



IAU ORGANIZERS DEVELOPMENT MEETING OREL, RUSSIA, DECEMBER 6, 2018

IAU support services for Organizers

Pero Stojnić
IAU president





IAU SUPPORT SERVICES FOR ORGANIZER



The Local Organizing Committee

The Local Organising Committee (OC) should be designed in such a way that local knowledge, skills and expertise are used structure should be set up that is effective and efficient. The following key positions are recommended:

Competition Manager/ Event Manager

The person that is responsible for the planning, coordination, management and delivery of the entire event.

Sport Manager

Works actively with IAU TC members to ensure the correct sport running of the event, from registration, draw, etc.



Organizing Committee





IAU SUPPORT SERVICES FOR ORGANIZER



The Local Organizing Committee

Accommodation and Catering Manager

Works directly with the Protocol Manager to ensure that rooms are ready for people arriving and that the rooms are in accordance to standard. Ready to make immediate changes as requested. Check and create all aspects of the food program during the event, from meals at hotel to catering at the shooting range and night programs.

Judge Manager

Looks after the needs of the local Technical Officials and working together with the IAU TC members.





IAU SUPPORT SERVICES FOR ORGANIZER



The Local Organizing Committee

Ceremonies Manager

In charge of all activities related to the event to ensure that procedures are followed, from draw ceremonies, press conferences to award presentations during the event and passing of the flag from event to event.

Media Manager

Responsible for all relationship and setup procedures in regards to media. Ranges from registration of Media, Press releases, creation of spot clips, management of event exposure and event promotion including both indoor and outdoor advertising. This person works in direct contact with the IAU Office.





IAU SUPPORT SERVICES FOR ORGANIZER



The Local Organizing Committee

IT Manager

In charge for completing all technical checks lists and ensuring that the correct requested equipment is in place for the event and installed in the shooting range.

Transport Manager

Creates all logistics for transport from point of arrival to shooting range, special events and departure for participants in the event. Responsible to have special list ready with all information about vehicle information as well as names and flight information of ALL participants of event. Special task is to prepare information sheets for all client groups with regards to their specific transportation arrangements.





IAU SUPPORT SERVICES FOR ORGANIZER



The Local Organizing Committee

Security Manger

Security Manager is responsible for all security and safety measures. Must be in direct contact with all security on location, police or private, in order to regulate access and safety.

Medical Manager

Checks the control laboratory. Insures that the doping control room is ready and fully equipped, as well as the necessary staff to be fully trained and ready to work. Doping manager is responsible for WADA regulations. He is responsiplee to organize emergency medical help for the event participants.





IAU SUPPORT SERVICES FOR ORGANIZER



The Local Organizing Committee

TV/Broadcast Manager

Responsible for all TV planning and delivery.

VIP Manager

Need to ensure all services and comfort for VIP guests from arrival in country to departure.

Info desk Manager

Need to ensure all services with necessary informations about event, local history and cultural events. In case the local managers do not speak English, an experienced translator should be provided.





IAU SUPPORT SERVICES FOR ORGANIZER



Topics

The IAU must have a tendency to actively assist OC in future.

- IAU Crossbow shooters ID Number and Crossbow shooters Database
- IAU Online Registration Service
- Final Entry Confirmation Process
- IAU Accreditation Service
- Official Programs and Schedules
- Results Book and Archived Results





IAU CROSSBOW SHOOTERS ID NUMBER AND CROSSBOW SHOOTERS DATABASE

- IAU ID Number is the most important number in the complete IAU Entry and Results System
- IAU ID Number is issued by the IAU Office
- IAU ID Number is unique, and, once used during an IAU Championship, will never be changed
- With ID Number registration IAU is starting in these 2018 year
- IAU Crossbow shooters Database includes all relevant data connected to an crossbow shooter:





IAU CROSSBOW SHOOTERS ID NUMBER AND CROSSBOW SHOOTERS DATABASE

Name and Surname, Gender, Club, Year of Birth, Start of Competitive, Place of Birth, Practicing Shooter since, Hometown, Personal Coach, Height (cm), Handedness, Weight (kg), Master Eye, Marital status, Events, Children, Other sport activities, Higher education, Comments, Profession, Hobbies, Languages.





IAU SUPPORT SERVICES FOR ORGANIZER



IAU ONLINE REGISTRATION SERVICE

- IAU Online Registration Service is provided by the IAU and must be used for all IAU controlled Competitions for Preliminary and Final Entries for Crossbow shooters and Officials.
- IAU Online Registration Service ensures that the IAU Rules (IAU ID Number, Deadlines) will be fulfilled.
- All persons involved in the preparation of the IAU controlled Competitions and IAU leadership have always access to the actual entry status and entry lists.





FINAL ENTRY CONFIRMATION PROCESS

- The IAU Office receives confirmation or changes in the Final Entries and updates the IAU Online Registration Service.
- A close cooperation between the OC Entries Official, the IAU Office Representative, the IAU Technical Delegate is important to have correct entries in the Results system!
- The IAU Office provides necessary documents (Verification Forms) and guidance to make the Entry Confirmation Process easy and successful.





ACCREDITATION SERVICE

- IAU Accreditation Service is also provided by the IAU and must be used for all IAU controlled competitions.
- The complete accreditation process (registration of persons and production of accreditation cards) for Athletes and Officials can be handled.
- A close cooperation between the OC and the IAU Office is
- essential to have a smooth running process especially on the first day(s) of the Competition.





OFFICIAL PROGRAMS AND SCHEDULES

- In preparation of each IAU controlled competition, the standardized Information Material and Registration Forms are provided by the IAU.
- IAU Office coordinates the completion and approval process of all necessary documents.
- One of the most important issues in the preparation process is the Competition Schedule. It must fulfil next to the needs of the Organizing Committee also the requirements for TV and Media coverage. And of course it must follow the Rules.





IAU SUPPORT SERVICES FOR ORGANIZER



CHAMPIONSHIP TEAM

- IAU Office Representative (1)
- IAU Media Representatives (1-2)(Communication Manager, Photographer)
- IAU TV Crew (3-5)
- IAU Finals Announcer (1)

IAU will covers the international travel; OC covers the local transportation and accommodation.

OC responsibilities: Local transport, Working space, Guidelines.





IAU SUPPORT SERVICES FOR ORGANIZER

