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THE NATIONAL DANCE COUNCIL OF AMERICA

The National Dance Council of America (NDCA) is a non-profit educational organization founded in 1948 whose purpose is to provide, on a nationwide basis, a united inter-association agency that meets bi-annually to represent the interests of those in the dance profession and other dance-related entities and organizations, and to act as the agency for cooperation with similar councils in other countries.

To conduct a continuing campaign for the establishment and the maintenance of high standards in dance education, and to acquaint the public with the nature and benefits of these standards, and to recognize the status of and guide the ethical behavior of qualified dance teachers affiliated to member organizations of this council.

NDCA MEMBER ORGANIZATIONS

NDCA Full Member Organizations:

Class A

- Arthur Murray International
- Dance Teachers Club of Boston
- Dance Vision International Dance Association
- Fred Astaire Dance of North America
- North American Dance Teachers Assoc.
- U.S. Imperial Society of Teachers of Dancing
- United States Terpsichore Association

Class B

- Pan American Teachers of Dancing

NDCA Associate Member Organizations:

- National Dance Teachers Association

- New York Society of Teachers of Dancing (non-voting honorary member)

NDCA Affiliate Member Organizations:

- American Ballroom Company
- Brigham Young University
- Heritage Dance Foundation
- North American Dance Organizers Alliance
- Professional Dancers Federation
- World Federation of Ballroom Dancers

NDCA AWARD RECIPIENTS

U. S. Dancesport Hall of Fame

This award is presented to individuals who have dedicated themselves to furthering and elevating dance and dancesport in the United States.

Olive Cullip (March 1997)
Bill Davies (July 2008)
John Ford (September 2000)
Rickey Geiger (January 2008)
Goldie Goldon (September 2004)
Marguerite Hanlon (September 2000)
Jill Morton Irwin (September 2001)
Dagmar Jarvel (August 1997)
Julius Kaiser (April 1997)
David Key (June 2009)
John Kimmins (September 1998)
John Lucchese (September 1999)
Richard Mason (October 2005)
Phillip Masters (October 2005)

Brian & Kristi McDonald (January 2008)
Aida Moreno (November 2007)
John Morton (September 2001)
Dennis Rogers (June 2000)
Fran Rogers (August 2000)
Eleanor Rubino (June 1997)
Ken & Sheila Sloan (September 2004)
Sam Sodano (November 2008)
Miranda Tang (September 2002)
George Theiss (September 2004)
Judi Hatton (January 2011)
Roy & June Mavor (July 2012)
Josie Lee (July 2012)
Lee Wakefield (July 2014)

Lifetime Achievement Award

This award is given in recognition of outstanding achievement in dance and dancesport through teaching, competing, training and coaching.

Joyce Brampton (January 2008)
Jim Donaghey (January 2008)
Frank Regan (January 2008)
Gilbert Wenham (November 2010)

NDCA President's Award

This award is given in recognition of significant contributions made to ballroom dancing both in the USA and internationally.

Arthur Murray International, Inc. (July 2010)

NDCA Honorary Life Member

This award is given in recognition of outstanding and long-time service to the Board of Governors of the National Dance Council of America.

Vincent Bulger
Rickey Geiger

Honorary International Member

This award is presented in recognition of outstanding contributions made to International ballroom dancing world wide

Shigimitsu Tanabee (February 2009)

ELECTED OFFICERS**PRESIDENT**

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EXECUTIVE COMMITTEE

Brian McDonald, Chairman
Judi Hatton, Tom Murdock,
Dennis Rogers, Cassandra
Schneider

APPOINTED COMMITTEES**BALLROOM DEPARTMENT
COMMITTEE**

Lee Wakefield, Chairman
Richard Booth, Judi Hatton, Joy
Hillary, John Kimmins, Gary
McDonald, Tom Murdock, Dennis
Rogers

**CHAMPIONSHIP &
COMPETITION COMMITTEE**

John Kimmins, Chairman
Richard Booth, Lee Fox, Judi
Hatton, Gary McDonald

CONSTITUTION COMMITTEE

Rickey Geiger, Chairman
NDCA Executive Committee

CREDENTIALS COMMITTEE

Brian McDonald, Chairman
NDCA Executive Committee

NDCA AMATEUR DIVISION

Andreas Meijer, Chairman
Pasha Pashkov, David Wright

U. S. DANCESPORT HALL OF

FAME AWARDS COMMITTEE
NDCA Executive Committee

FINANCE COMMITTEE

John Kimmins, Chairman
Carlos Borrás, Lee Fox, Judi
Hatton, Dennis Rogers

INVIGILATION COMMITTEE

Richard Booth, Chairman.
Ava Kaye Brennen, Lyle
Bradshaw, Lee Fox, Diana
McDonald, Lori Woods Gay,
Jennifer Booth, Elizabeth Knoll,
Yolanda Vargas

SCHOLARSHIP COMMITTEE

Gary McDonald, Chairman
Karen Donaldson, Cassandra
Schneider

**LOCAL ONE-DAY EVENT SUB-
COMMITTEE**

Cassandra Schneider, Chairman
Joy Hillary, Hunter Johnson

SCRUTINEERING COMMITTEE

Tara Christensen, Chairman
LeRoy Walters, Marie Fantini

SCRUTINEERING TESTS

EXAMINER Dennis Rogers

GRIEVANCE COMMITTEE

Judi Hatton, Chairman

GENERAL RULES
GOVERNING NDCA SANCTIONED COMPETITIONS
AND CHAMPIONSHIPS

I. INTRODUCTION

A. TITLE

The National Dance Council of America, Inc., a non-profit educational organization, hereinafter referred to as the "Council" or the "NDCA", is the Governing Council of NDCA sanctioned events. Its purpose is to provide, on a nation-wide basis, a united inter-association agency to represent the interests of those in the dance profession and other dance-related entities and organizations and to act as the agency for cooperation with similar councils in other countries. To also conduct a continuing campaign for the establishment and the maintenance of high standards in dance education, and to acquaint the public with the nature and benefits of these standards and to recognize the status of qualified dance teachers affiliated to member organizations of this Council.

B. OBJECTS AND AIMS

Among the objects and aims included in the NDCA Constitution are:

1. To provide on a nation-wide basis a united inter-association agency to represent the legitimate interests of the Dance Profession as a whole.
2. To act as the agency for cooperation with similar Councils.
3. To conduct a continuing campaign for the establishment and maintenance of high standards in Dance Education and to acquaint the public with the nature and benefits of these standards.

C. NDCA NOTICES

1. The words 'National Dance Council of America, Inc.' or 'Council' or NDCA may not be used in any advertising copy or in any form of promotion without the express written consent of the NDCA. Violators shall assume full legal responsibility.
2. Whereas the Federal Government has no program for licensing, qualifying and certifying dance teachers at this time, the NDCA reserves the right as the governing body in the U.S.A. to require that organizers applying for registration of their competitive events must be a bona fide member in good standing of a Member Organization of the NDCA.
3. The Rules and Regulations enumerated herein are designed to assist and protect the interests of all individuals who are involved in competitive Ballroom Dancing Events... the competitors, organizers, judges, and officials. Should any points arise which are not covered in these Rules, they should be brought to the attention of the NDCA Ballroom Director.
4. NDCA REGISTRANTS
 - a. Dancers registering with NDCA for the purpose of participating in NDCA sanctioned competitions and championships ARE NOT PERMITTED under any circumstances to advertise this registration in any forum, be it print, e-mail or web site listing.
 - b. Registration with NDCA may not be used to imply a personal or studio sanction by NDCA, and use of the name 'National Dance Council of America', the letters 'NDCA' or any NDCA trademark is specifically prohibited. The term 'Member of the NDCA' is also prohibited; registrants are not members of the NDCA.
 - c. Dance teachers registered in the 'Certified Dance Teacher' category may advertise their registration in the following manner "Registered with the National Dance Council of America as a certified dance teacher".
5. The definition of the word "organizer/s" used throughout these rules and regulations herein includes owners, investors, business partners, organizers, and/or any person involved in the administrative team

of any and all NDCA sanctioned Championships, Competitions, and Local One-Day Events. It is in no way limited to the actual organizer/s as such of any NDCA events as listed above.

D. FUNCTION OF THE BALLROOM DEPARTMENT

One of the means by which the Council furthers its objectives is through the Ballroom Department. One of the functions of the Ballroom Department is the overseeing of Ballroom Dance Competitions, and the granting of recognition and Championship Titles to events that fulfill the high standards set by the Council.

E. WORKING SUB-COMMITTEES

The Ballroom Director is empowered to form, from time to time, working Sub-Committees to carry out the following administrative tasks:

1. Formulation of Competition Rules, and other Rules and Regulations.
2. Recognition of Competitions and Championships.
3. Registration of Professional Competitors, Judges, and Scrutineers.
4. Selection of U.S. Professional Representatives to International Events.
5. Disciplinary Proceeding and Reinstatements.
6. Syllabi Matters.
7. Scrutineer Examinations.

F. APPLICATION OF COMPETITION RULES

The rules enumerated herein governing the conduct of NDCA sanctioned Events, Competitions and Championships shall apply to Competition Organizers, Competitors, Teachers, Chairmen of Judges, Adjudicators, Scrutineers, Music Directors, Registrars, Masters of Ceremonies, and all other NDCA licensees who participate in NDCA sanctioned events. Points that arise which are not covered in these rules, shall be referred to the Ballroom Department whose decision shall be final. Amendments to the Rule Book may be considered at any Ballroom Department meeting, and shall take effect upon publication.

G. NDCA & RECOGNIZED PROFESSIONAL ORGANIZATIONS - JUDGES/SCRUTINEERS

Judges, Scrutineers and other officials, to include but not limited to MC's, Music Directors, Registrars, Competition Organizers, etc, who choose to register with the NDCA are not permitted to officiate at or organize any Championship, Multi-Day Competition, or Local One-Day Event that is not sanctioned by the NDCA or other recognized organizations.

1. It is within the province of the Ballroom Department to investigate and rule upon violations of this rule. Offenders may be subject to a \$500 fine, a six month suspension, or have their registration with NDCA cancelled (with no refund). EXCEPTIONS AS FOLLOWS:
 - a. Closed Competitions or Championships organized and run by Member Organizations. Full Member Organizations are permitted to run their own closed competitions and championships. A closed event is defined as one at which the organization responsible for it's function only accepts entries from it's own dues paying members and their respective students.
 - (1) Promotion and advertising may be extended only to specific individuals who are dues paying members of the organization. Dues paying members are defined as individuals who have chosen to pay a membership fee to the organization specifically for the intent of belonging to the organization. Payment to the organization for other intents, such as purchasing merchandise or other services, does not qualify an individual to be considered a dues paying member.
 - (2) Individuals and organizations who are associated with the Full Member Organization in lesser ways, such as being on customer or interested parties lists, are not considered to be dues paying members. These individuals and/or organizations may not be included in the promotion and/or advertising for the closed competition or championship.

