



WORLD AMATEUR TEAM CHAMPIONSHIPS KARUIZAWA, JAPAN 2014

We are pleased to provide you with further information regarding your participation in the 2014 World Amateur Team Championship(s).

PLEASE READ CAREFULLY ALL THE INFORMATION BELOW.

PLAYERS AND CAPTAINS ONLINE ENTRY

All National Federation Members competing in the 2014 WATC can now submit players and captains' information online.

In order to do so, please use your existing system user credentials and proceed as described below. Note that if you forgot your user name or password, you can click on "[Recover User Name and Password](#)" on the system home page.

- 1) Click on: <https://www.ghintpp.com/igf/TPPOnlineGolfer/logon.aspx>
- 2) Select the relevant event: «[2014 Eisenhower Trophy \(Men's WATC\) – Players & Captains Submission](#)» and/or «[2014 Espirito Santo Trophy \(Women's WATC\) – Players & Captains Submission](#)»
- 3) Click on "Register for Selected Event(s)" button above and follow the instructions Online.

For your information, the fields highlighted in yellow are mandatory.

Please enter the players and captains' names as soon as possible to allow them as much time as possible to complete their profile. It is also important that all National Federation Members competing in the 2014 WATC ensure that all competitors are familiar with the [IGF Nationality Policy](#) prior to submitting their names. If there are questions as to a player's eligibility, please contact the IGF as soon as possible for a decision. The IGF Nationality Policy can be found on the IGF website "Member Area": <http://www.igfgolf.org/about-igf/members/>

(Username: IGFMember -- Password: 18Fairway)

PLEASE SUBMIT THE INFORMATION BEFORE 15 AUGUST 2014.

Players and captains will in turn receive an email and will be required to enter their personal information and biographies by **20 August** at the latest.

Please be advised that there may only be 2 or 3 players on a team. Although alternates, coaches, etc., are welcome to attend the Championships, they may not register, play official practice rounds, practice at Championship site (including any practice areas), be included in the official team photos or participate in the Opening and Closing Ceremonies.

Should you need to make any changes to the composition of your team once the information has been submitted online, please contact the IGF office by **15 August**: aureliatacchini@igfmail.org.

IF YOU HAVE ENTERED A TEAM THAT WILL WITHDRAW, PLEASE LET THE IGF KNOW AS SOON AS POSSIBLE FOR GENERAL PLANNING PURPOSES AND SO THAT A TEAM FROM THE WAITING LIST, IF APPLICABLE, HAS ENOUGH TIME TO CONSIDER THE TRIP.

GALA DINNER

The Japan Golf Association cordially invites your organisation's official Delegates, Captains, and Players to the Gala Dinner on 6 September 2014. The Gala Dinner, including the Women's Awards Ceremony, will be held at the Karuizawa Hotel West.

Please note that there will be a charge of JPY 8'000 per person for any additional guest (eg., for family, supporters, alternates, coaches, etc). These charges are to be paid upon arrival at Team Registration by cash or credit card.

Please indicate how many guest tickets your organisation intends to purchase at Team Registration (on-site in Japan):

- 1) Click on: <https://www.ghintpp.com/igf/TPPOnlineGolfer/logon.aspx>
- 2) Select "Gala Dinner"
- 3) Click on "Register for Selected Event(s)" button above and follow the instructions Online.

The Japan Golf Association cordially invites your organisation's official Delegates, Captains, Players and Guests to the Farewell Reception on 13 September 2014. The Farewell Reception, including the Men's Awards Ceremony, will be held at the Karuizawa Hotel West. Registration is not required for the Farewell Reception.

MEDIA OUTLET

To promote the Championships, the IGF would like to send daily Championship results and stories to as many media outlets as possible. (All transmissions will be via e-mail). Please list the organisation (for example, newspapers, magazines, televisions and radio stations, golf-related Internet sites etc) that you would like include on the roster. To do this, please:

- 1) Click on <https://www.ghintpp.com/igf/TPPOnlineGolfer/logon.aspx>
- 2) Select "Media Outlet"
- 3) Click on "Register for Selected Event(s)" button above and follow the instructions Online.

World Amateur Team Championship results will also be available during the competition on the IGF's website: www.igfgolf.org .

IGF BIENNIAL MEETING

If you haven't done so yet, you can still register one or two delegate(s) for the Biennial Meeting before **1 August 2014**.

The IGF Biennial Meeting of the National Federation Members will take place on 8 September 2014 at 16:00.

Each IGF Member Organisation is entitled to send up to two Delegates to the Biennial Meeting*. Each Delegate is entitled to cast one vote and must be present at the Biennial Meeting in order to vote. It is preferable that one Delegate be female and one Delegate be male.

