



## REGISTRATION GUIDE

### Registration of the Clubs - Teams

- The event will take place from the 9<sup>th</sup> until the 12<sup>th</sup> of July 2020.
- Each Club may register a maximum of two teams per category. I.e. two teams in the U9 category (2011+) and two teams in the U11 category (2009+).
- Each Club may register, for each one of its teams, from 7 to 15 players, one coach and one escort.
- Club registrations begin on Monday 6<sup>th</sup> January and end on Saturday 29<sup>th</sup> February 2020.
- The registration procedure is made online at "Delta I.S.O. HaBaWaBa Greece System" ([habawabagr.deltaiso.net](http://habawabagr.deltaiso.net)).

### Registration Procedure – Cost of Participation

#### Step A1: Registration of the Club

- Clubs interested in participating in the 5<sup>th</sup> HabaWaba Greece Festival must contact Ms. Rena Tsagkournou at [habawabagreece@gmail.com](mailto:habawabagreece@gmail.com) indicating the number of teams that wish to register (ie. Two teams in the U9 category and two teams in the U11 category).
- Right after, they will receive the password to enter the online system "**Delta I.S.O. HaBaWaBa Greece System**".
- Each club will be provided with one unique password with which it will be able to access "**Delta I.S.O. HaBaWaBa Greece System**" and will be allowed to enter the page "**Club Registration**" where it will be asked to fill in all the information required: Club Name, Address, Zip Code, City, Country, Contact person etc. On the same page the Club will have to insert its logo in high definition format (.jpg/.png). The Club will also have to indicate the number (1-4) and name of the participating teams.

#### Step A2: Payment of the fee of the Club

- The participation fee for each team amounts to €200,00 (VAT included) and a legal voucher will be issued.
- For payment details kindly contact the secretariat of the event ([habawabagreece@gmail.com](mailto:habawabagreece@gmail.com))
- Each Club will have to pay via bank transfer to the bank account of **Delta I.S.O.** the participation fee of **200,00 € for each team that will be registered** in the two categories (U11 & U9) of the Festival. While making the bank transfer, under the field "reason of the transfer" must be stated the following: HWG\_Club Name\_Number of Teams (Example: HWG ANOG 3 TEAMS 600€) .
- Following this, the Club must send via e-mail, at [habawabagreece@gmail.com](mailto:habawabagreece@gmail.com), the payment receipt.
- The participation fee must be paid by Saturday 29<sup>th</sup> February 2020.
- The Clubs may make changes into the system up to 17<sup>th</sup> March 2020. After that date, any request for change must be communicated to the organizer, via e-mail at: [habawabagreece@gmail.com](mailto:habawabagreece@gmail.com).



## Step B1: Payment of the fee of the players

The participation fee of the players is 55,00 € per player. Teams from other areas (not from Athens) will have to pay an extra amount of 240,00 € per person in a contracted hotel. This amount includes accommodation and full board for all days of stay.

The above amounts include VAT.

- Payment of the players fee must be made to the bank account of Delta I.S.O. (in two equal installments)
- Payment of accommodation for teams out of Athens must be made to the bank account of the contracted hotel (in two equal installments), which will be sent to you via e-mail.
- The first installment of the players fee (fee 55,00 € / player) must be done by 21<sup>th</sup> April 2020.
- The first installment of the accommodation fee (fee 240,00 € / person) must be also done by 21<sup>th</sup> April 2020. Relative instructions will be sent via e-mail along with the bank account of the contracted hotel.
- Player's fee payment will be made at the bank account of Delta I.S.O. While making the payment, under the field "reason" must be stated the following: HWG\_Club Name\_Players number (Example: HWG ANOG 30 PLAYERS 1650 € if the full payment is made or HWG ANOG 30 PLAYERS 825.00 € if it regards only the first installment).
- The payment amount must correspond to the participation fee of the total number of players for all the teams of the Club. (For example, if a Club participates with two teams in U11 category and two teams in U9 category, with 45 players in total, then the Club must pay the amount of 45 X 55.00 € = 2.475 €).
- Note: Individual payments by parents will not be accepted and will not be returned. Payments are accepted only when done by the respective Club.
- Right after the payment, the Club must send the payment receipt at [habawabagreece@gmail.com](mailto:habawabagreece@gmail.com), indicating the name of the Club and the number of the players.
- For all payments (made for players participation fee as well as for accommodation fee), legal vouchers will be issued.