- (3) Promotion and advertising may not be disseminated in any general way, such as on non-organization specific websites or in mailings that may be viewed widely by individuals who are not considered dues paying members of the organization. Closed events may be advertised on the member organizations' name specific website, but the home page must clearly show that the event is open ONLY to its' members and is not open to the general public at large.
- (4) New members should not be allowed to join the organization at the competition/championship specifically to enter the event.
- (5) Only Full Member organizations are permitted to run their own closed events, and all funds and or profit must go directly to the member organization.
- b. Professional Dancers Federation annual event. The Professional Dancers Federation will be allowed to run one single annual PDF competition that will be organized by the PDF as a closed PDF competition. This event must be run as a benefit for the PDF, no individuals may benefit or profit from this event and all funds must be deposited directly into the PDF bank account. This annual event must have the approval of the Board of Governors.
- c. Events run by educational institutions and their affiliated clubs.
- d. Specialty Dance Competitions, which are dance competitions that are not of the traditional Ballroom or DanceSport genre.
- e. Special events of particular importance to DanceSport in the USA that do not fall into any of the categories listed above. Application must be made each time a special event of this nature wishes to receive an NDCA exception.

H. RESOLUTION OF CONFLICTS WITH NDCA

The following statement must appear on the NDCA Registration Form, the Competition Organizer's Application, and in all Competition Organizer's Packets: "In the event of a dispute with the NDCA, it's rules or decisions, I agree to follow all avenues of appeal available to me within the council. If after all avenues of appeal have been exhausted and the matter is still unresolved, I hereby agree to submit the dispute to arbitration by an outside arbiter provided by the American Arbitration Association, the site of any such arbitration shall be chosen by the NDCA."

II. DEFINITIONS

A. CLASSIFICATION OF DANCERS

1. PROFESSIONAL: A Professional Dancer is one who is any or all of the following (anyone studying for or taking a theory exam will not be deemed a professional unless they declare themselves such as defined below):
 - a. Registered as a Professional with the NDCA.
 - b. One who partners a Pro/Am Student Dancer or Registered Amateur in Pro/Am Competitions.
 - c. Any person who declares himself or herself a Professional by word or deed (Examples: serving as a hired Partner, or participating in Professional Competitions or Team Matches).
2. AMATEUR:
 - a. AMATEUR: An amateur competitor competes with an amateur partner. An amateur dancer may become a professional in the following manner:
 - (1) By the declaration of such
 - (2) By competing against other professionals in an NDCA sanctioned Open Professional or Rising Star event
 - (3) By acting as a professional partner in an NDCA sanctioned Pro/Amateur competition event
 - b. Pre-Teen, Junior, Youth and Adult Amateur dancers must be registered with the NDCA, unless they are participating only in pro/am events.
 - (1) NOTE: With the exception of honor dances and formation teams, amateurs are not permitted to demonstrate at NDCA events.

3. PRO/AM STUDENT DANCER:

- a. The term "Pro/Am" refers to a professional dancer/teacher dancing with their student. In this case the student will be known as a "Pro/Am Student Dancer". A Pro/Am Student Dancer competes with a professional partner.
- b. A Pro/Am Student Dancer competes in Ballroom dance purely as an avocation.
- c. A Pro/Am Student Dancer does not teach Ballroom dance under any circumstances.
- d. A Pro/Am Student Dancer may neither demonstrate nor give shows for compensation in any style of Ballroom dance.
- e. A Pro/Am Student Dancer is permitted to enter Ballroom dance "Pro/Am Scholarship Events" which offer monetary prizes. In this case, any prize money awarded belongs to the Pro./Am Student Dancer, not to the professional, and the Pro/Am Student Dancer may decide how it is to be used.
- f. Pro/Am Student Dancers who are found to be in violation of any of the above definitions, will not be permitted to continue to compete in NDCA sanctioned competitions or championships, and the organizers of all NDCA sanctioned competitions and championships will be so notified. Should the Pro/Am Student Dancer cease the activity that violated the above definitions, his or her right to compete as a Pro/Am Student Dancer in NDCA sanctioned competitions and championships may be restored upon application to the NDCA. A waiting period may or may not be required when such reinstatements are made.
 - (1) It is within the province of the Ballroom department to discipline by way of suspension and/or fines the professional partner of an amateur competing in pro/am competitions who is found to be teaching ballroom dance lessons.

4. MIXED AMATEUR

- a. Confined to amateurs partnering other than their regular amateur partner; an advanced amateur competitor/teacher partnering another amateur dancer who is his or her student dancer in "Mixed Amateur" competition categories.
 - (1) Both members of Mixed Amateur partnerships must be registered as Amateur Competitors with the NDCA.

5. STUDENT/STUDENT

- a. The term "Student/Student" refers to a Pro/Am Student Dancer partnering another Pro/Am Student Dancer in heats which are danced simultaneously with Pro/Am events at NDCA sanctioned competitions and championships.
- b. Student/Student events are an accommodation for Pro/Am Student Dancers, and are open only to one adult Pro/Am Student Dancer partnering with another adult Pro/Am Student Dancer - both of whom must comply with the requirements as stated in the definition of a Pro/Am Student Dancer. Student/Student events are not open to amateur dancers who compete in Amateur Competitions and/or Championships at the "Open Amateur" proficiency level as defined in section X. RULES FOR AMATEUR COMPETITORS.

6. DEFINITION OF A COUPLE

- a. A couple is defined as a male and a female. This rule applies to all competition classifications: Professional, Amateur, Pro/Am Student Dancers, Student/Student, and Mixed Amateur. Exceptions are not allowed.

B. CLASSIFICATION OF COMPETITIONS

1. PROFESSIONAL EVENTS: Confined to professionals 16 years of age and older, who are registered with the NDCA, or in the case of overseas visitors, those couples who are registered with the recognized professional organization or other recognized organization of their country.
 - a. NDCA SANCTIONED PROFESSIONAL COMPETITIONS AND CHAMPIONSHIPS. Open to professional couples who are registered with the NDCA, or in the case of overseas visitors,

- those couples who are registered with the recognized professional organization or other recognized organization of their country.
- b. **RISING STAR COMPETITIONS.** Open to professional couples who are registered with the NDCA, or in the case of overseas visitors, those couples who are registered with the recognized professional organization or other recognized organization of their country.
- (1) **LOSS OF RISING STAR STATUS.** Any of the following will result in the loss of rising star status: (NOTE: This loss of status is only applicable to that particular category, for example, winning the Latin or Rhythm would not prohibit the couple from competing in the Ballroom or Smooth.)
- (a) Any couple winning the UNITED STATES RISING STAR AT the U.S. DANCE CHAMPIONSHIPS (USDC) will lose their Rising Star Status.
 - (b) Any Rising Star couple making the Final Round of the UNITED STATES CLOSED or OPEN CHAMPIONSHIP at the U.S. DANCE CHAMPIONSHIPS will lose their Rising Star Status.
 - (c) Any couple winning the Rising Star Competition at one event, cannot dance in the Rising Star Competition at that event again.
 - (d) Either partner of a couple winning a U.S. Championship is no longer eligible for Rising Star Status in that Division or Style.
 - (e) Any foreign couple who has reached the final of their own country's national championship is ineligible to dance in Rising Star events in the U.S.
- c. **MIXED PROFESSIONAL COMPETITIONS**
Confined to professionals partnering other than their regular professional partner.
- d. **FORMATION COMPETITIONS AND CHAMPIONSHIPS**
- e. **EXHIBITION/CABARET or THEATRICAL COMPETITIONS AND CHAMPIONSHIPS**
- f. **TEAM MATCHES** - See Team Match Rules.

NOTE: The above competitions may be "Open" or "Closed" to certain geographic areas or countries according to the direction of the Organizer.

2. **AMATEUR EVENTS:** Open to amateurs who are registered with the NDCA, or in the case of overseas visitors, those couples who are registered with the recognized amateur organization or other recognized organization of their country.
- a. **NDCA SANCTIONED AMATEUR COMPETITIONS AND CHAMPIONSHIPS:** Open to amateur couples sixteen years of age and over who are registered with the NDCA, or in the case of overseas visitors, those couples who are registered with their own recognized amateur organization acceptable to NDCA.
 - b. **PRE-TEEN, JUNIOR, YOUTH AND ADULT AMATEUR COMPETITIONS:** Open to amateur couples who are registered with the NDCA, or in the case of overseas visitors, those couples who are registered with their own recognized amateur organization acceptable to NDCA, and who also qualify as defined in section "X. RULES FOR AMATEUR COMPETITORS".
 - c. **FORMATION COMPETITIONS AND CHAMPIONSHIPS:** Open to amateur couples who are registered with the NDCA, those couples who are registered with their own recognized amateur organization acceptable to NDCA. See section "XII - RULES FOR FORMATION TEAM COMPETITIONS".
 - d. **TEAM MATCHES:** Open to amateur couples who are registered with the NDCA, or in the case of overseas visitors, those couples who are registered with their own recognized amateur organization acceptable to NDCA. See section "XIII - RULES FOR TEAM MATCHES"
3. **PRO/AM STUDENT DANCER EVENTS**
- a. Open to any couple consisting of a registered professional dancing with a Pro/Am Student Dancer. Demonstrations, which are advertised to the general public, are prohibited except at Studio Events and Honor Dances following a competition.

