

# **IDPA Area Coordinator Roles and Responsibilities**

An IDPA Area Coordinator (AC) is a position developed by the IDPA Board of Directors (BoD), to aid in the growth and administration of IDPA in the US and other countries. The IDPA AC position has a three-year term and is filled by an IDPA volunteer sponsored by the IDPA BoD. IDPA Headquarters uses dozens of ACs to help IDPA grow, to run smoothly and consistently across the globe and these positions are the heart of IDPA growth and success worldwide.

The IDPA AC has several roles and responsibilities that are of fundamental importance to IDPA's growth and success. The four main AC roles are to grow IDPA membership, represent IDPA Headquarters in the field, be an IDPA mentor, and when necessary be an Arbiter.

The IDPA AC is assigned a geographical Area of Responsibility (AoR) by the IDPA BoD, which is usually part of a state up to several states, or part of a country up to multiple countries. The IDPA AC serves a three-year term, which can be renewed by mutual agreement of the AC and the IDPA BoD.

## **IDPA Area Coordinator Responsibilities**

### **Role: Grow IDPA Membership Within The AoR**

- 1) Ensure that IDPA affiliated clubs in the AoR are successful.
- 2) Ensure that IDPA affiliated clubs require that all repeat shooters are current IDPA members.
- 3) Raise awareness within the shooting community about the safety, fun, personal growth, and challenge that IDPA offers shooters.
- 4) Help new IDPA clubs start up easily, and successfully, including immediate visits and instruction at the new club's venue if possible.

### **Role: Represent IDPA Headquarters In The Field**

- 1) Provide a bi-directional liaison between IDPA clubs in the AoR and IDPA Headquarters.
- 2) Serve as IDPA Headquarters' representative to IDPA clubs, Match Directors (MDs,) Safety Officer Instructors (SOIs,) Safety Officers (SOs,) and shooters in the assigned area.
- 3) Ensure that all IDPA matches in the AoR are conducted with safety as the top priority.
- 4) Develop a working relationship with each Match Director and IDPA club in the AoR.
- 5) Stay current with IDPA rules and policies.
- 6) Serve as a point of contact for IDPA clubs, MDs, SOIs, SOs and shooters for rules questions, arbitration, coaching, and other issues.
- 7) Approve courses of fire for sanctioned matches and assure that clubs have met all sanctioning requirements. The AC will have final authority in terms of approving courses of fire for the match. Without AC approval, the match will not be recognized as a sanctioned IDPA match.
- 8) Ensure all of the stages for every IDPA sanctioned match in the AoR are safe, easy to officiate, and follow all of the current IDPA rules by working with the submitting MD. Approve the stages before the sanction is approved.
- 9) Verify the stages setup and run in a sanctioned match are true to those that were approved.
- 10) Attend all IDPA sanctioned matches in AoR.\*\*
- 11) Attend local IDPA matches as often as possible in AoR.
- 12) Propose new Safety Officer Instructors from certified Safety Officers in the AoR to IDPA Headquarters as needed.
- 13) Ensure that IDPA clubs consistently follow the IDPA purpose, principles, and all the rules in the current IDPA rulebook.

- 14) Ensure that clubs holding matches and using the IDPA name or rulebook are currently affiliated with IDPA. Assist clubs using the IDPA name or rulebook but that are not affiliated, to be come affiliated.
- 15) Ensure that matches are scored fairly and accurately using IDPA scoring methods.
- 16) Offer data, insight, feedback, and rulebook suggestions to IDPA Headquarters.

\*\* It is a primary function for an AC to attend all the IDPA sanctioned matches in their AoR. However, for large geographical areas or areas with high IDPA club densities, this may not always be possible. Thus, an AC must designate a certified Safety Officer to attend a sanctioned match if the AC cannot attend. No later than 48 hours before the match the AC must advise the MD of the match of the substitution and that the designate assumes the AC's duties for that match, including arbitration. The AC cannot use the MD of the match as the designee. Additionally, when the AC is also the MD of a sanctioned match, the AC must assign a designate to do the AC duties.

### **Role: An IDPA Mentor**

- 1) Be an ambassador and mentor for IDPA MDs, SOIs, SOs, current and new shooters.
- 2) Be easily accessible to the Match Directors for advice and instruction for any match or officiating related issues.
- 3) Be easily accessible to the shooters with any shooting, match, or officiating related issues.
- 4) Continually improve the quality of the MDs, SOIs, and SOs in the AoR. Coach Match Directors, SOIs, SOs and the shooters on IDPA rules and how to run matches safely, smoothly, and fairly.
- 5) Listen to any suggestions from anyone involved with IDPA for possible ways to improve IDPA locally, regionally, nationally or globally.

### **Role: An Arbiter**

- 1) Advise IDPA Headquarters in writing of any arbitration issues that arise and when possible solicit input from IDPA Headquarters on possible remedies.
- 2) Listen to any and all complaints and issues from MDs, SOIs, SOs, and IDPA members. Investigate and determine if these issues can be resolved equitably by working closely with the interested parties or if IDPA Headquarters needs to be involved.
- 3) Work with IDPA clubs if their local or sanctioned matches have significant variances from IDPA principles, purpose, or rules. If the issues are not corrected in a reasonable time by working with the IDPA club, advise IDPA Headquarters so they may help remedy the situation, revoke the match sanction, or revoke the club's affiliation.
- 4) Work with those clubs not affiliated with IDPA but that are using the IDPA name or intellectual property, to be come affiliated. If this fails, advise IDPA Headquarters so they may help remedy the situation or take legal action.
- 5) Work with those clubs not requiring IDPA membership of their repeat shooters to require IDPA membership. If this fails, advise IDPA Headquarters so they may help remedy the situation or revoke the club's affiliation.
- 6) Work with Safety Officer Instructors and Safety Officers if they are inactive, unable, or unwilling to do a good job. If the issues are not corrected in a reasonable time by working with the individual, advise IDPA Headquarters so they may help remedy the situation, or revoke the individual's certification.
- 7) Work with individual shooters that have serious or repeated safety violations or that repeatedly violate IDPA purpose, principles, or rules. If the issues are not corrected in a reasonable time by working with the individual, advise IDPA Headquarters so they may help remedy the situation, or revoke the individual's membership.

### **Area Coordinator Qualifications**

All IDPA Area Coordinators must meet and maintain the following requirements:

- 1) Be a current IDPA member in good standing for the last 4 years and have never had their membership revoked.
- 2) Adhere to the Area Coordinator Code of Conduct at all times.
- 3) Have a positive attitude towards IDPA and its members at all times and conduct oneself in a manner that always reflects well on IDPA.
- 4) Have extensive Match Director experience.
- 5) Have extensive sanctioned match SO experience.
- 6) Demonstrate an exemplary knowledge of the IDPA rules and procedures.
- 7) Demonstrate the ability to resolve conflicts quickly and smoothly.
- 8) Strive to regularly participate in IDPA matches as an SO or CSO at the club and sanctioned match levels.
- 9) Be willing and able to commit to a three-year team.
- 10) Be willing to participate in a review with IDPA Headquarters every year or as requested.
- 11) Be willing and able to travel the entire AoR to attend sanctioned matches, teach, and provide support to each club in the AoR.
- 12) Be appointed by the Board of Directors.