



## **AREA COORDINATOR ROLE**

Once the member country / region has selected the Area Coordinator (AC) for the World Championship Event and their IVF affiliation dues are up to date they will receive login details to the entry portal for your Member Federation.

Taking on the role of AC involves the following:

- 1. Having a good comprehensive knowledge of the IVF rules for the Event.**
- 2. Pre-Event responsibilities**
- 3. During Event responsibilities**
- 4. Post Event responsibilities**

Some knowledge of English is desirable and if not possible, then a translator is advisable.

### **Race Rules:**

It is important you know the race rules and advise all coaches/ team managers and paddlers to know them as well.

### **Pre-Event involves:**

- Liaison with your country region for details on entries and paddler participants
- Collecting the relevant information from individual paddlers to enable you to load them onto the IVF portal for verification
- Loading Paddlers into the Members tab in the portal
- Adding entries into the Online entries tab in the portal.
- Keeping up to date with communication from IVF regarding the events as well as timelines so you do not incur penalty costs.
- Communication with the team managers / individual paddlers from your area depending on the size of your delegation.
- Ensure paddlers have completed TUE forms if applicable and the Event Waiver/Anti-doping Declaration, now an online form.
- Gather information on arrival / departure times to competition country and where paddlers are staying.
- Once the Familiarisation roster is received, allocating times to all divisions/ teams from your area.

- Closer to the event set up a Messenger/ What's app group with Managers/ Key people for ease of communication both at home before you leave and while in the country of competition.
- Discuss with your country / region the "Cultural Evening"
- Arrange to bring 2 or 3 National flags from your country to the event and a recording of your National Anthem

#### **During Event involves:**

- Collecting and distributing the paddlers ID lanyards for all competitors and officials from your area.
- Oversee the Familiarisation sessions for your teams/ individuals.
- Being onsite for all events your paddlers are competing in. All communication from the Race Officials is through the AC. If a paddler/ team is disqualified it is the AC who is the liaison between the team and the race committee.
- Keeping informed with updates/ changes/ and communicating this to all teams/ paddlers in your delegation.
- Oversee the 'Cultural' performance if your country/ region is performing.
- Assist with and support paddlers who are selected for drug testing if necessary
- You are the conduit between the race officials and your paddlers.

#### **Post Event involves:**

- Collecting your National flags back from the host county
- Drug testing follow up if applicable
  - Managing anti-doping test results if a paddler from your area was selected for testing.
  - If the results were negative – the paddler needs to be notified of the results.
  - If the results were positive – the paddler needs to be notified of the results and receive a copy of the test results and letter from the IVF Medical Committee.
  - Notify your Association of the penalties to the paddler and possible crew.
  - Does paddler want to pursue next steps? If yes, contact the IVF Medical Committee for next steps.
- Provide the IVF with any feedback from your Federation and paddlers regarding the event

#### **Pre-Event Helping tips:**

When gathering information from paddlers for verification:

Every competitor is required to provide the following:

- A copy of passport or birth certificate is required
- If not a passport from the country of nomination, proof of 6 months residency is required, eg Driver's licence, student card, or similar to verify residency.
- A head shot photo (passport standard)
- The photo must be a head shot, no hat /cap or sunglasses.
- A copy taken from a passport photo is not acceptable.

- Give early timelines to teams/ paddlers to allow you time to follow up on people.
- If you have a large group, communicate primarily with team managers and have them distribute information to all paddlers in their teams.

#### **During Event tips:**

- Staying close to venue helps with organisation and being on site early and late.
- Have a messenger/ what's app group set up for communication.
- Nominate a central spot for meet up etc. have team managers come to you for lanyards etc.
- Keep up to date with communication for scheduling.
- Position yourself close to the administration area so on hand for protest/ appeals etc.
- If you have ANY questions - ASK

#### **Media**

If your Member Federation does not have a dedicated media person travelling with you, then it might be a good idea to consider the following and how they are managed:

- Media interviews with paddlers leading up to the event in your country
- Media interviews of paddlers at the event, pre and post race
- Are your paddlers briefed with how to respond to media?
- How is social media managed for your contingent?
- Getting results back to your countries media so the sport receives some exposure in country.
- Communicating with media who may wish to travel to the event and helping source accreditation from event organisers for them.