- b. Formation Competitions
All couples in the team must consist of a registered professional dancing with a Pro/Am Student Dancer.
- c. PRO/AM competitions may offer any or all of the following divisions: NEWCOMERS, BEGINNER, INTERMEDIATE; ADVANCED; THEATRICAL; EXHIBITION; Levels in Pre-Bronze, Bronze, Silver, Gold, Gold Star, Supreme Gold; separate or merged categories by age or gender, etc.
 - (1) Pro/Am Student, Student/Student and Mixed Amateur Dancers are eligible to enter the Newcomer division for a period of one year commencing with their first NDCA sanctioned event regardless of the style.
 - (2) Newcomer Division shall be restricted to Closed Syllabus only.
- d. Recommendation for Organizers: Any Pro/Am Student Dancer winning at a level (Intermediate Bronze for example) may not enter that level again at that competition, provided a semi-final was danced.
- e. Where organizers have experienced difficulty with multi-level registrations from students in Pro/Am competitions, the following guidelines may be helpful, and should be included in the Competition Package:
 - (1) Basic Registration - Students should dance one level only.
 - (2) Advanced Level Registrations - Students should dance one level only above the basic registration.
 - (3) Restricted Dance Registration - Students should be restricted from dancing in a particular dance in more than one level.
 - (4) Students should not register again in dances previously won at a particular level unless the student was uncontested at the time of winning.
- f. The age divisions for Pro/Am Student Dancer Events shall be as listed below, with the understanding that each competition organizer may sub-divide the basic divisions listed in the manner they see fit.
 - (1) "A" - ages 16-50
 - (2) "B" - ages 51-70
 - (3) "C" - ages 71 +

4. STUDENT/STUDENT & PRO/AM STUDENT DANCER EVENTS FOR PRE-TEEN, JUNIOR AND YOUTH

- a. When Pre-Teen, Junior and Youth events are offered for Student/Student and/or Pro/Am Student Dancers the age divisions must be those that are listed in the "Rules for Amateur Competitions" section.
- b. When Pre-Teen, Junior and Youth events are offered for Student/Student and/or Pro/Am Student Dancers the dress and/or costuming rules must be those that are listed in the "Rules for Amateur Competitions" section.
- c. When Pre-Teen events are offered for Student/Student and/or Pro/Am Student Dancers the syllabus rules must be those that are listed in the "Rules for Amateur Competitions" section.
- d. Pre-Teen Pro/Am Student Dancers may not apply to relinquish their age category and move into the next higher age division.
- e. The NDCA definition of a couple applies to these events as well, with no exceptions.

5. MIXED PROFICIENCY AMATEUR SINGLES

- a. Where only one of the partners is judged

III. RULES FOR ORGANIZERS OF NDCA SANCTIONED EVENTS

A. COMPETITION SANCTION

1. REGISTRATION OF TITLE: Competition Organizers may apply for NDCA Sanction by registering the Title of their Events(s) with the Council. Organizers are advised that the words, "United States", "American", "National", "World", "U.S.", "USA" and "Championship", or other words of similar import, may not be used to identify the title of the event, or any parts associated with the event, without the express written consent of the Council.
2. COMPETITION APPLICATION: Organizers shall apply to the Council for sanction of competitions using the official application form which can be obtained from the Ballroom Director. For each application, the Organizer(s) of a competition must complete the application in accordance with the directions stated on the application form, attaching to it as necessary all requested and required information. The Organizer(s) of the competition must sign the application form where indicated, and submit the completed application together with the appropriate application fee to the Ballroom director. If an Organizer is a corporation, the application must also be accompanied by a certified copy of the resolution of the Board of Directors that authorizes the execution of the application.
 - a. Applications for sanction of new multi-day competitions and new Local One-Day Events may only be placed on the first Ballroom Department Meeting Agenda once every three years, specifically in 2015, 2018, etc.
 - b. At the present time there is a moratorium on the consideration of any new application for any type of sanctioned event until further notice.
 - c. In the event of a special circumstance, such as in a severely under served area, an application for sanction of new Multi-Day Competition or new Local One-Day Event may be placed on the first Ballroom Department Meeting Agenda when specifically authorized by the NDCA Executive Committee.
3. COMPETITION LEVEL: Organizers may apply for sanction for the following classification of competitions:
 - a. Multi-Day Competitions.
 - (1) Multi-Day Competitions (including Championships) are required to use only NDCA registered officials, to include Chairmen of Judges, Adjudicators, Scrutineers, Music Directors, Registrars, Masters of Ceremonies, etc.
 - (2) all organizers of Multi-Day Competitions are required to be registered with the NDCA as Competition Organizers.
 - b. Local One-Day Events. Sanction may be awarded for events where:
 - (1) all competitive/judged events take place during a single day
 - (2) no competitive/judged professional couple events are offered
 - (3) Local One-Day Events are required to use only NDCA registered officials, to include Chairmen of Judges, Adjudicators, Scrutineers, Music Directors, Registrars, Masters of Ceremonies, etc.
 - (4) all organizers of Local One-Day Events are required to be registered with the NDCA as Competition Organizers.
 - (5) only the specific approved date of a Local One-Day Event may be used (or shown) in the advertising/promotions for the event, including, but not limited to, printed and electronic materials, e-mail blasts, web sites, etc.. Indication may be made of a function, such as a welcome dinner dance, that takes place the evening prior, but all advertising and/or promotions must be limited to a display of one date only.
4. COMPETITION SANCTION: A competition organizer may apply to the council for sanction of the following: 1) the proposed name of the event, 2) the proposed location (city) of the event, 3) the proposed date of the event. The date of the event shall correspond to a certain day/date within the desired month that can be determined for future years using a clearly defined formula. If an organizer

wishes to change any of the above, then they may do so only after applying in writing to and receiving permission from the NDCA Ballroom Director.

- a. NDCA organizers are not allowed to accept sanction or recognition from any other organization unless approval is given by the NDCA.

- (1) It is the decision of this council that approval under this rule will not be given to WDSF sanctioned events for the foreseeable future.

- b. Events that do not have NDCA sanction and are run immediately before or after a sanctioned NDCA event in the same location will be considered part of the recognized NDCA event and must also comply with this rule unless approval is given by the NDCA.

- c. Permanent date changes may not be considered, except at Ballroom Department meetings that are held in conjunction with Board of Governors meetings.

- (1) Permanent date changes may be considered only when the organizer can provide substantial justification for a date change, and may not be reconsidered for a minimum five-year period if and when granted for any NDCA sanctioned event.

- d. Permanent location changes may not be considered, except at Ballroom Department meetings that are held in conjunction with Board of Governors meetings.

- (1) Permanent location changes may be considered only when the organizer can provide substantial justification for a location change, and may not be reconsidered for a minimum five-year period if and when granted for any NDCA sanctioned event.

- (2) At the discretion of the Ballroom Director, organizers will not be required to apply for a change of location provided their sanctioned event remains in the same metropolitan area as their approved location.

- 5. COMPETITION SANCTION FEE - NEW EVENTS: Events applying for initial sanction shall pay a first-time sanction fee as follows: Local One-Day Events - \$1,000.00, and Multi-Day Competitions (including Championships) - \$4,000.00.

- 6. ANNUAL SANCTION FEE: Championships already sanctioned by the NDCA must pay an annual sanction fee of \$600.00 dollars, Multi-Day Competitions already sanctioned by the NDCA must pay an annual sanction fee of \$450.00 dollars, and Local One-Day Events must pay an annual sanction fee of \$250.00 when renewal application is made. Events will not appear in the NDCA Calendar unless the application has been made in writing and the appropriate sanction fee has been paid and approved.

- a. Events may not be printed (even if the annual sanction fee has been paid) in the calendar until their dates and locations have been cleared by the Ballroom Department, or approved by the NDCA Ballroom Department Committee.

- b. Any sanctioned event which is not held for two consecutive years will lose NDCA sanction.

- 7. MULTI-DAY COMPETITION MILEAGE AND TIME CONSTRAINTS: No Multi-Day Competition may be granted NDCA sanction unless it complies with the following:

- a. The Multi-Day Competition is at least 21 days (or 3 weekends) from the date of any other existing NDCA sanctioned Multi-Day Competition, Championship, or Local One-Day Event that is within one hundred and fifty miles.

- (1) If the Multi-Day Competition is on the same weekend as an existing NDCA sanctioned Championship, then the two events are at least nine hundred miles apart.

- b. The distance calculations for mileage requirements shall be determined by the shortest distance between locations (comparing both directions) using <http://maps.google.com>.

- (1) All NDCA events that received sanction prior to the July 2012 meeting of the NDCA Board of Governors remain approved even if they do not comply with established mileage requirements under <http://maps.google.com>. However, all future approvals requiring mileages from the July 2012 meeting onward must at that point comply with this rule.

- c. All NDCA sanctioned events that received their approved date formula and location prior to the January 2011 meeting of the NDCA Board of Governors remain approved even if they do not comply with the one-hundred fifty-nine-hundred mile requirements. However, all future

approvals for new events, one-year date or location changes, or permanent date or location changes must at that point comply with these rules.

8. LOCAL ONE-DAY EVENTS MILEAGE AND TIME CONSTRAINTS: No Local One-Day Event may be granted NDCA sanction unless it complies with the following:
 - a. The Local One-Day Event is at least 21 days (or 3 weekends) from the date of any other existing NDCA sanctioned Multi-Day Competition, Championship, or Local One-Day Event that is within one hundred and fifty miles.
 - b. If the Local One-Day Event is on the same weekend as an existing NDCA sanctioned Championship, then the two events are at least nine hundred miles apart.
 - c. All NDCA sanctioned Local One-Day Events that received their approved date formula and location prior to the July 2014 meeting of the NDCA Board of Governors remain approved even if they do not comply with the one-hundred fifty - 21 day requirement. However, all future approvals for new events, one-year date or location changes, or permanent date or location changes must at that point comply with these rules.
9. COMPETITION SPECIAL DISPENSATION: In the event a conflict is deemed to exist due to no fault of the Organizer, who may be forced to change his date due to hotel problems, etc., the Ballroom Department Committee has the right to give "Special Dispensation" for such date changes if it is felt that an unreasonable hardship would result to the given competition, to the competition's organizer or organizers, to its spectators, or to any of its other participants, Organizers requesting special dispensation should notify the Ballroom Director in writing.
10. COMPETITION APPLICATION CRITERIA:
 - a. The Organizer or Organizers may apply for sanction of a competition as early as three (3) years prior to the proposed start date of the event. Existing organizers who have not satisfied all outstanding debts incurred at either their own competition, or any other NDCA sanctioned event, will not be eligible for NDCA sanction, and may also forfeit NDCA sanction of their own event(s).
 - b. Although the Ballroom Department Committee shall have the absolute discretion in a given instance or in all instances to require as a condition of the Council's granting sanction that an Organizer supply information that is in addition to that required by these rules or specified on the application form, each organizer (and if an organizer is a corporation, then the corporation as an entity and also each individual principal of the corporation) must supply the following information as part of the application for recognition.
 - (1) A resume that indicates the person's experience and background in the field of dance, including, but not limited to, involvement with any past, present, or future dance competitions, whether or not sanctioned by the Council; and
 - (2) A certified and current financial statement; (Organizers of a Competition or Championship currently sanctioned by the NDCA do not need to submit an annual financial statement when they submit their annual application for that event.) and
 - (3) All Organizers as well as the individual principals of corporate Organizers must make the following representations:
 - (a) That the given individual has not at any time within the eight (8) years immediately preceding the date of the application been convicted of any violation of Federal or State law, which conviction imposed a fine in excess of \$1,000, or a sentence of incarceration, irrespective of suspension, in excess of one (1) month.
 - (b) That the given individual has not at any time within the eight (8) years immediately preceding the date of the application been subject to a civil judgment for fraud;
 - (c) That the given individual has not at any time within the eight (8) years immediately preceding the date of the application been subject to a civil judgment in excess of \$5,000 which remained of record for more than thirty (30) days, and is not now subject to a civil judgment in excess of \$5,000 which has been of record for at least thirty (30) days.