*The following Member Organizations are entitled to one Delegate only at the Biennial Meeting and one vote each:

- Irish Ladies' Golf Union
- Golfing Union of Ireland
- Scottish Ladies' Golfing Association
- Scottish Golf Union Limited
- Women's Golf South Africa
- South African Golf Association

A reception for Delegates and their spouses/significant others will follow immediately after the meeting.

To register:

- 1) Go to: <https://www.ghintpp.com/igf/TPPOnlineGolfer/logon.aspx>
- 2) In the New Users box, select "Click Here to Register"
- 3) Fill out the profile information and click on "Register"
- 4) Select "2014 IGF Biennial Meeting Entry"
- 5) Click on "Register for Selected Event(s)" button above and follow the instructions online

DEPARTURES

You will find enclosed the General Schedule of Events. Please note that there is a "bonus" or "reserved" day at the end of each championship which can be utilised if the competition is unable to conclude in four days. The "bonus" day will be the 7 September 2014 for the Women's championship and 14 September for the men's. **PLEASE ENSURE YOU PLAN YOUR DEPARTURE AFTER THE BONUS DAY.**

As highlighted in the Host Country information document available on <http://worldamateurl2014.org/>, it will take approximately 3 hours and 30 minutes to reach Tokyo Narita International Airport by bus from Karuizawa and approximately 3 hours to Tokyo Haneda International Airport. It is recommended that you arrive at the airport two hours prior to departure.

If your team has an early morning flight, you may wish to spend the previous night in a Tokyo Airport Hotel. If that is the case, please contact Seibu Travel at watc2014@seibutrans.co.jp to assist you with the reservation.

SHIPPING

Any shipment can be sent to the following address:

Mr. Yoshiyuki Shimizu
Marketing Department
Karuizawa Prince Hotel
Karuizawa-machi, Kitasaku-gun,
Nagano, 389-0193 Japan
Tel +81-267-42-8115

Package will have to be collected from the JGA office at Karuizawa 72 Golf East clubhouse.

We strongly advise you to bring items with you whenever possible. There is risk of a delay in international shipping and customs. For those who decide to ship, they need to make sure to allow plenty of time. Please note that the IGF has no control over international shipping and customs practices in Japan, and makes no guarantees of being able to assist in the case of a delay.

INSURANCE

All visitors are advised to take out their own individual travel insurance (medical, accident, repatriation) when traveling to Japan. Public liability insurance at all Championship venues will be covered by the Host Organisation.

VISA

Please check the Immigration Bureau of Japan website below for advice on visa requirements prior to booking travel. http://www.mofa.go.jp/j_info/visit/visa/.

If any assistance is needed in this regard from the IGF or the Japan Golf Association, please be sure to inquire as soon as possible to allow adequate time for processing.

RENT A CAR IN JAPAN

If you are planning to rent a car during your stay in Japan, please note that for most countries, an International Driving Licence is required. However, some countries will need to get a translation of their licence to be able to rent a car and drive. If needed, please check the document “[Foreign Driving Licence](http://www.igfgolf.org/about-igf/members/)” available on the IGF website “Member Area”: <http://www.igfgolf.org/about-igf/members/>

If you need help for rental, please contact Seibu Travel watc2014@gmt.jtb.jp.

ANTI-DOPING

Please find attached the [IGF Anti-Doping Policy](#) applicable during the 2014 WATC. All National Federation Members competing in the 2014 WATC should ensure that they are familiar with the Policy and its requirements and that all competitors are aware of their rights and responsibilities in taking part in the Doping Control process.

The IGF Anti-Doping Policy adopts the [WADA 2014 Prohibited List](#) which is found together with the IGF 2014 Prohibited List on the IGF website in the ‘Medical & Anti-Doping’ section. It is vitally important that any competitor who is taking or wishes to take, for a legitimate medical reason, a medication that is prohibited under the IGF’s Policy applies in advance for a Therapeutic Use Exemption (TUE). The TUE Application form is available [here](#). Players should submit an application for a TUE no less than thirty (30) days prior to the event to the IGF office antidoping@igfmail.org (details of these can also be found on www.wada-ama.org), with a copy sent to the IGF.

Testing at the 2014 WATC will be conducted by IGF authorised personnel on behalf of the IGF. Players will be advised that they have been selected for Doping Control on completion of their round. More details regarding testing will be provided at the Captains’ meetings prior to each competition. In the event of an adverse analytical finding (positive test result), which is not invalidated for any reason, for example, an approved TUE on file, the case will be reviewed by the Anti-Doping Committees of the IGF and sanctions imposed.

If you have any queries regarding the Policy, its application, Therapeutic Use Exemptions or any other matter relating to Doping Control, please contact the IGF’s Anti-Doping Officer Jennifer O’Brien +41 623 12 11 or by e-mail to antidoping@igfmail.org. An easy to read Player Guide is available on the [IGF web site](#) and we would encourage you to ensure that all competitors have access to this as soon as possible.