## Step B2: Players' registration per Team

- After the payment of the registration fee (200.00 € per team), the Club may enter the page «Accreditation» of "Deltaiso HaBaWaBa Greece System" (up until this point, the access to this page is permitted). Using the password provided in step A2, the Club must fill in the online form **for each member of the teams separately**, entering all the required data: Surname, Name, Number of cap, Date of Birth, T-shirt size, etc.
- Note: In addition to the data mentioned above, during the registration it is mandatory to attach a **colored passport size photo** (maximum file size 500KB) for each participant. The photograph must be in .jpg, or .png file.
- The Club can add or change players in the page "Registrations" until the 9<sup>th</sup> of June 2020. After this date any change will be rejected by the system.



### **Step B3: Payoff of the participation fee, of the accommodation fee and sending signed documents by e-mail**

- The remaining amount of the participation fee must be paid by Friday 12<sup>th</sup> of June 2020 at the bank account of Delta I.S.O., stating as reason: Payoff of participation HWG\_Club Name.
- The remaining amount of the accommodation fee must be paid by Friday 12<sup>th</sup> of June 2020 at the bank account of the contracted hotel.
- Immediately after the payoff payment the Club must send a new e-mail to habawabagreece@gmail.com with the payment receipt.
- Moreover, every Club must fill in and send signed all the documents found in the section "Forms" of www.habawaba.gr (Athletes Medical Certificate and Authorization to use the image signed from the parent of each player). The two forms can be downloaded from the section "Regulations" (FORMS.PDF)
- Up to the 23<sup>rd</sup> of June 2020, the Club will be able to change the names of the players registered and their photographs, via the online system, using the password already provided.
- From 24<sup>th</sup> of June 2020 the online system "Delta I.S.O. HaBaWaBa Greece System" will not allow any changes.
- Note: The deadlines cannot be extended for obvious reasons regarding the prompt preparation and the seamless operation of the event.

### **Step C1: Registration of Arrival and Departure**

- By 23<sup>rd</sup> of June 2020 every Club must have registered via the online system and specifically in "Arrivals and Departures" application, details regarding the Arrival and the Departure of the Club, date, time and location.
- The application "Arrivals & Departures" regards only the Clubs coming from out of Athens.

### **Step C2: Transportation Service Request**

- Clubs wishing to be transferred from / to airport or port must contact Ms. Rena Tsagkournou through e-mail, to arrange the details.

### **Hospitality**

Teams may stay at the official hotel of the Festival, located 10 minutes walk from the Swimming Pool of Glyfada Nautical Sports Club, where HaBaWaBa Greece is taking place. Breakfast, lunch and dinner is provided, taking into consideration the athletes' needs, starting from **lunch on Wednesday 8th of July up to breakfast on Monday 13th of July 2020**. For any change in the meals, the Clubs are asked to contact habawabagreece@gmail.com by the 23<sup>rd</sup> of June 2020.

- Players will be accommodated in triple or quad rooms.
- Doctor on site during competition timings.
- Players and coaches will be given the welcome kit of the Festival upon arrival.



For special discounted prices for families that wish to visit Greece during the Festival, or even stay longer after the end of the Festival and for special sightseeing trips please contact us to inform you of the prices and make the booking through us. Kindly note that due to high demand during the Festival and in order to ensure availability teams and parents must have ensured their booking by Thursday the 30th of April 2020.

## Refunds

- The teams that for serious reasons will be unable to attend HaBaWaBa Greece, will be reimbursed of the registration fee (200€), if they inform the organizer by 22<sup>nd</sup> March 2020 and before the payment of the players registration fee.
- Teams which have paid the team registration fee but not the deposit of the players participation fee by the 22<sup>nd</sup> of April, will be excluded from the Festival without any money refund.
- Teams that have paid the deposit of the players participation fee (€147.5 x number of players), but did not paid the rest of the amount by the 12<sup>th</sup> of June 2020, will be excluded from the tournament and will only be refunded with 50% of the paid amount, if they request for it by 16<sup>th</sup> of June 2020.
- Teams that have paid all the fees but are unable to participate for serious reasons, will be refunded with 60% of the paid amount, if they have informed the organizer by the 12<sup>th</sup> of May 2020. In case of later cancellation no refunds will be made.
- In case that an athlete is unable to participate due to health reasons, the Club must send the medical certificate attesting the inability of the athlete to attend sport activities, by e-mail at [habawabagreece@gmail.com](mailto:habawabagreece@gmail.com). In that case, the Club will be reimbursed 50% of the athlete's participation fee, if requested by the Club by 20<sup>th</sup> of June 2020. After that date, no refunds will be made.

## Athlete's Exclusions made by the Organizer

**Teams or players that will not submit the documents stated at Step B3 will be excluded of the tournament, with no money refunds.**