- (d) That the given Organizer has a net worth of at least \$50,000, and is not now and has not been at any time during the eight (8) years immediately preceding the date of the application, insolvent by reason of inability to pay debts as they mature, or adjudicated bankrupt, or subject to a petition in bankruptcy, reorganization or similar proceeding under the bankruptcy laws of the United States, or subject to the decision of a receiver, permanent or temporary, appointed for his, her or its business, assets or property;
 - (e) That the title of the competition does not infringe on any common law, state registered, or federally registered trademark held by any person, entity, business, association, or organization;
 - (f) That to the best of the given person's knowledge the competition will not conflict with another NDCA registered event per NDCA Rules.
 - (g) That the organization of the competition does not violate any contractual agreements the applicant may have with third parties.
- c. The failure of the application to contain all of the information required by these rules, by the application form, or by the Ballroom Department Committee; the submission of false information in an application; the failure of an Organizer or principal of a corporate Organizer to make any of the representations required by these rules, by the application form, or by the Ballroom Department Committee; or the making of a misrepresentation in an application shall in each instance constitute sufficient grounds for rejection of the application and the refusal of the Council to grant sanction to the competition. Provided, however, that for good cause shown, as judged in the absolute discretion of the Ballroom Department Committee, and based on the first, second, fourth, and seventh criteria or factors (listed below) all favoring sanction, the Ballroom Department Committee may excuse any such deficiency in an application.
 - d. Upon timely receipt of a completed application, the Ballroom Department Committee shall evaluate the application in conjunction with the following criteria or factors, and shall either grant or refuse to grant sanction in accordance with such evaluation:
 - (1) the business experience of the Organizer;
 - (2) the dance experience of the Organizer;
 - (3) the financial means of the Organizer;
 - (4) the reputation of the Organizer;
 - (5) whether the Organizer is a Member Organization or a Member of a Member Organization;
 - (6) the history of the given competition;
 - (7) whether granting sanction will further or obstruct the goals of the Council; and
 - (8) whether denying sanction will further or obstruct the goals of the Council
 - e. In the course of the evaluation, the Ballroom Department Committee reserves the right, but shall have no obligation, to require clarification of any information contained in the application, to require information in addition to that contained in the application, to require representations in addition to those made in the application, and to investigate or otherwise verify the information contained or representations made in the application.
 - f. In granting sanction, the Ballroom Department Committee may in its absolute discretion qualify such sanction on the satisfaction of certain conditions, including, but not limited to, the Organizer's supplying additional information, the Organizer's making additional representations, or the Organizer's establishing an escrow account, as directed by the Ballroom Department committee, to administer the finances of the given competition.
 - g. A decision of the Ballroom Department Committee to deny sanction may be appealed by the Organizer(s) of the competition to the Executive Committee of the council. Such an appeal shall be made by written notice from the Organizer(s) to the Ballroom Director, which notice must set forth all the reasons why the Organizer(s) feel that sanction should be granted. The Executive Committee shall review both the application and the notice of appeal, and shall determine, based upon the rules and regulations of the Council, whether or not to grant sanction, which determination shall in all events be final.

11. SANCTION

- a. The granting of "Sanction" by the Council obligates the organizer to adhere to the NDCA Rules and Regulations described herein. The organizer may specify additional rules for his event at his discretion, provided they do not conflict with NDCA rules. Non-sanctioned competitions and other activities held in association with NDCA sanctioned competitions shall be conducted in such a manner as not to conflict with NDCA Rules and Regulations.
- b. Upon the granting of "Sanction" by the Council, the organizer will receive notification of the sanction along with an organizers packet from the ballroom director. Upon the granting of Sanction, the competition will be listed in each edition of the NDCA Bulletin-Calendar, indicating its sanctioned status. Only NDCA sanctioned events are to be listed in the NDCA Bulletin-Calendar.

12. CHAMPIONSHIP STATUS

- a. NDCA CHAMPIONSHIP POINT RATING SYSTEM: The following point rating system will be used in granting, denying, or removing championship status for NDCA Multi-Day Events. NDCA Championships must average 1,000 points over the most recent three consecutive years.
 - (1) Floor Size: 1% of total square footage
 - (2) Practice Floor: 1% of total square footage
 - (3) Hotel Rating: 25 points per star
 - (4) Total Entries: 10% of total entries
 - (5) Total Competitors: 1 point per competitor
 - (6) Prize Money: 1 point per thousand dollars
 - (7) Longevity: 5 points per year of sanction by NDCA
 - (8) Event Quality: 100 point penalty for any NDCA rule violations
- b. AWARD DECISION: The awarding of Championship Status is subject to review by the Ballroom Department, whose decision shall be based upon current criteria set forth by the NDCA.
 - (1) No organizer requests for Championship Status will be accepted at this time (January 10, 2004).
- c. CLOSED CHAMPIONSHIP: Member Organizations of the Council may apply immediately for Championship Status of their own annual organizational "Closed Championship". Such Championships must be limited to members of that organization. Competition Organizers who wish to hold any other "Closed Championship" must apply in writing to the Ballroom Director for approval. No "Open" competitions may be entitled or advertised as a "Championship" without express permission of the NDCA. Full member organizations who wish to run their own closed organizational events may only advertise to their own members.
- d. SANCTION - PROVISIONAL AND FINAL: All NDCA sanction of events shall, in the first instance, be granted on a PROVISIONAL basis. Provided that all the NDCA Rules enumerated herein are complied with, and that the NDCA Observer's Report substantiates the event was satisfactorily conducted, then (and only then) will FINAL sanction be awarded. Failure to comply with NDCA Rules for a sanctioned event may result in the withholding of Final Sanction. This sanction is awarded to the Organizer making application and is not transferrable without permission from the NDCA.
 - (1) Sanctioned events are required to submit the electronic files (CMPMGR or NDCA Premier) or a copy of the program and scrutineering sheets to the Ballroom Department within a 10 day period following the conclusion of their event.
- e. RE-ACCREDITATION: Each NDCA sanctioned championship shall be re-evaluated biennially for continued accreditation as a championship.
- f. TRANSFER OF OWNERSHIP: When a Championship changes ownership the "championship" classification does not automatically accompany this transference of ownership. However, the new owner of the NDCA registered event may apply to the NDCA Ballroom Department Committee for continued status of this event as a "championship".
- g. CHAMPIONSHIP TITLES: Championship Titles are restricted to use by the Organizer making application and are not transferable without permission from the NDCA.

- (1) If for any reason a championship is not run, championship status will be revoked. If the event is run the following year and complies with the criteria for a championship, then the championship status will be reinstated.

B. SELECTION OF OFFICIALS

1. REQUIRED NUMBER OF JUDGES AND SCRUTINEERS

- a. The organizer shall invite Judges and Scrutineers from the NDCA Roster supplied to organizers by the Council. For a Non-Championship competition event, at least three (3) judges shall officiate. However, should the first place prize money offered for a Non-Championship professional event be One Thousand (\$1,000) dollars or more, then five (5) judges must officiate.
- b. At all sanctioned events at least one qualified Chairman of Judges must officiate.
- c. In all Professional and Amateur Championship Events, a minimum of seven (7) Judges shall officiate.
- d. In all Open multiple dance Pro/Am Championship Events, a minimum of five (5) Judges shall officiate.
- e. At all sanctioned events at least one qualified Scrutineer must officiate. Competition and Championship events with an average of 500 entries per day during the event, must employ at least two (2) qualified scrutineers.
- f. The maximum amount of time a scrutineer should work per day must be limited to 10 hours unless specific arrangements have been made with the organizer.
- g. The NDCA recommends that organizers have their attorneys place a penalty clause in their contracts with NDCA registered officials and other professionals, specifying that a monetary penalty will be imposed on officials and demonstrators who cancel their contracts without good cause within a specified period of time. Organizers should also place in their contract with the officials "By signing this contract, you agree that should you not be registered and in good standing with the NDCA at the time of the event, this contract will be null and void."
- h. It is recommended that two Chairmen be employed at competitions with over 4,000 entries or that extend over a period of four or more days.

2. RULES FOR EVENTS USING CMPMGR SOFTWARE.

- a. The maximum number of hours per day per scrutineer shall be ten with not more than five hours per session.
- b. The following circumstances shall require a minimum of two computers and two scrutineers:
 - (1) Split floors with more than three judges per floor.
 - (2) Multiple dance events with quarter or semi-finals danced back-to-back, with large entries using nine or more judges, (i.e. novice, pre-champ, scholarships, etc.); or where major multi-dance events, (i.e. professional or amateur championships) with quarter or semi-final rounds danced alternately.
 - (3) Occasions when the daily schedule exceeds a twelve hour span.
- c. When a single scrutineer is engaged for an event using CMPMGR there must be a back-up scrutineer (may be chairman, judge or organizer) and back-up computer available. A single scrutineer shall not be required to fill in checks for prize money.
- d. There shall be multilevel qualifications awarded to scrutineers as follows:
 - (1) S1: Has successfully passed a scrutineering exam administered by the NDCA or the British Dance Council.
 - (2) S2: Has successfully passed a scrutineering exam administered by the NDCA or the British Dance Council and has experience in all aspects of scrutineering which include team matches, grand championships, and nine or ten-dance competitions. Additionally has a working knowledge of the CMPMGR computer scrutineering software and some computer experience.
 - (3) S3: Has successfully passed a scrutineering exam administered by the NDCA or the British Dance Council and is fully computer capable in the CMPMGR scrutineering software and has experience in all areas of scrutineering.

