

# International Licence

## Information for Member Associations

Updated in December 2024

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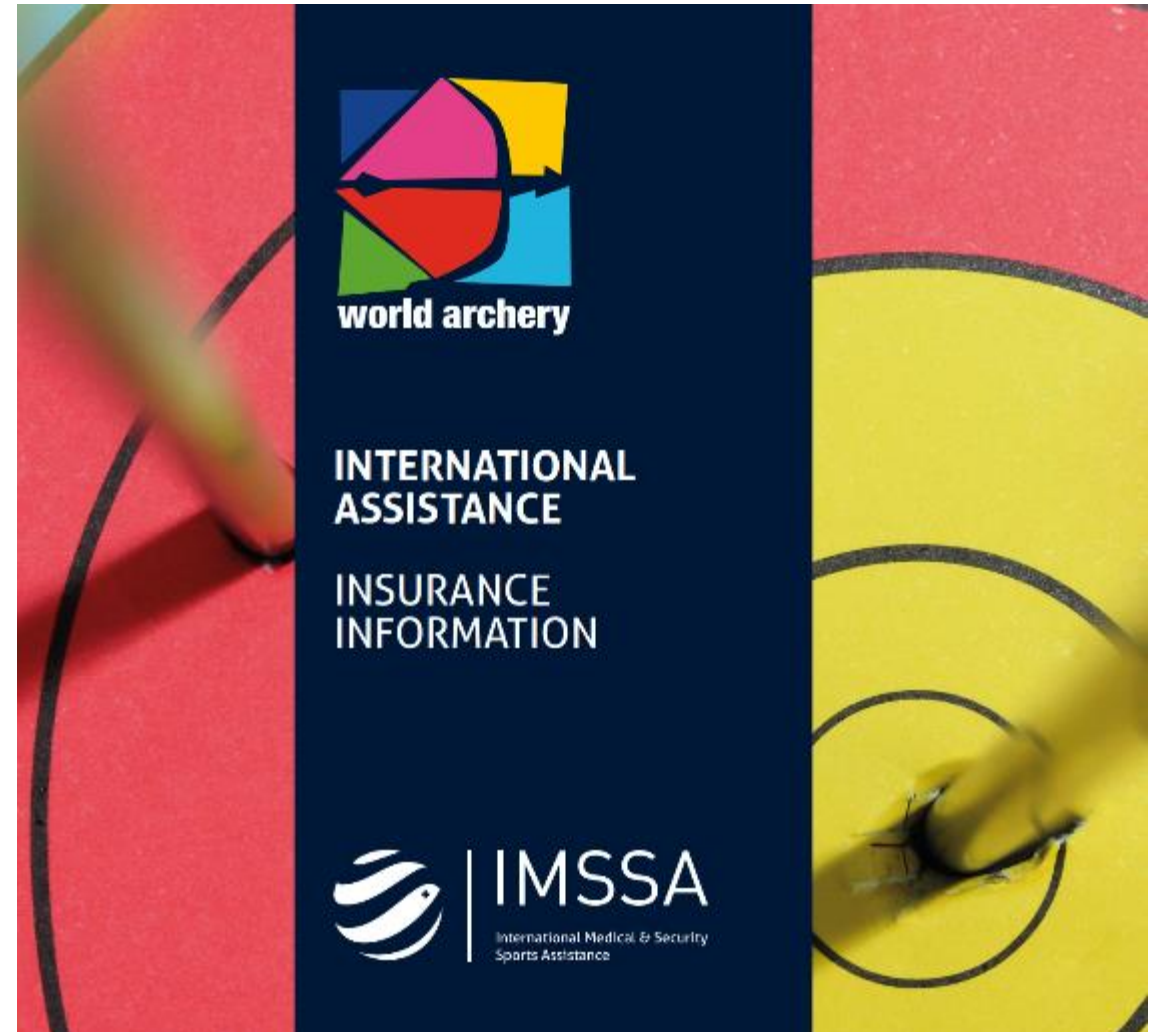


## **International licence**

# 1. International licence: partner

IMSSA – who is working with:

- FIG (Gymnastics)
- UWW (Wrestling)
- FIS (Skiing)
- FIFA
- FIVB (Volleyball)
- PanamSports
- ANOC
- ITTF (Table Tennis)
- IIHF (Ice Hockey) and many others



## 2. International licence: rule

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- Athletes, coaches and officials who wish to participate in Championships, Games, International and National Tournaments, which are recognised or controlled by World Archery or a Member Association, in one or more of the various disciplines recognised by World Archery, shall be affiliated with a Member Association and have a valid international license.

