**WDSF OPERATING POLICY**

**CHAIRPERSON’S REPORT & CHECK LIST**

(To be used in conjunction with WDSF Competition Protocols and WDSF Operating Policies. Re: duties and obligations of WDSF Organizers and WDSF Chairpersons) Version 2.0

**Please mail report to: cp-reports@wdsf.org**

**Details to Competition:**

Hint: please use the “tab”-key to jump from field to field. Each field will expand automatically on writing.

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| **Date:** |       |
| **Organizer(s):** Name, contact – eMail, phone |       |
| **Place:** City, name of venue |       |
| **Name of competition:** If applicable |       |
| **Details of competition(s):** Type WDSF competition(s), age group, etc. |       |

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**Technical Requirements:**

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| **Readiness of the check-in team and correctness of registration forms:** Please describe e.g. in detail: cooperation with Check-in team, method used (manual check-in, card reader, via computer, direct connection to scruteneering system), effectiveness, ... |
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| **Review of Scrutineering and Computer Systems:** Please describe e.g. name of scrutineering system, electronic devices or paper used? Were there any problems: if yes, please describe in detail. Did you discover any functions, which were very useful? Etc. |
|       |
| **First Aid:** Please describe e.g.: availability times, position of home base, any known accidents, etc. |
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| **Lighting:** Describe in detail e.g.: Follow Spotlights in use? Efficient Lightning? Coloured lights? Consistent lighting all over the floor? Same conditions for all couples? Etc. |
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| **Changing Rooms for athletes:** Please describe e.g.: Efficient size? Clean? Easy accessibility for athletes? Brief description of facility/equipment, ... |
|       |
| **Changing rooms for Adjudicators/Chairperson/officials:** Please describe e.g.: Efficient size? Clean? Separated from athlete’s changing room? Brief description of facility/equipment, ... |
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| **DJ and Sound system:**Please describe e.g. your impression music used (appropriate, characteristic, ...), quality of sound system, audibility all over the floor, cooperation with DJ, ... |
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| **Area for Adjudicators:** Please describe e.g. location, accessibility, kind of protection against public access, hospitality, facilities, ... |
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| **Display board(s) for heats and results:** Please describe e.g.: type of bards (pin boards, electronic boards, screens, ...), effectiveness, ...  |
|       |
| **Location of scrutineers:** Please describe e.g.: location, accessibility, kind of protection against public access, ... |
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| **Competition Timetable:** Please describe e.g.: correctness of timetable, any delays, reason for delays, daily start end time of competition, date of availability, etc. |
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**Cooperation and hospitality, minimum requirements for adjudicators and Chairperson:**

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| **Date of first contact prior the competition regarding the detailed timetable, panels, responsible persons, used scrutineering system, etc.:** |
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| **Effectiveness of contact and cooperation prior the competition:**Please describe e.g.: effectiveness of cooperation, necessary changes, completeness of documents and information (see also “Organizer’s obligations to Chairperson”) |
|       |
| **Effectiveness of cooperation during the competition:**Please describe e.g.: effectiveness of cooperation, problems occurred, positive facts, etc. |
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| **Information regarding accommodation:**Please describe e.g.: When was the information received, was the name of the hotel provided, were details given (at least webpage-address), ...  |
|       |
| **Airports and Train station meeting and pickup details:**Please describe e.g.: When was the information received, was a contact/name/phone number for pickup provided, were details about meeting point given |
|       |
| **Organization of transport Airport-Hotel-Venue**Please describe in detail how the transport was organized, waiting times, type of transport, effectiveness, ... |
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**Compliance with WDSF Competition Protocol, etc:**

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| **WDSF Code of Conduct and Standard of Ethics for Adjudicators**Please describe in detail: which main points have been pointed out during the adjudicator’s meeting by you as Chairperson? Are there any breaks of the Code of Conduct to report? If so, please describe all actions taken.  |
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| **WDSF Operating Policy – Organizer’s Obligations to WDSF Adjudicators**Please describe in detail any gaps occurred |
|       |
| **WDSF Operating Policy – Organizer’s Obligations to WDSF Chairpersons** Please describe in detail any gaps occurred |
|       |
| **WDSF ID-Card Guidelines for Organizer**Please describe in detail any gaps occurred |
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**Incidents occurred**

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| **Incidents regarding WDSF Dress Regulations**Please describe all incidents and their solution regarding dress regulations, including reason for complaint |
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| **Incidents regarding WDSF Competition Rules (other than Dress Regulations)**Please describe all incidents and their solution, including reason for complaint |
|       |
| **Incidents regarding WDSF ID-Cards**Please describe all incidents and their solution |
|       |
| **Incidents to other subjects than described above** Please describe all incidents and their solution |
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**Additional Items**

Hint: The field will expand automatically on writing.

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| **Please use this area for all other information worth to be reported. This may also include information about positive findings as well as recommendations and exceptional incidents.**  |
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**Date and Signature**

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| **Date:** |       |
| **Name of Chairperson and Signature** |       |
| **Send report to:** | **CP-reports@wdsf.org** |