Name: **Arizona JOAD Association**
Account Address: **8681 East Via De Negocio
Scottsdale, Arizona 85258 USA**

IMPORTANT INFORMATION REGARDING U.S. VISAS

Application for and obtaining travel visas to the United States are completely and solely the responsibility of the participant.

A visa will be required of all visitors to enter the United States with the exception of Canada and the 35 nations that are part of the “Visa Waiver Programme”. The process for obtaining a visa requires each individual to submit an application through a U.S. Embassy or U.S. Consulate. **This is a process that MUST be done by the applicant – the organising committee cannot do it for you!**

The information contained in this document was current at the time of distribution. For updated information regarding visa requirements when traveling to the United States of America, please refer to following websites:

ESTA – The Official U.S. Government Website: <https://esta.cbp.dhs.gov/>

U.S. Dept. of State: http://travel.state.gov/visa/temp/temp_1305.html

Locate an Embassy: <http://www.usembassy.gov/>

VISA WAIVER PROGRAMME COUNTRIES

Andora	France	Liechtenstein	San Marino
Austria	Germany	Lithuania	Singapore
Australia	Greece	Luxembourg	Slovakia
Belgium	Hungary	Malta	Slovenia
Brunei	Iceland	Monaco	South Korea
Czech Republic	Ireland	The Netherlands	Spain
Denmark	Italy	New Zealand	Sweden
Estonia	Japan	Norway	Switzerland
Finland	Latvia	Portugal	United Kingdom

NOTE: IF YOUR COUNTRY IS LISTED AS A “VISA WAIVER PROGRAMME” COUNTRY, YOU ARE REQUIRED TO COMPLETE THE ON-LINE ESTA APPLICATION AT <https://esta.cbp.dhs.gov/>. IT IS IMPORTANT TO REVIEW THE ELIGIBILITY AND PASSPORT REQUIREMENTS TO ENSURE YOU MEET ALL THE CRITERIA BEFORE MAKING YOUR TRAVEL ARRANGEMENTS.

Most categories of visas may be issued to an applicant up to 60 days before its effective date. HOWEVER, it cannot be emphasised enough that the letter of invitation and application process should start as early as possible. Participants from countries subject to additional clearances should be especially conscientious about applying early, since the State Department will not guarantee that ANY cases will be expedited.

Letter of Invitation – For those countries not listed above on the VISA waiver programme, the OC will issue you a Letter of Invitation to use in your application process.

How long should you expect the process to take? There is no standard timeframe for how long it takes to get an appointment for a visa interview and it can vary dramatically from as much as 6 months to just a few days depending on the country. **It cannot be emphasized enough to start the application process early.**

PLEASE KEEP IN MIND – We cannot guarantee you will receive a VISA and we cannot provide special clearances if you are denied or apply too late.