Read Book 1, [Art 2.1.1](#)

- Introduction for 2022 an international licence for all World Ranking tournaments and World Championships (so this is for 2022 including World Championships 3D and Field)

### 3. International licence: approach

All registrations through  
WAREOS **need** a licence

All registrations through Open  
WAREOS **do not** need one



# 4. Licence: general conditions


- **Cost:** 100 CHF per calendar year per athlete/official (it is linked to the person not per event)
- **Includes:** travel and health insurance
- A digital certificate of the licence will be available to download from [IMSSA's platform](https://www.imssa.org)



Log in to [www.imssa.org](https://www.imssa.org)

- ID: WA
- Password: 22A966567

**YOUR TRAVEL INSURANCE CARD**  
Your universal passport to medical and security assistance abroad



The image shows a travel insurance card with a dark blue background and a red and yellow border. The World Archery logo is in the top left. The text on the card reads: "INSURANCE CARD", "IMSSA First Class Assistance", "Member WA", and "Password 22A966567". Below the password is a white rectangular field with a red hand cursor pointing to it. A red line connects this field to the login instructions on the left.

Your login data for our app and website

# 5. Registration and invoicing

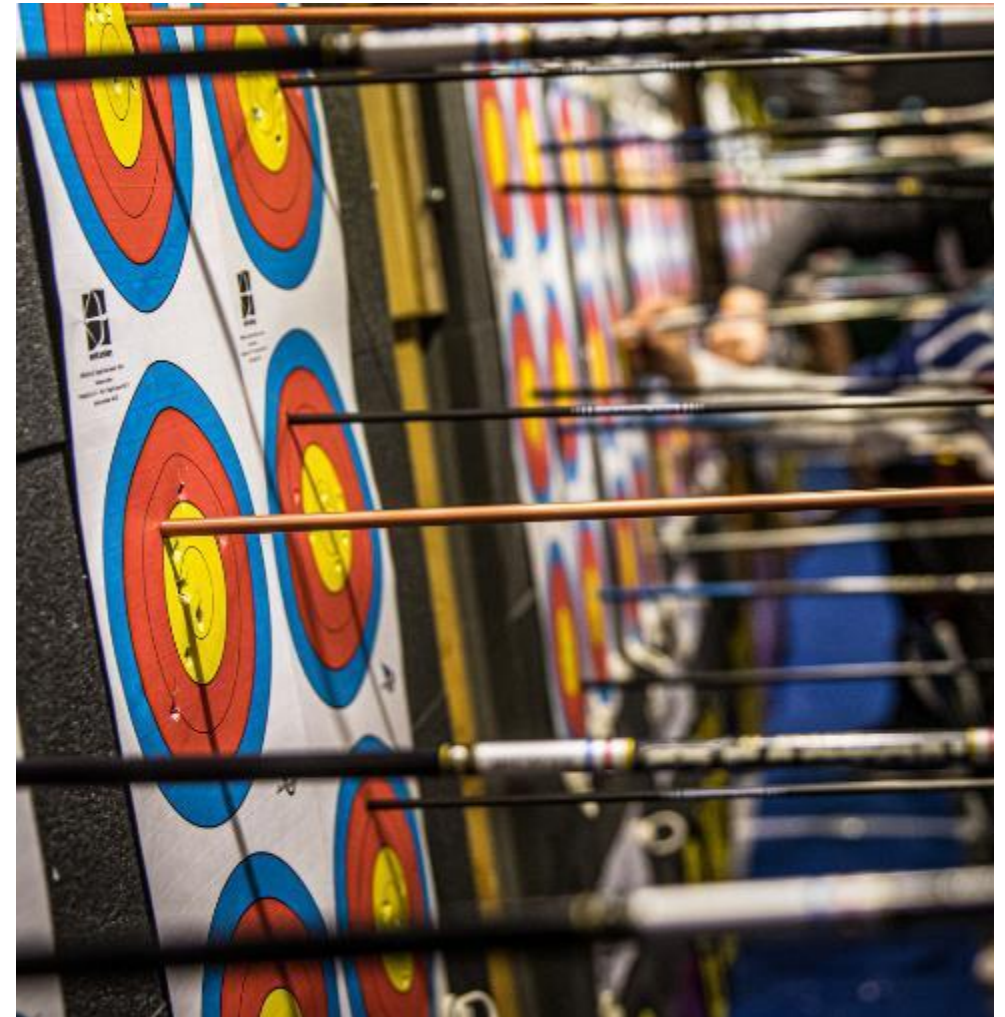
- Registration would be through the accreditation process **at the first event**
- Two possibilities for invoicing:
  1. **Payment at the first event** the person participates, or
  2. **Invoice at the end of the year** – like for calendar tournaments and membership fees (**preferred option for WA that gets 15% discount**)
- Member associations must indicate their **invoicing preference before 6 February**. After deadline, option 2 will apply (invoiced at the end of the year)
- A federation cannot have a mix of the two systems / change the type of invoicing once the first payment is done



