

Past experience has proven that countries without a team captains experienced problems at IDO events. This resulted in some people traveling home unsatisfied, just because there was not enough communication and many misunderstandings. Therefore, we are sending this Guideline, which will be added to the IDO Rules Book in the future. These duties are not new. Most countries already work very successfully and efficiently using this list.

For every IDO event all participating countries shall appoint an **IDO TEAM CAPTAIN** who should be knowledgeable about IDO events and who should be informed by the national secretariat about the competition and the team. The federation informs the IDO supervisor and the organizer about the **IDO TEAM CAPTAIN's** name, (email address and mobile phone) and **about her/his time of arrival and possible time of check in by email in advance.**

The **IDO TEAM CAPTAIN's** duties are outlined following this guideline:

1. Must speak English language. If not, to have an interpreter with her/him who speaks and reads English fluently,
2. To receive the EXCEL MASTER SHEET with all dancers enrolled from the country's federation before leaving the country,
3. To receive all information necessary from the national secretariat regarding this EXCEL MASTER SHEET,
4. To check the enrollment and start lists of the organizer,
5. To enroll the dancers at the event, cancel the missing ones, add changes, late entries (if the organizer accepts them),
6. To check the updated official lists together with the IDO and the organizer,
7. To collect all start numbers, accreditations, banderols, tickets for the dancers from the organizer at Check In. To inform organizer about time of arrival of separate groups (especially in case of accommodation ordered and organized by organizer). To provide organizer (if needed) with contact information /mobile of every participating group of competitors from his/her country in the event,
8. To collect the "free passes," following IDO rules, for the bus drivers, choreographers etc., at Check In
9. To hand over the music to the Check In or DJ, when requested, to help with arrangements for rehearsals (fill in list of rehearsals for his competitors if asked by organizer to do so),
10. To pay the IDO lifetime registration and the annual license fees for IDO plus the start fees to the organizer (this money should have been collected before or transferred by bank – but the TEAM CAPTAIN should know about it) In case of bank transfer he/she must have a copy of bank transfer,
11. To check the lists of qualified dancers for the next rounds and be sure the dancers are prepared,
12. To inform Check in about possible changes , cancellations (in case of illness, injury during competition),
13. To collect the diplomas and music of the dancers not qualified to advance to the next round.
14. To be available when something happens and her/his teams members have to be informed about a re-dance, a time change, a "whatever" and especially about possible problems because of warnings or even of disqualifications,

15. To contact the IDO supervisor and/or the organizer if there are problems with her/his dancers – or because of a different problem,
16. To file a complaint or – better - solve a problem together with the IDO supervisor,
17. To help if one of the dancers is injured and needs medical treatment
18. To observe the time schedule and inform the dancers about any changes.
19. To be available by mobile phone at any time during the competition,
20. To fill in competition and place of that IDO event into the dancers IDO Books and stamp them (you may get the stamp from the organizer)
→ *Some **IDO TEAM CAPTAINS** keep the IDO-books for the dancers, some hand them to the dancers. This is treated differently by the countries.*

Here are some additional useful hints from our Canadian friends:

21. **Upon arrival collect passports** and put in hotel safe with return tickets, just before departure hand back to people as soon as any outstanding charges at the hotel have been covered.(example: telephone charges, mini bar etc)
22. **Submit rooming list** for “your” country (includes arrival and departure info)
23. **Collect Team Health Forms** (have at competition) in case of any injuries and having to go to hospital this form includes their allergies, insurance coverage as well as any medications or health history the treating doctor should be aware of.
24. **Liability Release:** Bonnie had a form drafted by a lawyer that all parents must sign. Releasing herself, choreographers, IDO, National Dance Org., Championship Organizers and Venue of any Liability in regards with the team attending any IDO World Event.

If any team Captain would like a copy of the Canadian Medical or Liability Release forms to re-draft for your country, let Bonnie know and she will forward hers onto you!

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25. An **IDO TEAM CAPTAIN** can be:
 - The national IDO representative of your country,
 - A choreographer, teacher, studio owner etc of one team taking care of all dancers of your country,
 - A parent taking care of all dancers of your country,
 - An older dancer taking care of all dancers of your country,
 - Someone else of your delegation taking care of all dancers of your country.
26. You will find nearly all information under www.ido-dance.com in the IDO rules.
27. **Just to be a nice and competent team captain!**