- e. The awarding of all scrutineering qualifications above the S1 level shall be at the sole discretion of the scrutineering committee. It is recommended that all scrutineers seeking to add the S2 or S3 qualification to their current qualification attend events where CMPMGR is used in order to sit with the scrutineer to observe and learn this software program.
- f. If a competition or championship has more than 2,500 entries, then at least one of the scrutineers should hold the S3 Scrutineering certificate.
- g. When using CMPMGR all scrutineers hired must have at least an S2 rating and there must be a sufficient number of S2 or higher scrutineers to meet the above requirements.
- h. The scrutineers shall have blank scrutineer sheets on hand should any unanticipated disasters occur.

3. JUDGE'S QUALIFICATIONS: Organizers must select Judges who are listed on the Current Roster for International Style, American Style, and Theater Art/Cabaret/Exhibition Categories. All Judges must be Certified and Qualified in the categories they are to judge, per the classification of judges shown in the NDCA Roster of Officials supplied to the organizer.
4. CHAIRMAN OF JUDGES QUALIFICATIONS: The Chairman of Judges for both Non-Championship and Championship Events must be a resident of the U.S.A., must appear on the current NDCA roster, and must hold a full Membership qualification in all categories included in the event. If possible, the Chairman should be a non-voting Chairman. For a Championship, the Chairman must also hold a Scrutineering Certificate. The Scrutineer may not serve as a Chairman of Judges and may only serve as a substitute judge as per Rule III.B.5.
 - a. High ranking officials with proven ability, achievements and experience may be permitted to Chair special Championships without holding a Scrutineer's Certificate provided two Scrutineers are present and with the approval of the Ballroom Committee.
5. APPROVAL OF OFFICIALS: The proposed list of officials, including the Chairman of Judges, Panel of Judges, Scrutineers, Registrars, Masters of Ceremonies, and Music Directors must be submitted to the Ballroom Director for final approval at least Sixty (60) days prior to the competition. Once the list has been approved by the Council, no additions or changes to the Officials List may be made without NDCA approval. If, for any unforeseen reason on the night of the event, any of the officials listed are unable to officiate, a substitute may be appointed for the competitions subject to the approval of the NDCA Observer and a proper announcement made before the affected competition, If it is impossible to find a substitute, the remaining Officials shall act and a written explanation of the incident shall be sent by the organizer to the Ballroom Department within ten (10) days. It is recommended that Judges and scrutineers should not be overworked at any Competition or Championship, and that organizers must be responsible for allowing suitable rest periods between judging sessions and scrutineering sessions. Judges may be permitted to be seated during Pro/Am events. Organizers must hire sufficient judges, M.C.'s and scrutineers in accordance with the volume of competitive events.
6. ANNOUNCEMENT OF ADJUDICATORS AND OFFICIALS: The organizer shall announce on their website, at least forty-five (45) days prior to the event, the final list of Judges and Officials who will officiate.

C. PRELIMINARY REQUIREMENTS

1. ADMISSION FEES: The Organizer of an NDCA sanctioned "Open" Championship or Competition may not restrict it to package holders only and must offer alternative admissions and specify the fees in advance.
2. MAILING LISTS: Mailing lists of NDCA registrants are the sole property of the NDCA. These lists may be distributed by the NDCA Registrar to member organizations and competition organizers with the restriction that this information may only be used in the promotion of their own NDCA event(s).

NDCA mailing lists may not be used by member organizations and/or competition organizers for any other purpose, and may not be sold or traded in any way.

3. PUBLISHED STATEMENTS

- a. On the front page of all promotional material and the events Official Program (printed or electronic) the words "Sanctioned by the National Dance Council of America, Inc." and the NDCA approved logo must be included. An NDCA sanctioned Competition or Championship shall not accept or advertise the sanction or implied sanction, or any suggested liaison of any other dance organization not affiliated with the NDCA, without the prior approval of the Ballroom Department.
- b. All Entry Blanks and Programs must include the following text:
 - (1) "No responsibility for loss or theft of articles left in Changing Rooms, Ballrooms or Hotel Rooms can be accepted by the Organizer, or by the National Dance Council of America, Inc., and neither can they be held liable for injury sustained by persons attending this event. Everyone attending does so at his or her own risk".
 - (2) "All persons attending this event, whether as spectators, competitors, officials, or guests of the organizer, shall be bound by the National Dance Council of America, Inc. rules, and by participating in this event automatically become obligated to adhere to them."
 - (3) All closed events will be invigilated as per the NDCA rule book.

4. SPECIFICATION OF EVENTS: In his promotional material, the organizer must include a full list of categories and divisions offered, dances, dress requirements, and any additional rules he may wish to stipulate. The organizer may introduce further subdivisions in the various categories listed in Section II, but he must clearly define these and enumerate them in his advance publicity (see also Section III, D Rule 3).

- a. The Competition Organizer has the responsibility to inform all competitors of the rules under which their competitions will be conducted. Syllabus and/or Costuming requirements must be spelled out correctly and completely on the appropriate entry forms. When syllabus competitions are held the organizer must use the following: (1) for International Style competitions the NDCA APPROVED FIGURES, ELEMENTS AND RESTRICTIONS (Bronze, Silver and Gold Levels) - Appendix 1. (2) for American Style Bronze and Silver competitions - the NDCA APPROVED FIGURES, ELEMENTS AND RESTRICTIONS (Bronze and Silver Levels) - Appendix 1, and (3) for American Style Gold and above competitions that are not listed in Appendix 1 - any or all of the approved American Style Syllabi of member organizations of the NDCA and/or the official NDCA American Style Syllabus. The Competition Organizer must also notate this information correctly in the appropriate entry forms.
- b. Information as to how infractions of syllabus and/or costuming requirements will be penalized must be included in writing in the organizer's promotional material and/or entry forms.
 - (1) Invigilator
 - (a) A qualified invigilator shall be any NDCA registered adjudicator who is championship certified by a member organization of the NDCA in the style or styles that person will be invigilating.
 - (b) The Invigilator shall watch all rounds of all events, which have a restricted syllabus and shall report any violations of that syllabus to the Chair of Judges.
 - (c) Penalties for invigilation infractions will be enforced by the Chairman.
 - (d) In multi dance events the scrutineer shall perform all calculations for the result in accordance with the rules of the Skating System and then adjust the result to reflect any penalties that have been applied.
 - (e) The Invigilator may serve as an Adjudicator but may not invigilate and adjudicate the same round.
 - (f) When syllabus competitions are held the organizer must use an invigilator for all closed syllabus competitions. For events over 2000 entries and all Championships the organizer must use an official NDCA Invigilator.

- (g) For competitions numbering less than 2000 entries the organizer may use the chairman of judges as the invigilator.
 - (h) The invigilator must use the Official NDCA Syllabus Infraction Form for recording each violation.
 - (i) Any competitor who is warned or penalized shall be provided with a copy of this infraction form.
 - (j) The invigilator shall submit a written or electronic report using the Official NDCA Syllabus Infraction Report to the Chairman and the Organizer at the conclusion of the event. The chairman will submit a copy of this record with the Official NDCA Observer's report to the NDCA within 10 days of the conclusion of the event.
 - (k) Invigilators may not be required to work more than 2 hours per shift with a minimum of 2-hour break between shifts.
 - c. NDCA Organizers are required to have the following statements in BOLD typeface on all syllabus entries forms.
 - (1) ALL CLOSED SYLLABUS EVENTS WILL BE INVIGILATED USING THE CURRENT NDCA LIST OF ELEMENTS AND RESTRICTIONS.
 - (2) PENALTIES MAY BE GIVEN WITHOUT WARNING FOR ANY SYLLABUS INFRACTIONS.
 - d. Member organizations are required to publish to their membership which syllabus figures are in compliance with the NDCA Approved Figures, Elements & Restrictions.
 - e. Where an organizer offers prize money and/or scholarships at their event, full details of any and all restrictions pertaining to those prizes and/or scholarships must be spelled out in the primary information packets. Any potential reduction or non-payment in advertised awards due to participation levels not being met must also be clearly stipulated in the primary advertising.
5. PRIZE MONEY: It is mandatory that in all events where cash purses and/or scholarships are offered, the organizer must state the amount in all advertisements as follows:
 - a. General announcements require only an over-all amount to be stated.
 - b. A breakdown by individual events shall be published on the competition website.
 - c. Minimum criteria for Professional Events:
 - (1) Competitions: at least \$600.00 in total prize money must be awarded for each separate Professional Division.
 - (2) Championships: at least \$1,000 in total Prize Money must be awarded for each separate Championship Division.
 - d. Minimum Criteria for Professional Championships: all finalists through eighth place must receive Prize Money.
 6. ENTRY BLANKS: The organizer shall provide competitors with an entry blank which, in addition to the published statements previously mentioned, includes space for the name and address of each partner and their current NDCA registration numbers. For Juniors, the consent signature of a parent or guardian must also be obtained.
 7. NDCA OBSERVER: This will be the Chairman of Judges (except when the Chairman is also the Competition Organizer). The observer's name is to be printed in the program and is to be announced at every session. The NDCA observer is to be available to the organizer and give every assistance he can. The observer should ensure that all professionals participating in the event are currently registered with the NDCA. The observer will also be responsible for submitting a report on the prescribed form at the end of the event.
 - a. The Ballroom Director will appoint two observers for competitions with over 4,000 entries or that extend over a period of four or more days.
 8. NDCA registered organizers may not publish advertising from non-registered competitive events, nor may they display posters, etc, advertising such non-registered competitive events.