# 6. Payment – option 1

## Option 1: payment at the first competition the person participates

- a) MA can pay in cash on site at the first event at the registration booth
  - Price: **100 CHF**
  - Other currencies accepted: **USD** or **EUR**  
(exchange rate will be calculated at the date of invoicing)
- b) Or may pay by bank transfer to WA before the start of the competition; invoice to be asked to [taubert@archery.sport](mailto:taubert@archery.sport)



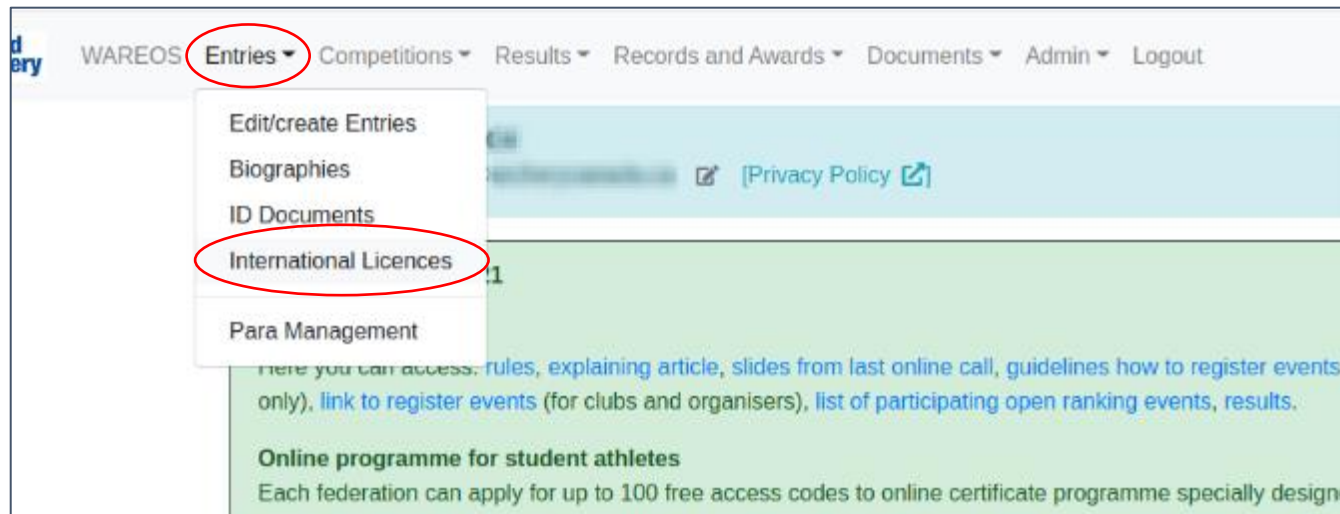
# 6. Payment – option 2

**Option 2: payment at the end of the year** – as for calendar, membership fees or e-learning codes

Confirm your MA's invoicing preference **by 6 February** – If no answer by **deadline, option 2 will apply**



