

Competition Organiser Checklist

BFA guide to organising AIDA registered freediving competitions in the UK



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Introduction

This guide is for competition organisers to help plan and put in place what is needed to run a successful AIDA-registered freediving competition in the UK. This is not an exhaustive checklist and each competition will have its own considerations.

Requirements to register a Competition

An AIDA-registered freediving competition in the UK must first be registered with the BFA. This should be done first:

- You must fill in the *BFA Competition Registration form* and send to the BFA Competitions Officer at least 6-weeks in advance of the event.
- In this you will need to detail the event name, organiser name / primary responsible person, location and description of facilities, dates, maximum number of competitors, disciplines, judges' names and experience levels, medical provision.
- You must provide opening times and dates for entry, details of where the event will be advertised, how athletes can apply, and closing dates.
- You should take entries on a first come first served basis to allow equal opportunity of participation. You will need to log the order entries are received. You should retain digital proof (eg. email or online form) showing digital time & date stamp of entries received for 8 weeks after the event. *The BFA may ask for a copy of these if any query about fairness of entries is made in writing to the BFA.
- You will need to agree to make an emergency plan and risk assessment.
- You will need to agree to comply with the *Organisers' Responsibility Guidelines in the Competitions Agreement Form*.
- You must have adequate Insurance to: meet the needs of running a Pool Freediving Competition, & meet the requirements of the venue, & to indemnify the British Freediving Association against liability for this event.

It is solely the organisers responsibility to check the requirements of the venue and that have suitable insurance cover.

You can then announce the event with AIDA:

- You must create a profile with AIDA and register as an organiser.
- To announce an event you need to add all the competition details and submit.
- This will be reviewed by the AIDA Sports Officer and approved, followed by approval from the BFA.

Entries can be accepted following approval by the BFA and once the competition is published on the AIDA website.

Athlete registration

Once approved by the BFA and AIDA you will need to have an open and transparent registration process for athletes. You will need to think about:

- How athletes will sign up, e.g. via email or through an online form.
- You will need a way of confirming order of application to ensure the event is filled on a first come first served basis. You should keep a digital log of entries with proof of time & date stamp for 6
- The information you will need from each athlete (Personal details, contact information, APs, PBs, which disciplines they will enter, emergency contact details, any other details you need to capture)
- How athletes will pay for their entry. This can be done via PayPal or direct to your freediving bank account.
- Ask athletes to check they have adequate personal insurance to meet the needs of participating in a pool Freediving competition. They may wish to consider medical, 3rd party or repatriation insurance. You can add this to your liability release form. * The organiser is not responsible for advising on cover or directing where to purchase it. You can find specialist diving insurers online.
- Ask athletes to complete a 'Media Release Statement'. You can add this to your entry form or liability release form.

Eg. I release and grant full and unencumbered rights to the Event organisers (.....) and its event partners for the use of my name, voice, picture, photograph, or video, including any edited, revised, or modified versions thereof, for the express and sole purpose of promoting the event, in and all media forms, everywhere. This includes use across all social network channels and other communications, (such as presentations) but excludes the use for advertising purposes. Advertising and other commercial use of such media would be negotiated separately with athletes. I understand my image may be shared in news or results surrounding the event.

Supporting athletes

Send all athletes the *BFA Guide to Registering and Participating in Freediving Competitions*. This contains important information on what they need to do before the competition. This will help you:

- Ensure all athletes are members of a national freediving association. It is a requirement of AIDA competitions that athletes hold membership of the national association linked to their nationality. Please leave adequate time for AIDA National to activate new memberships.
- Ensure all athletes have an AIDA profile. All athletes must have an AIDA profile with the question of 'Membership' aligned to the national freediving association of which they are a member.
- Have their medical certificate signed by a medical professional. Even if they tick No to all conditions, they still require a signature from a medical professional.
- Ensure all athletes sign the liability release.
- Ensure athletes complete a 'Media Release Statement' before the competition.
- Ensure they bring their ID with them on the day.
- Read the rules.

Once athletes have registered for the event you should contact the BFA with the names to ensure they are members. You can also check if athletes have an active AIDA profile by entering their

email address in the 'Pre-registered Divers' section. Any that are not members of a national association or AIDA need to be contacted and given details of what to do.

Get Consent to Film from the Venue

Venues have varying policies on photography & filming within the facility. This is to ensure safeguarding to all service users. As organiser you should contact the venue manager well in advance to get written consent for photography & videography.

The venue may provide consent with restrictions such as if you can film only underwater, during certain times, & in agreed areas of the venue. This is particularly relevant if you are not hiring the entire venue. If you are pool sharing it is unlikely you will be given permission to film.

- Consider how to brief participants and your event team about these consents & restrictions.

Setting up athletes in AIDA in advance

Before the competition starts you need to add the athletes to the event with AIDA. To do this the following needs to be in place:

- Approval of the competition in AIDA from the AIDA Sports Officer
- Approval of the competition in AIDA from the BFA
- All athletes to have an AIDA profile with membership linked to the National Association
- All athletes being a member of their National Association
- The National Association approving the athletes in AIDA

Once all that is in place for each athlete you can navigate to the 'Pre-Registered Divers' section of the competition, add the athletes Name/email and select those to add.

Setting up the event days and start lists in AIDA

You need to upload which athletes are competing in each event with AIDA. To do this:

- Set up the Event Days in advance to detail which disciplines will be held on each day.
- Once you have the days set up and added the athletes to the event, you then need to add the athletes participating in each discipline to the event days.
- Add their APs

Working out Top Times and Running Order

Once you have the APs for all athletes you need to work out the running order and communicate this to the athletes. This can be done using the AIDA event pages or manually yourself. Whichever way you do this it needs to be done in advance, so everyone is clear on timings and the event runs smoothly.

Recording performances on the day

You will need a way to capture the performances on the day. This can either be done directly in to the AIDA site or manually.

Uploading Results

As organiser you have 7 days after the event to upload all the results. This can be done via an Excel upload or manually per athlete. You will need to capture the results of all performances, the card given, penalty points and any comments from the judges.

AIDA charge €2 per start which you need to pay in order to complete the results upload.

Safety and medical

The main responsibility of the organiser is the health, safety and wellbeing of the athletes, safety divers, judges and everyone at the event.

With that in mind, you will need to give serious thought to the following:

Safety Divers:

- As a minimum all safety divers must be qualified to AIDA Safety Diver level appropriate to the type of competition (Pool or Depth). AIDA now has separate courses for Pool and Depth so the safety team need to have the relevant qualification.
- You will need to consider how many safety divers you need based on the number of lanes, number of athletes and duration of the event.
- Ensure you factor in breaks, cover for warm up zones, spare safety divers and rotating safety divers as needed.

Medic:

- 5.1.11 of the AIDA rules states the requirements for medical staff at a pool event is a lifeguard is sufficient. For depth, the presence of a physician (medical doctor), paramedic, and / or firemen / EMT specialised in advanced trauma, airway management, and Advanced Cardiac Life Support (ACLS) is mandatory is required.
- As safety is the #1 priority it is recommended to always have a paramedic at all competitions
- As organiser it is your responsibility to ensure the safety of all in attendance and comply with the AIDA rules on Event Medic Training and Event Medical Equipment

It is your responsibility to complete a full emergency plan and risk assessment for your specific Competition. There are many other safety considerations that you will need to think about not listed in this document.