D. CONDUCT OF COMPETITION

The Organizer is responsible for observance of the following:

1. The Organizer shall draw up a timetable and make it available to all competitors prior to the competition. The organizer is responsible for adhering accurately to this timetable so that the individual events do not start more than thirty (30) minutes earlier nor run more than thirty (30) minutes later than the scheduled time. The first event of the day shall not start ahead of the scheduled time. Organizers must appoint all adjudicating panels before the event commences, and these panels should be strictly adhered to except in cases of emergency.
2. The Organizer shall arrange for suitable and separate changing room facilities for male and female competitors.
3. The Organizer is required to adhere to all categories, dances and levels specified in their promotional material. The Organizer is also responsible for enforcement of all NDCA rules regarding Syllabus and/or Dress, particularly for the "Pro/Am, Pre-Teen, Junior and Youth" categories as well as applying penalty marks for infractions.
 - a. Competitors whose figures are determined by the Invigilator (or Chair of Judges) not to be within the prescribed level shall be warned and penalized as follows:
 - (1) Early round violation - A warning from the Chairman of Judges or the Invigilator.
 - (2) Subsequent round repeated violation - All recalls or marks for that dance erased.
 - (3) Final round violation:
 - (a) Where no previous infraction has been made, marked down one place in that dance.
 - (b) When a competitor has already been warned and repeats the same infraction in a final round they will be marked down to last place in the dance where the repeated infraction occurred.
4. No Competing Professional or Pro/Am Professional Competitor shall be permitted to dance unless registered with the NDCA. No Pre-Teen, Junior, Youth or Adult Amateur competitor shall be permitted to compete unless registered with the NDCA.
5. No Judge, Scrutineer, Registrar, Master of Ceremonies or Music Director shall officiate unless registered with the NDCA.
6. At least two (2) couples must participate in any featured event for it to be accepted as a bona-fide competition. For Championship Competitions, at least six (6) couples must participate.
7. In events where only one couple is entered the following are offered as guidelines:
 - a. When the event is a one dance event and the category is at medalist level, the judges may adjudicate the couple against an accepted standard and the couple's placement be determined by majority opinion of the judges.
 - b. When the event is a multiple dance event, i.e. two or three dances, each dance may be treated as in (a) above with the overall placement determined by the overall judges' marks. Alternatively, the organizer may choose to allow the couple to dance without evaluation and automatically award the couple first place.
8. During the same competition session in all professional and "championship amateur" competitions an intermission of not less than twenty (20) minutes, nor in the absence of reasonable circumstances, not more than sixty (60) minutes must be granted to couples in between rounds. It is recommended that for other multi-dance amateur and Pro/Am competitions that an intermission of five (5) minutes per dance (up to twenty minutes total) be granted.

9. The order to be danced in all Theater Arts/Cabaret Divisions shall be determined by draw. A Professional competitor can only dance one solo entry. Couples must dance the same Theatrical/Cabaret program for all rounds of the competition.
10. In all NDCA sanctioned events, the Skating System of score evaluation shall be used, with the exception of Formation Teams and Team Matches, which may be judged on a cumulative point system. The use of the Repechage call back system is not permitted.
11. Each Judge shall mark and sign a score card for each heat adjudicated. The organizer shall appoint a steward who shall be responsible for collecting the judges' score cards and delivering them to the Scrutineer.
12. For Open Amateur, Rising Star Professional and Open Professional events the length of music must be as follows:
 - a. Other than for the International Style Viennese Waltz and Paso Doble the music shall be played for a minimum of one minute and thirty seconds to a maximum of two minutes (1:30 - 2:00).
 - b. In the International Style Viennese Waltz the music shall be played for a minimum of one minute and fifteen seconds to a maximum of one minute and thirty seconds (1:15 - 1:30).
 - c. For the International Style Paso Doble the music may stop at the second crash (approximately 1:17) for all preliminary rounds. For the final round the complete song must be played (approximately 2:05).
13. Only the Chairman of Judges and Scrutineer shall have access to the marks until the end of the competition.
14. Master scrutineer sheets, or copies, shall be publicly posted in a conveniently accessible area, for public inspection, only after they have been certified correct by the Scrutineer and Chairman of Judges, and immediately after the results have been announced and the prizes awarded.
15. Before the marks are posted the Master Scrutineer Sheets should be certified by the Scrutineer and Chairman of Judges.
16. Advertised professional purse awards must be presented on the day of the event.
17. No smoking will be allowed in the ballroom or any designated competitor assembly area at any time.
18. NDCA recognizes that competition/championship organizers own the television and/or video rights to their events.
19. The NDCA official observer must be satisfied that all competitors are registered.
20. At all NDCA events, the organizers, judges, masters of ceremonies, scrutineers and demonstrators are not permitted to compete in any competition. In the event a "show" is produced featuring dancers who have competed that weekend, no judges or scrutineers may participate in any way in the production of or performance related to that show, other than a special appearance in the show that would not require them to interact with competitors during the show preparations. Alternatively, a "show" may be comprised of judges and/or scrutineers and any other performers who have not competed that weekend in any event.
21. Floors for Competitions must be a minimum of 60 feet long and a minimum of 36 feet wide, or 2,160 square feet. Floors for Championship events must be a minimum of 66 feet long and a minimum of 42 feet wide. Exceptions for Competitions only may be approved by the Ballroom Department Committee upon written application.

22. Organizers must pay all officials for services rendered, at that event, before the end of the last session on the last day.
23. Unless prior agreement is made with the organizer and/or Chairman of Judges, all officials and adjudicators must be available until the conclusion of the competition as stated in the program of events.
24. If organizers wish to add Country Western competitions during their event, than all NDCA Rules must be adhered to in regards to length of music, skating system, and all other applicable rules.
25. In the event a couple is entered in Rising Star and Championship events in the same style on the same weekend, at the same event, and the Championship division is held prior to the Rising Star, such couple on winning the Championship division will remain eligible to dance the Rising Star division at that event.
26. To ensure that the competitors of an NDCA event receive an "elegant" presentation of awards, it is recommended that awards be presented after each level of competition, making sure that the Master of Ceremonies speaks clearly. All awards must be presented no later than the conclusion of each session.
27. In all competition rounds (excluding cabaret, formation team and team matches) all couples in each heat, including the final, must dance against each other concurrently. Organizers who wish to follow an alternate format may refer to the "Show Dance" rules listed in section XI. However, any organizer who wishes to follow the Show Dance rules (or any other format) must apply in writing and in advance for permission from the Ballroom Department.
28. An on-deck area for competitors is required for championships and strongly recommended for competitions. It is further recommended that an on-deck captain be provided during sessions with a large number of entries and/or heats.
29. Once a final round commences, if it becomes necessary for a couple to withdraw from the competition (due to injury or illness) then that couple will be awarded last place for any dances in which they did not dance.
30. If a couple withdraws from a competition after any round and before the commencement of the next round, then the chairman may at his discretion replace this couple with the next eligible couple.
31. Organizers who anticipate that their events will be video taped with the intent of distribution to television must clearly outline in their publicity whether the event has actually been contracted to appear on television or if the filming is being done "with the intent" of being placed on television.
32. In Pro/Am events where "multiple competitions" are danced at the same time, no more than eight (8) couples may be judged at the same time.
 - a. Organizers are allowed to "split" the dance floor into two or more "ballrooms", in which case each panel of judges can adjudicate a maximum of 8 couples at the same time.
 - b. When the dance floor is split for Pro/Am events no "ballroom" may be smaller than 1,080 square feet.
 - c. If a couple registers late for a Pro/Am event or changes their entry and the number of couples on the floor would exceed eight (8) then up to ten (10) couples may be placed on the floor provided at least two of the entries are uncontested.

33. Grand Championships. For all Grand Championships conducted at NDCA events:
 - a. the judging criteria must be published in advance.
 - b. For professional grand championships prize money must be awarded to all participating couples.
34. In the "Theatrical" dance category lifts are allowed for no more than 50% of the number of measures of music. There is no restriction for the "Cabaret" Category.
35. In a "Ten-Dance" Competition each dance shall be a separate competition. The skating system of scrutineering shall be applied to all ten dances together to determine the winner. The number of call-backs from the Semi-final (and Quarter-final if necessary) shall be used to determine placements for couples not making the finals.
 - a. In the event that a Ten-Dance result is determined as part of two separate events where some couples are not doing all ten dances, the couples doing only one style will be removed from the final placements in each style and the placements for the ten-Dance couples shall be determined with respect to each other.
36. It is recommended that a "Good Samaritan" kit be available at all Competitions.
37. When scholarships are presented at NDCA events the terms of these scholarships should be clearly stated by the organizer in writing.
38. In Pro/Am nine-dance or ten-dance championships the Student Dancer must be partnered by the same professional for both events involved in that particular championship.
39. Confirmation that all amateur and professional dancers competing at their event are currently registered with the NDCA.
 - a. If any amateur or professional dancers are not currently registered with the NDCA then the Competition Organizer is responsible to collect the appropriate registration fee(s), plus an additional 50% surcharge for any professionals who register at the competition. These registrations must be forwarded to the NDCA National Registrar within ten (10) days following the conclusion of the competition.
 - b. Any organizer who is found negligent in the collection of NDCA registration fees may be subject to loss of NDCA sanction for further events, and/or loss of Championship Status (if a Championship).
40. Competitors and officials are not permitted to give media interviews at any time during a competitive round in which they are taking part.
 - a. Any such interviews may be done between rounds provided the interviews are not broadcast to those present in the ballroom. Interviews conducted following the completion of the final round of the competition may be broadcast to those present.
41. Officials may not post comments on any interactive social media website regarding any competitor's performance or conduct until after the conclusion of the entire weekends competitions. Failure to comply will result in disciplinary action.
42. Judges, officials, and organizers may not solicit competitors or students for (1) lessons, or (2) participation in other NDCA sanctioned competitions while in the ballroom and pre-function areas at any time. This does not apply to announcements that the organizer wishes to have made from the podium or distributed in an official way. Offenders may be subject to a \$2,000 fine, a six month suspension, or have their registration with NDCA cancelled (with no refund).

E. AFTER THE EVENT

Within ten (10) days after the competition, the organizer shall deliver to the Ballroom Department via Certified Mail the following:

1. The Master Scrutineer Sheets bearing the Officials Signatures.
2. The list of Judges and their Code Letters.
3. The list of Finalists in each Featured Event.
4. A Copy of the Program, corrected and completed.
5. If the organizer is using COMPMNGR written by Richard Douglas, a computer Disk with the above information may be sent in lieu of the written paperwork.
6. Pro/Am Results are not required to be sent with the above.
7. Organizers are required to retain the original judges' score sheets for a period of thirty (30) days following the close of the event, in the event of a discrepancy in the scrutineers final markings.
8. A complete list of all Competing Professionals and Pro/Am Professional Competitors who participated in the event, along with their current NDCA registration number, and separate lists for each featured competitive event.

NOTE: These detailed procedures must be followed for each competition for which Final Recognition is desired. Upon compliance with all of the above requirements, and approval of the event by the Ballroom Department, a letter granting FINAL RECOGNITION will be sent to the Organizer.