Invoicing at the end of the year is the preferred option: it gets **-15%** discount



After the first competition, MA will be able to see the international licences invoicing summary in Extranet

# 7. View in Extranet



Situation when payment is **done at the first event (Option 1)**

WAREOS Entries ▾ Competitions ▾ Results ▾ Records and Awards ▾ Documents ▾ Admin ▾ Logout

### International Licences

Member Association  
Iran Archery Federation

Year	Distinct Entries	Annual Fee	Payment Type	Total Cost	Paid invoices	Payment Pending	Last Payment
2022	16	100.00 CHF	Distinct payment for each competition	1,600.00 CHF	1,600.00 CHF		2022-02-20

# 7. View in Extranet

Situation when payment is **done at the first event - Option 1** (PDF to download from extranet)

Iran Archery Federation 

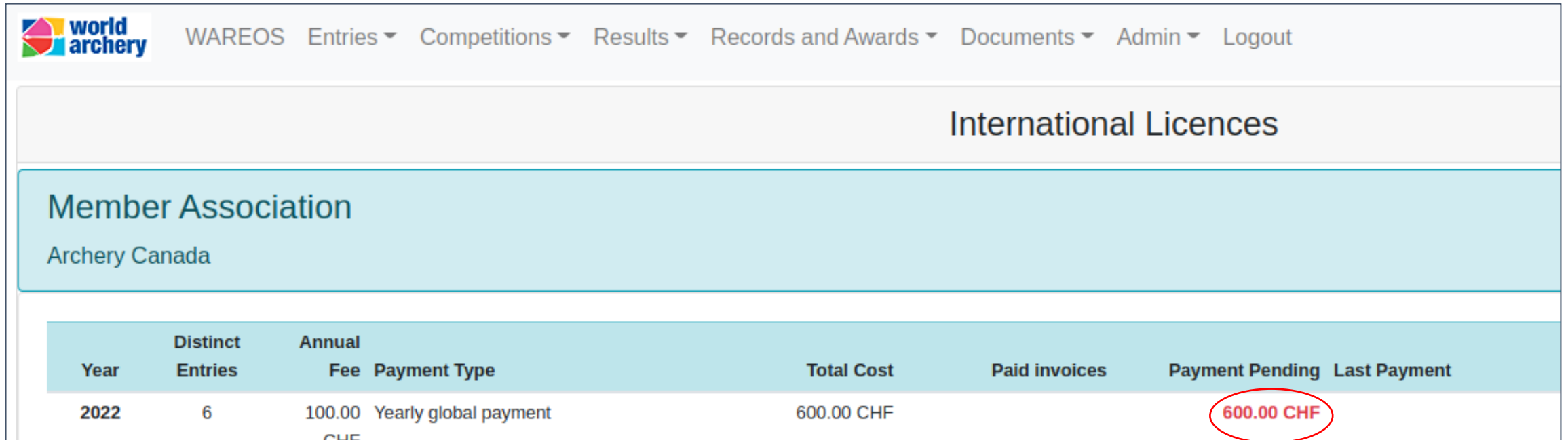
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**Dubai 2022 World Archery Para Championships**  
**Dubai (UAE), 2022-02-19/2022-02-27**

43569 M		RI Mohammad Reza	100.00 CHF	2022-02-20
13929 W		rzaneh	100.00 CHF	2022-02-20
20250 M		amezan	100.00 CHF	2022-02-20
12049 M		raeil	100.00 CHF	2022-02-20
43489 M		Ali	100.00 CHF	2022-02-20
10394 M		Majid	100.00 CHF	2022-02-20
20253 M		ZADEH Alisina	100.00 CHF	2022-02-20
15651 M			100.00 CHF	2022-02-20
42451 M		OOR Mohammad	100.00 CHF	2022-02-20
12582 M		olamreza	100.00 CHF	2022-02-20
7608 W		AR Leila	100.00 CHF	2022-02-20
21050 W		Zahra	100.00 CHF	2022-02-20
43568 M		san	100.00 CHF	2022-02-20
28006 W		SHAHRBABAKI Maryam	100.00 CHF	2022-02-20
20254 M		hammadreza	100.00 CHF	2022-02-20
21053 M		JAD Asghar	100.00 CHF	2022-02-20
<b>Total</b>			<b>1,600.00 CHF</b>	
<b>Total due</b>			<b>0.00 CHF</b>	

# 7. View in Extranet

Situation when **payment is pending** – invoice at the end of the year (Option 2)



The screenshot shows the 'International Licences' section for 'Member Association Archery Canada'. A table lists the licence details for the year 2022, including 6 distinct entries, an annual fee of 100.00 CHF, and a total cost of 600.00 CHF. The 'Payment Pending' amount is highlighted as 600.00 CHF.

