

Guidelines for competition organizers

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Table of Contents

1	Facts you should know	3
2	Problems you might encounter	4
3	How to prevent problems	5
4	Support of WDSF	6
5	Yours and the athlete's advantages	7
6	Tools you should have	8

1 Facts you should know

According to the WDSF Competition Rules only athletes and couples registered at WDSF ([Details](#)) and permitted by their NMF are allowed to participate at WDSF competitions ([WDSF Competition Rules](#)).

From April 1st 2013 onwards all WDSF athletes will be carrying a WDSF ID-Card ([see details and example](#)). This card contains a unique number for each person and it's called MIN (Member Id Number).

WDSF is maintaining a publicly accessible database where information about all athletes and couples can be requested ([All Athletes](#)).

2 Problems you might encounter

General Note: In all cases described below, the chairman of the competition must be informed and it his/her obligation to add a note to the Chairmen's report including the description of the problem, the names of the Athletes and the decision taken.

It is the obligation of the Chairman to find the correct silution following the problems listed below

Problem: A couple arrives at check-in and one ore both partners are not able to show the WDSF ID-card.

Solution: If the couple knows both of their MIN numbers you can check if the couple is registered at the RLS correctly. If both partners can be identified clearly (Picture-ID, passport, ...) the couple can be allowed to dance.

If the couple can't provide any MIN or is not able to identify itself, deny them to participate at the competition. (You can provide internet access for the couples to check their MIN at the WDSF website.)

As the latest decision is to publish only thosw Athletes, who have a valid WDSF Card, the following limitation can be withdrawn: (But we should be careful - at the moment some persons and couples are stored several times. The couple might tell wrong data either intentionally or unintentionally.)

Problem: The couple has got ID cards but their partnership is not confirmed by their NMF.

Solution: If both couples have the same nationality representing the WDSF Member Body od the same nation, they can be permitted to dance.

If the Nationality of the partners are different, provide the couple with information about how to contact their NMF so they can confirm and update their partnership. Deny them to participate at the competition.

Problem: The couple has got ID cards but is registered in the wrong section (e.g. General vs. PD).

Solution: If the partnership is registered correctly for the WDSF Member Body who should be represented according to the entry, permit the couple to dance. Advise the couple to contact their NMF immediately.

In any other case provide the couple with information about how to contact their NMF so they can confirm and update their partnership. Deny them to participate at the competition.

Problem: The couple has got ID cards but one or both partners are not allowed to compete (set to "suspended" in WDSF RLS). This situation can occur if between the time of placing the entry to the organizer and the event the suspension has been expressed.

Solution: Provide the couple information about how to contact their NMF so they can confirm and update their partnership. Deny them to participate at the competition.

Problem: The couple has got ID cards but the representing country (NMF) or nationality printed at the card does not fit the data stored in the database when checking in.

Solution: Provide the couple information about how to contact their NMF so they can confirm and update their partnership. Deny them to participate at the competition.

Important Remarks: In some competitions it is possible to check-in one ore more days before the specific competition starts. Some of the cases might be solved in the time between check-in day and competition day. So the denial of participation should only be declared, if the problem isn't solved up to the closing time of the check-in for the mentioned competition.

3 How to prevent problems

To have couples arrived at your venue and not being able to allow them to compete is sad and frustrating for them and can be a financial and status problem for you.

Most problems can be avoided by informing the athletes about the new WDSF Competition Rules. These changes are made public on the WDSF website ([link](#)).

To reach everybody, especially the athletes coming to your venue, you should inform them with time about their obligations. You can do this by:

- Placing a message/banner on your event website
- Contact all registered couples by email
- Ask you national federation for help
- Check the entered couple's data promptly and give them feedback immediately if something might be wrong. Caution! Couples might be suspended or change the representing federation between entry and event. So do confirm entries only subject to these possible changes.
- More?

The message should state the following:

“Bring your WDSF ID-Card”

“Only WDSF registered couples can participate”

Also state the advantages for the athletes described below.

4 Support of WDSF

- WDSF forces all NMFs to confirm, that they have knowledge about the new rules
- WDSF presidium protects all organizers during the first month after the new rules apply by supporting them when couples have to be denied of participation.
- WDSF Sports Director informs all WDSF chairmen about the new rules

5 Yours and the athlete's advantages

By using the WDSF ID Card you:

- Will NOT have to make the athletes sign the Anti-Doping code
- Will always have the right spelling of the names
- Can check automatically if the athletes are allowed for this age group
- Speed up the check-in process (no picture-ID or passport needed to check, no check of age necessary)
- If technical equipped properly you can provide a kind of self-check-in

By using the WDSF ID Card the athlete:

- Will NOT have to sign the Anti-Doping code
- Will always have the right spelling of their name
- Will NOT have to carry a passport or national ID card at the competition
- Speed up the check-in process

6 Tools you should have

A means to access the public WDSF database.

This can be either:

- Our reference implementation ([download here](#))
- A scrutiny or check-in software that connects to the WDSF API ([list of software](#))
- Copies of the WDSF Competition Rules D.2.5, ([WDSF Competition Rules](#))
- A list of all NMF RLS administrators ([List at WDSF Website](#))