IV. RULES FOR JUDGES

A. JUDGES RESTRICTIONS

1. A judge must excuse himself from an adjudicating panel on any occasion when he has a member of his immediate family, or any member of the same household dancing in a particular heat of a competition. "Immediate family" is defined as spouse, children, parent, sibling, grand-parent, grand-child, niece, nephew, in-law and first cousin.
2. A professional competitor who wishes to judge professional events must first make a written statement to the Ballroom Director that he is ceasing to take part in Professional Competitions, stating the starting date of retirement, and that he will not come out of retirement without giving One Hundred Twenty (120) days notice to the Ballroom Director in writing.
3. Professional competitors who retire from competing may not judge professional events for One Hundred Twenty (120) days following the date of their last professional event, provided they hold the appropriate qualifications.
4. Only Professionals who have taken examinations in NDCA affiliated associations and who hold valid membership cards with the association will be considered as NDCA approved adjudicators. Professionals who take up residence in this country, and who hold qualifications in affiliated associations, may be granted special clearance pending their taking an examination in an NDCA affiliated association in the type, style, or branch in which they wish to judge. Such clearance shall be limited to one year and be based on the recommendation of the Ballroom Department.
5. Judges must be Qualified and Certified in the type and style of the competition they are engaged to adjudicate. Judges who hold an "Associate" degree or higher may adjudicate all categories except Championships, which shall be judged by Full Member or Fellows only.
6. Judges who are also active Professional competitors may judge categories restricted to Amateur, and Pro/Am only. They may not judge Professional Events until they have retired from competitive dancing.

7. Officials (including Judges, Scrutineers, Registrars, Masters of Ceremonies, Music Directors and Organizers) are not allowed to give coaching lessons, on or off the premises, during the entire period of time commencing at 12:00 a.m. on the day of the first competitive session and concluding with the end of the last session. This does not apply to Lectures or Seminars scheduled by the organizer and open to any interested parties.
8. If officials and competitors mutually consent to discuss markings and results after the conclusion of the event, they should do so in a civil, ethical, and professional manner. Any breaches of professional conduct should be immediately reported to the NDCA.
9. While performing their duties as an adjudicator, judges are not allowed to wear or utilize any electronic or other device that will transmit video or images related to the judging process.

B. JUDGES CONDUCT

1. Judges shall stand or be seated apart from one another and at such locations that they do not interfere with the competitors.
 - a. Judges shall not converse with each other during actual judging sessions, especially while the music is still playing.
2. Judges are reminded that if they converse with any spectators, contestants or coaches, they may not discuss any competitors performance until after the close of the entire event. Failure to comply could result in disciplinary action.
3. Judges are not to compare notes and must judge independently.
4. Judges may move about freely in order to see all the couples.
5. Judges are required to remain on the floor until the end of the music.
6. Judges shall mark and sign their score cards in ink, including their code letter, and shall initial each and every alteration.
7. It is a basic requirement that any professional engaged to officiate shall upon arrival at the venue:
 - a. Report his presence to the Organizer and Chairman of Judges.
 - b. Ascertain the Timetable of the competitions, and
 - c. Be available as scheduled.
8. While on the competition premises, judges shall conduct themselves with the utmost of professional decorum, including refraining from consuming alcohol during a judging session.
9. Judges, including invigilators, may not use cell phones or any other unauthorized electronic devices during the time period(s) in which they are officiating.

C. CHAIRMAN OF JUDGES

The Chairman of Judges shall be responsible for:

1. Determining the number of couples to be recalled.
 - a. The Chairman must ask for at least 50% of the number of couples to be recalled in each round. However, if the number of couples that are actually recalled by the adjudicators would require an additional round, then the Chairman is allowed to recall less than 50% of the couples. If the chairman asks for a 50% recall for a second round and the actual number is more than 50%, the chairman may still call for a 50% recall of his original desired number of couples in the third round, etc.

- b. The maximum number of couples that will be allowed in any final round will be eight.
 - c. For all professional competitions, and for all “championship amateur” competitions, if there are eight or more couples pre-registered to compete then a semi-final round must be scheduled. Likewise, if there are fifteen or more couples pre-registered then a quarter-final round must be scheduled. It is further recommended that the same policy be adopted (but not be made mandatory) for Multi-dance Pro/Am events.
 - d. The chairman should consult with the competition organizer whenever there is a question in regards to the number of couples to be recalled.
 - e. The chairman should determine when a semi-final should be split into two heats, taking into account the size of the floor, the number of couples in the semi-final, and the style being danced. This should be done in consultation with the competition organizer. When the semi-final is split all couples must dance concurrently for a minimum of 30 seconds prior to any heat being split.
 - f. When the judges are instructed to select a given number of couples to dance in a final, only that number shall dance, except in the case of a tie.
 - g. For competitions in the Exhibition, Cabaret & Formation categories:
 - (1) When there are more than eight couples or teams entered in a particular event, the competition may be held as a final round, with the judges being asked to rank all entries in order of merit.
 - (2) When there are more than fourteen couples or teams entered in a particular event, the competition may be held as a preliminary round, with less than 50% of the couples or teams being recalled from the qualifying round for the final.
2. No more than eight (8) couples shall dance in any Final Round.
 3. Observance of the established timetable for the competition, or alterations to the established timetable if required.
 4. Instructing judges on points of evaluation and scoring system.
 5. Correct interpretation of marks by inspecting marks after each heat, and verifying that they have been correctly transcribed.
 6. Referring any score card requiring correction to the adjudicator concerned.
 7. In all matters related to the conduct of the competition(s), questions on judges marking, changes in program scheduling, the Chairman's decision shall be final.
 8. Excusing a judge from officiating when the Chairman feels that the sound judgment of the judge may be impaired.
 9. In the event of an unresolved dispute regarding eligibility of a competitor to compete in a particular level of age category the chairman shall refer the dispute to the NDCA Ballroom Department for resolution, to be dealt with after the conclusion of the event.

V. RULES FOR COMPETITORS

A. DANCE REQUIREMENTS

1. Competitors are restricted to entering only those categories for which they are eligible under NDCA Rules.

2. Amateur and Professional men and women are both required to present a valid and current NDCA registration card to the competition registrar before the gentleman's competitor's number may be released to them at all sanctioned NDCA competitions and championships.
 - a. In the absence of a valid and current registration card the competition Registrar should check the latest list of current registrants that is supplied regularly by the NDCA National Registrar. If the competitor is not to be found on this list they will be required to pay the appropriate registration fee at the competition when collecting their competitors' number. Professionals who register at the competition will be required to pay an additional 50% surcharge; the organizer will forward all fees collected to the National Registrar.
 - b. This does not apply to competitors who reside in another country and can present a current registration card from the appropriate organization in their country.
3. Competitors must adhere to the dress requirements specified by the Organizer, provided such requirements have been specified in his printed advertisements and/or entry blanks.
4. Competitors are required to remain on the floor until the end of the music to avoid the possibility of disqualification.
5. Competitors may not use props in any Professional division, with the exception of the Theater Arts category. A prop is defined as any item that is not part of the regular costume worn by the dancers, and that is not attached to the dancer or their costume for the full duration of the time that they are on the floor.

B. CONDUCT

1. While on the competition premises, competitors shall conduct themselves at all times in a civil and sportsmanlike manner.
2. It is the competitor's responsibility to be in attendance at least one-half hour in advance of the advertised time scheduled for the events he is entering. Organizers are not required to delay the program for the benefit of latecomers.
3. Competitors entering an NDCA registered event shall accept as final the individual markings of the judges, and no appeal against them may be made except when it can be shown that the actual markings have been incorrectly evaluated.
4. If officials and competitors mutually consent to discuss markings and results after the conclusion of the event, they should do so in a civil, ethical, and professional manner. Any breaches of professional conduct should be immediately reported to the NDCA.
5. A competitor who removes any of the Master Scrutineer Sheets without the permission of the Organizer, shall render themselves liable to disciplinary action.
6. If a couple fails to appear for an event without notifying the organizer in advance, then the organizer is not obligated to accept entries from that couple for future competitions.

VI. REGISTRATION

A. GENERAL

1. Registration affords registrants: Amateur Competitors, Professional Competitors, Pro/Am Professional Competitors, Judges, Scrutineers, Registrars, Masters of Ceremonies, Music Directors, and Organizers, the privilege of participating in NDCA sanctioned Competitions and Championships,

which in turn are governed by the Rules and Regulations formulated herein to protect and ensure the high standards associated with the NDCA requirements of sanction.

2. Individuals who are organizers of NDCA sanctioned events who do not register with NDCA as an adjudicator, scrutineer, or other defined official, must register with NDCA as an "organizer".
3. Registration will be accepted through the NDCA Website (<http://www.NDCA.org>) or on Official Registration Forms which may be obtained from the National Registrar. All registrants shall have the option to register with the NDCA up to three years in advance.
4. Registration in the NDCA expires at the end of the calendar year, regardless of when the registration is received throughout the year.
5. The Registrar will send the Roster of registered Amateur Competitors, Professional Competitors, Pro/Am Professional Competitors, Judges, Scrutineers, Registrars, Masters of Ceremonies, Music Directors, and Organizers, to all competition organizers. Additionally the Registrar should send each organizer an update approximately one week prior to their NDCA event. If an Amateur Competitor, Professional Competitor or a Pro/Am Professional Competitor wishes to participate in an NDCA event and is not on the updated list, or does not have a receipt of registration from a previous competition, then the organizer shall be required to collect the NDCA registration fee, plus a 50% surcharge for any professional registering at the event. This surcharge for professionals will apply whether the professional competitor is previously registered or a new registrant.
6. All current registrants (Amateur Competitors, Professional Competitors, Pro/Am Professional Competitors, Judges, Scrutineers, Registrars, Masters of Ceremonies, Music Directors, and Organizers) are required to re-register with NDCA for the following calendar year no later than December 31st of the current calendar year in order to compete in or officiate at any NDCA event.
7. Foreign competitors who take up residency in the USA may register immediately with the NDCA.
 - a. All foreign professionals who take up residency in the USA and wish to dance in Pro/Am events must register with the NDCA immediately as a Competing Pro/Am Professional Competitor.
8. Only Professionals who have taken examinations in the NDCA affiliated associations and who hold valid membership cards with at least one year's membership status in the association, will be considered as NDCA approved adjudicators. Professionals who take up residence in this country, and who hold qualifications in affiliated associations, may be granted special clearance pending their taking an examination in an NDCA affiliated association in the type, style, or branch in which they wish to judge. Such clearances shall be limited to one year and be based on the recommendation of the Ballroom Department.
9. All registrants will receive a numbered registration card indicating the valid registration period. It is the responsibility of all the registrants to show competition organizers their valid registration cards when so requested. Professional registrants who have not satisfied all outstanding debts incurred at any NDCA registered event, will be denied Council registration and participation in any NDCA related events. Additionally, all registrants will receive a copy of the NDCA RULES AND REGULATIONS at the time of their initial registration, as well as all published editions of the NDCA Bulletin-Calendar covering that registration period. The Bulletin-Calendar gives a complete listing of all NDCA sanctioned events. Rule Book changes or amendments to the Rules and Regulations will appear in the NDCA Bulletin-Calendar during the interim printing of the NDCA Rules and Regulations book. Awareness of the Rules and Regulations are the responsibility of each professional registrant. Please read and study them very carefully.