Year	Distinct Entries	Annual Fee	Payment Type	Total Cost	Paid invoices	Payment Pending	Last Payment
2022	6	100.00 CHF	Yearly global payment	600.00 CHF		600.00 CHF	

# 7. View in Extranet

Situation when **payment is pending – Option 2** (PDF to download from extranet)

Archery Canada 

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**Dubai 2022 World Archery Para Championships**  
**Dubai (UAE), 2022-02-19/2022-02-27**

21175	M	[REDACTED]	RD Duncan	<b>100.00 CHF</b>	-
5113	M	[REDACTED]	evin	<b>100.00 CHF</b>	-
43856	M	[REDACTED]	ROYD Steven	<b>100.00 CHF</b>	-
21174	W	[REDACTED]	tda	<b>100.00 CHF</b>	-
43855	M	[REDACTED]	AN Chris	<b>100.00 CHF</b>	-
43857	W	[REDACTED]	AN Tina-Marie	<b>100.00 CHF</b>	-
<b>Total</b>				<b>600.00 CHF</b>	
<b>Total due</b>				<b>600.00 CHF</b>	

# 8. Services covered

## • **Illness or accident**

- outpatient care (doctors, medicines and tests)
- hospitalisation costs

## • **Pandemics such as COVID-19 (treated as illnesses)**

## • **Disability or death following an accident:**

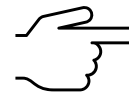
- the amount of services provided are subject to status and the level of cover
- non-accidental deaths (e.g. due to cardiac arrest or stroke) are also covered, subject to status

## • **Luggage and personal effects**

- luggage delays
- delayed or cancelled flights (more than 4 hours)
- theft, damage or loss of luggage by the carrier
- Report any theft to the police and complete the online claim form

[Brochure in four languages available in Document Manager](#)

EN-FR-ES-DE (Arab and Russian to come)



# 8. Insurance coverage



## Insurance against accidents during World Archery competitions

Benefits	Description	Ceiling/pers. In CHF
<b>Permanent disability capital</b>	In case of permanent work incapacity, depending on the degree of physical disability, due to an accident	<b>200'000</b>
<b>Death capital</b>	After an accident	<b>200,000</b>
<b>Disappearance</b>	Search expenses	<b>actual costs</b>
<b>Funeral expenses</b>		<b>10,000</b>

## Medical expenses

Benefits	Description	Ceiling/pers. In CHF
<b>Overseas medical expenses</b>	If an insured person is hospitalised outside their main place of residence following an accident or an unexpected illness during a covered trip, the insurer will pay reasonable hospital expenses	<b>10,000,000</b>
<b>Ongoing medical expenses</b>	Outpatient treatment & hospitalisation. Duration of services: 365 days	<b>200,000</b>
<b>Emergency dental</b>	Emergency dental treatment in case of acute pain	<b>500</b>
<b>Expenses</b>	Costs incurred for treatment following an accident	<b>15,000</b>
<b>Medical evacuation</b>	Repatriation to the home of the insured	<b>actual costs</b>
<b>Travel expenses after medical evacuation</b>	Continuation of travel arrangement	<b>50'000</b>
<b>Repatriation of mortal remains</b>	Transport to the place of burial	<b>actual costs</b>
<b>Search and rescue</b>	Ceiling per insured person	<b>50,000</b>
	Limit per event	<b>50,000</b>

