



INTERNATIONAL VA'A FEDERATION (IVF)
 355 SHEFFIELD CT
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19 July 2021

MEMO – Seeking further nominations for IVF Committees

Dear International Va'a Federation Member,

We are currently seeking further nominations for Committees not yet fully appointed:

Race Rules Committee
Sport Development Committee
Medical Committee
Events and Technical Committee

The Term of a Committee is 4 years and will conclude In June 2025

- A Committee shall be composed of up to six (6) people including:
 - Up to two IVF Board members
 - The President of the IVF
 - Committee members proposed by a Member as having expertise in the activities of the Committee; and
 - where deemed appropriate by the Board, one or more Directors as alternate Members to replace any absent or disqualified Committee member at any meeting of the Committee.
- Individuals may sit on more than one committee
- Once nominations close the IVF Board shall appoint a Chair of each committee. The Chair will then assist IVF Board in the appointment of other Committee members from the nominations received.
- The Committee Chair may be selected from member nominations or from the IVF Board.
- The IVF Board will review all nominations and make final appointments for all Committees
- Should it be required individuals may be asked to undertake a Zoom interview

Committee Nominations open on from 19 July and will close on **15 August 2021**

We are seeking individuals who have experience and expertise for the following committees:

Sport Development Committee	Events/Technical Committee	Medical Committee	Race Rules Committee
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Below is an outline of the Role of each Committee. Please note that this Role may be modified with the approval of the IVF Board.

	Role/Function
Sport Development Committee	<ul style="list-style-type: none"> ○ Establish a Sports Development Plan for the IVF Board to approve <ul style="list-style-type: none"> i. The Development Plan should align with term of the Strategic Plan ii. The Development Committee should produce an annual Development plan that is approved by

	<p>the Board of the IVF annually and fits within an annual Development budget.</p> <ul style="list-style-type: none"> ○ Work with the Admin and Secretary to correspond and collect feedback from Members ○ Implement and monitor Development plan ○ Establish mechanisms to measure success of development. Eg increase in member countries, increase in participation, increase in youth participation, increase in female participation etc.
Events/Technical Committee	<ul style="list-style-type: none"> ○ Liaise with World Championship Local Organising Committee ○ Develop and implement event manual for Host of World Sprint and World Distance Championship ○ Oversee and monitor Host country milestones leading up to event ○ Establish a process to oversee technical aspects of the World Championship and work with LOC. ○ Fulfil the technical committee role as per the IVF Race Rules ○ Review and propose changes to the Event Manual following each event.
Medical Committee	<ul style="list-style-type: none"> ○ Keep updated with WADA policies and communications ○ Maintain and oversee the IVF Anti Doping Policy ○ Liaise with World Championship Hosts in lead up to events with regards to logistics and overseeing Anti doping testing ○ Manage and oversee TUE process and document any issues that arise throughout the process. ○ Oversee and document any issues that arise throughout the process. ○ Make recommendation to the IVF Board with regard to any changes or updates to the IVF Anti Doping Policy
Race Rules Committee	<ul style="list-style-type: none"> ○ Determine and maintain the process and timeline for bi-annual race rule review (alternating years for Sprint and Distance) ○ Work with the Admin and Secretary to correspond and collect feedback from Members. ○ Establish and maintain the process for recommended Race Rule changes to be approved by the IVF Board. ○ Oversee any issues that arise throughout the process. ○ Review issues (disqualification and protests) that occur at each event to determine if there is a need to adjust the rules.

A scope document outlining the purpose, structure, proceeding, and policies relating to the Committees can be found here:

Click of each Committee's listed below to access the scope document relevant to each Committee:

[Sport Development Committee Scope](#)

[Events/Technical Committee Scope](#)

[Medical Committee Scope](#)

[Race Rules Committee Scope](#)

Nomination forms for each Committee can be sourced here:

[Sport Development Committee Nomination Form](#)

[Events/Technical Committee Nomination Form](#)

[Medical Committee Nomination Form](#)

[Race Rules Committee Nomination Form](#)

- Nominations must be received from an IVF Member Federation
- Nominee is not required to be a member of the nominating Federation
- Nominations forms received will be acknowledged by email upon receipt.

Should you have any questions please feel free to contact admin@ivfiv.org

Sincerely,



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