# 8. Insurance coverage - COVID

## Travel protection with quarantines on site

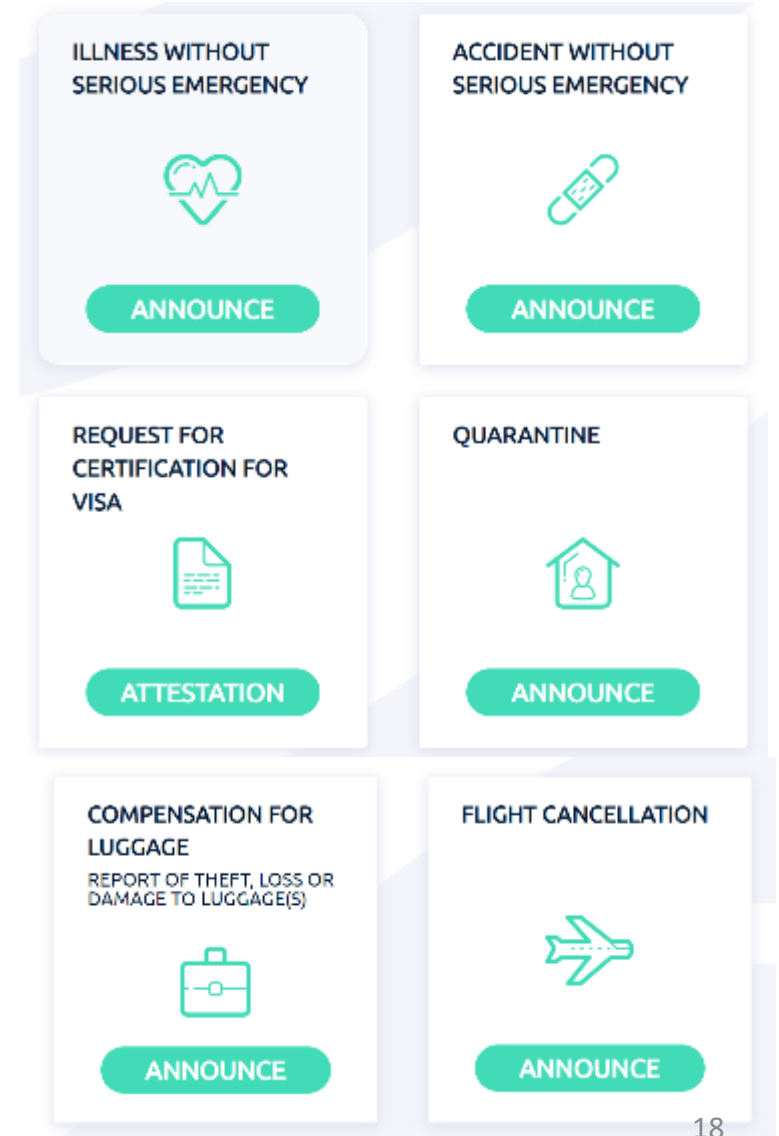
Benefits	Description	Ceiling/pers. In CHF
<b>Quarantine</b>	Additional costs for max. 14 days Limit per insured person	<b>3,000</b>
	<b>Maximum limit per year</b>	<b>90,000</b>

→ COVID-19 related expenses when prevented from participation can be claimed

Benefits	Description	Ceiling/pers. In CHF
<b>Cancellation of trip due to COVID positive</b>	Limit per insured person (for flights the tickets have to be exchangeable, no reimbursements of tickets that cannot be modified)	<b>2,000</b>
	<b>Maximum limit per year</b>	<b>40,000</b>

# 8. How to make a claim

- Log in to [www.imssa.org](http://www.imssa.org)
  - **ID: WA**
  - **Password: 22A966567**
- [www.imssa.org](http://www.imssa.org) makes it easy for you to submit a claim for reimbursement for:
  - Illness or accident
  - Lost, stolen or delayed luggage
  - Flight or trip cancellation (COVID-19)
- More information in IMSSA [Guidelines to make a claim](#)
- Reimbursement is always by bank transfer to the federation or to the affected person
- It takes maximum 30 days, provided that all information is submitted with the claim



# 9. Frequent Asked Questions

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## 1. Are we all sharing the **same account**?

→ Yes, all World Archery MA have the same ID and password.

- **ID: WA**

- **Password: 22A966567**

→ Those are indicated in the first page of the brochure [here](#).

## 2. Can we order licences in **advance**?

→ No, licences are generated during the registration and accreditation process at the first event the person participates

## 3. Who to **contact** for other questions related to licences?

→ Thomas Aubert ([taubert@archery.sport](mailto:taubert@archery.sport))

## 9. Frequent Asked Questions (Cont'd)



4. If I register an athlete for the first time in an event in October 2025, is the license be **valid** until October 2026?

→ No, it is valid during a calendar year (01.01 – 31.12)

5. Will this license cover health insurance for the athletes and officials during **all competitions**?

→ No, only tournaments where entries are done through WAREOS

→ For host country, national athletes **in their home country cannot benefit** from insurance during the event.

6. Our team is **from the country where the event is organized**, do we still have to pay for the licences? Are we covered by the insurance?

Your team still needs to have a licence, and it will cover all other events you attend during the year (registered through WAREOS). However, insurance does not apply for the event organised in your own country, only in a location abroad.

7. Can you specify **which competitions** will need to have licence?

- All competitions for which registration is done through WAREOS
- World Games
- Continental Championships

## 9. Frequent Asked Questions (Cont'd)



**8. Youth Events** and Indoor Championships don't count towards World Ranking, do they need a license?

→ European Youth Championships, Pan-American Youth Championships, yes, as well as any other event for which registration is done through WAREOS

**9. I was registered in the event as **guest**, do I need a licence?**

Guests do not have to pay for international license as it is already included in their registration fee.

**10. We **cancelled the participation** of this person (coach, athlete, guest etc.) and we are still required to pay the license, why?**

If participation was cancelled in WAREOS **after** the final entry deadline, the license is due, even if the person does not attend the event.

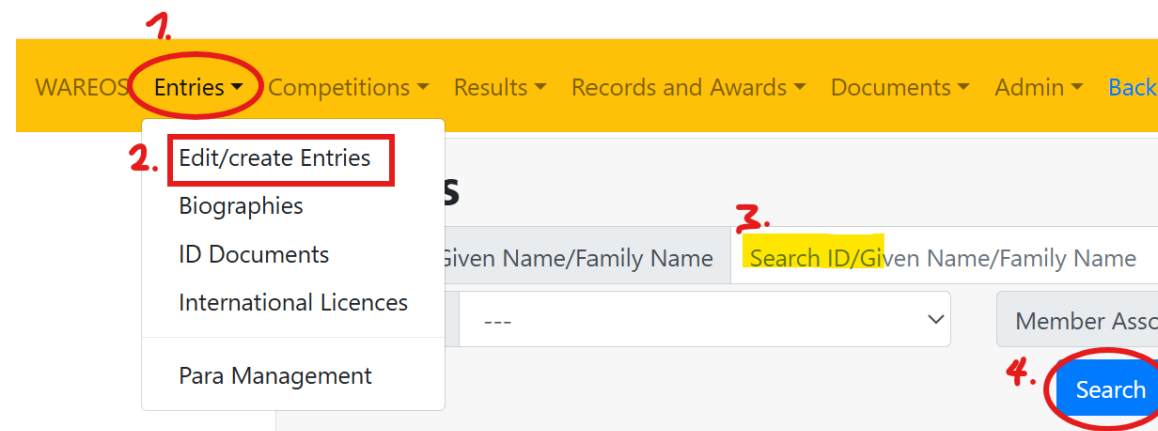
# 9. Frequent Asked Questions (Cont'd)

## 11. We are being charged for double licences for the same person, why?

If the person has two ID numbers on the extranet, i.e. a duplicate profile/bio, the system effectively counts one licence for each biography. You need to send the list of duplicates to [members@archery.sport](mailto:members@archery.sport) and we will correct this in the system. Remember to always check in extranet if the person that you are registering for the event has no duplicated biographies! Check in extranet: Entries>Edit/create Entries

## 12. What is covered by licence's insurance?

- **Illness or accident**
- **Pandemics** such as COVID-19 (treated as illnesses)
- **Disability or death following an accident**
- **Luggage and personal effects**
- **See [brochure in four languages available](#) in [Document Manager](#)**





## Main contact

General questions, payment method, invoicing - Thomas Aubert  
([taubert@archery.sport](mailto:taubert@archery.sport))