10. The NDCA reserves the right to refuse the application or cancel the registration of any applicant/registrant.

B. REGISTRATION REQUIREMENTS

1. PROFESSIONAL COMPETITORS, Pro/Am Professional Competitors AND AMATEUR COMPETITORS
 - a. PROFESSIONAL COMPETITORS Professional competitors participating in professional competitions shall be registered annually with the NDCA National Registrar. Each member of a professional partnership must register individually. Professional competitors do not need to belong to a member organization in order to register with the NDCA.
 - b. Pro/Am Professional Competitors Pro/Am Professional Competitors who dance with a Pro/Am Student Dancer in any division of an NDCA event must register annually with the NDCA National Registrar.
 - c. AMATEUR COMPETITORS Amateur Competitors who compete in the following categories shall be registered with the NDCA:
 - (1) Adult Syllabus, Novice, Pre-Championship and Championship Proficiency Events.
 - (2) Pre-Teen, Junior and Youth Age Category Classifications
 - (3) Mixed amateur events (both partners).
 - d. PRO/AM STUDENT DANCERS Pro/Am Student Dancers dancing in the following categories shall not be required to register with the NDCA (although voluntary registration is allowed):
 - (1) All Pro/Am Competitions.
 - (2) Student/Student Competitions that are included within Pro/Am Heats.
 - e. All registered competitors must present their current competitor's registration card before receiving their competition number from the organizer. Only registrations with the NDCA will be accepted, or in the case of overseas visitors, those couples who are registered with the recognized organization of their country.
2. JUDGES Any qualified and certified professional affiliated with the NDCA through a Member Organization is eligible to register annually as an NDCA adjudicator. Upon acceptance of a judges registration, their name will be placed on the NDCA Roster of Judges and Officials, indicating their availability to officiate at NDCA sanctioned Competitions and Championships. Judges are classified according to their Teaching Qualifications, Competitive Achievement and Professional Experience as listed below:
 - a. NDCA ADJUDICATORS Professionals may register with NDCA as Adjudicators in the following classifications based upon the Teaching Credentials that they have earned from a member organization of the NDCA:
 - A- Associate Degree in International Style Ballroom.
 - A+ Member Degree, or above, in International Style Ballroom.
 - B- Associate Degree in International Style Latin
 - B+ Member Degree, or above, in Int. Style Latin
 - C- Associate Degree in American Style Smooth
 - C+ Member Degree, or above, in American Style Smooth
 - D- Associate Degree in American Style Rhythm
 - D+ Member Degree, or above, in American Style Rhythm
 - E- Associate Degree in Theater Arts
 - E+ Member Degree, or above, in Theater Arts
 - (1) The following qualification levels will be required for NEW applications for an NDCA adjudicator's license; those holding EXISTING licenses are not affected by this rule change.
 - (a) An "Associate" degree in each style is required to obtain a license to adjudicate NDCA sanctioned competitions in those styles and adjudicator's are permitted to judge competitions in any style in which they are certified.

- 1 (b) A minimum of a "Membership/Licentiate" in each of the four styles - International
 2 Ballroom and Latin, American Smooth and Rhythm - is required to obtain a new
 3 "Championship Adjudicator License" to judge all NDCA sanctioned Championships.
 4 (c) In order to become licensed to judge an NDCA sanctioned Theatrical/Cabaret/Exhibition
 5 style competition or championship, it is necessary to hold either an "Associate" degree
 6 (for competitions) or a "Membership/Licentiate" degree (for championships) in the
 7 Theatrical/Cabaret/Exhibition style.
- 8 b. NATIONAL JUDGE CLASSIFICATION: Before a NDCA registered Adjudicator may judge any
 9 Closed or Open United States National Championship they must be certified by the NDCA as a
 10 National Judge.
- 11 (1) To be a National Judge a person must:
- 12 (a) be a citizen or resident alien of the U.S.A.
 13 (b) have been certified at the A+, B+, C+ and D+ classifications.
 14 (c) been retired as Competing Professionals for a period of one year. The period from the
 15 final day of the previous year's championship to the first day of the current year's
 16 championship is considered one year, provided the date formula is maintained.
 17 (d) have attained at least one of the following results as a professional competitor:
- 18 i) the final of one or more of the following United States National Closed Professional
 19 Championships: International Ballroom, International Latin, American Style Smooth
 20 or American Style Rhythm.
 21 ii) the semi-final of one or more of the following United States Closed Professional
 22 Championships (provided a quarter-final was held) for at least three years:
 23 International Ballroom, International Latin, American Style Smooth or American
 24 Style Rhythm.
 25 iii) a placement in the top two positions in the United States National Closed
 26 Professional Nine-dance or Ten-Dance Championships.
- 27 (e) Having reached any one of the above results will give eligibility to adjudicate all National
 28 level championships except for the Theatrical Arts category. In order to adjudicate the
 29 National Theatrical Arts category an adjudicator must be qualified as a National Judge
 30 and must also be certified at the E+ level as an NDCA Adjudicator. Competitors making
 31 the final of the United States Closed Professional Championships in the Theatrical Arts
 32 Category may be certified as National Judges in this division only provided they also are
 33 also certified at the E+ level as an NDCA Adjudicator.
- 34 (f) The NDCA Ballroom Department may certify an NDCA Adjudicator as a National Judge
 35 who does not qualify under the requirements listed above for a professional competitor
 36 (4) but who does qualify under requirements (1) (2) and (3) and who also has extensive
 37 professional experience that would warrant consideration. Additionally, all Adjudicators
 38 who have been designated as "World Class" adjudicators will be considered National
 39 Judges.
- 40 (g) No individual may be awarded National Judge status if they represent any other country
 41 as an adjudicator.
- 42 (2) NDCA registered adjudicators that are not certified as National Judges may adjudicate
 43 specific events that are held in conjunction with an overall "United States Championship" but
 44 which are not in themselves U.S. Championships.
- 45 c. WORLD CLASS JUDGE CLASSIFICATION: Must be a citizen or resident alien of the U.S.A.
 46 and by examination hold at least a Membership degree (or it's equivalent) in that style to be
 47 judged. Also the person must have attained (in at least one of the following professional
 48 championships):
- 49 (1) the quarter-final of the British Professional International Ballroom or International Latin
 50 Championships.
 51 (2) the semi-final of the International Open, United Kingdom Open, USBC Open, or the World
 52 or European Professional International Ballroom or International Latin Championships.
 53

(3) the semi-final in all ten dances of a European or World Ten Dance Championship.
Having reached any one of the above results will give eligibility to adjudicate Ten-Dance Championships.

3. SCRUTINEERS

a. REQUIREMENTS: A person holding a Scrutineering Certificate from the NDCA, who wishes to evaluate marks at NDCA sanctioned Competitions and Championships is required to register annually with the National Registrar. A person wishing to qualify as an NDCA Scrutineer may make application to the Scrutineering Committee, who will arrange for an examination and notify the applicant of the time and place. Test results will be forwarded to the National Registrar, who will send successful candidates the NDCA Certificate and Registration Card.

b. INVIGILATORS: Invigilators for the Scrutineering Examinations will be appointed at the discretion of the Scrutineering Committee. Invigilators will be responsible for adhering to the scrutineering rules.

4. REGISTRARS, MASTERS OF CEREMONIES AND MUSIC DIRECTORS: Any individual who wishes to officiate as a Registrar, Master of Ceremonies and/or Music Director at an NDCA sanctioned Competition or Championship must register annually with the NDCA National Registrar.

C. ELIGIBILITY REQUIREMENTS-PRO. COMPETITORS

1. OPEN NDCA EVENTS: All properly registered Professional Competitors may participate in any NDCA sanctioned open competition or championship.

2. CLOSED NDCA EVENTS (OTHER THAN ANY OFFICIAL CLOSED U.S. CHAMPIONSHIP): Properly registered Professional Competitors are eligible to dance in a Closed NDCA competition or championship (with the exception of any official Closed U.S. Championship) when they have completed six months of residency in the USA.

3. UNITED STATES NATIONAL BALLROOM CHAMPIONSHIPS: Properly registered Professional Competitors are eligible to dance in any closed championship of the United States Ballroom Championships if they fulfill one of the following criteria:

a. Both members of the partnership are United States citizens, and neither member of the partnership has represented another country or competed in the closed national championship of another country in the previous 12 months. NDCA registered professionals who represent other countries in World Championships may dance in the United States National Closed Professional American Style Smooth and Rhythm, due to the fact that these two events are not used to select U.S. representatives for world championships.

b. One half of the partnership is a United States citizen, and neither member of the partnership has represented another country or competed in the closed national championship of another country in the previous 12 months, and the half of the partnership that is not a U.S. citizen has resided in the USA for the previous 6 months. NDCA registered professionals who represent other countries in World Championships may dance in the United States National Closed Professional American Style Smooth and Rhythm, due to the fact that these two events are not used to select U.S. representatives for world championships.

c. Both members of the partnership are non-United States citizens, but both members of the partnership have resided in the USA for the previous 6 months, and neither member of the partnership has represented another country or competed in the closed national championship of another country in the previous 12 months. NDCA registered professionals who represent other countries in World Championships may dance in the United States National Closed Professional American Style Smooth and Rhythm, due to the fact that these two events are not used to select U.S. representatives for world championships. Additionally, both members of the partnership must also fulfill one of the following criteria:

- (1) They are holders of a United States Resident Alien Card (Green Card) or can show proof that they have been approved by the United States Government for lawful admission to the U.S.A. as a permanent resident, but have not yet received their "Green Card".
- (2) They have applied for a United States Resident Alien Card (Green Card), and have submitted photocopy proof of such application to the NDCA Ballroom Director.
- (3) They have received Political Asylum from the United States government.
- (4) They have applied for Political Asylum from the United States Government, and have submitted photocopy proof of such application to the NDCA Ballroom Director.

D. INTERNATIONAL RECIPROCITY (INTERNATIONAL STYLE)

1. FOREIGN JUDGES AND COMPETITORS:

- a. Organizers of NDCA sanctioned events who wish to have Judges who are not residents of the U.S.A. participate in their events, must obtain clearance for these visitors from the Ballroom Director. Normally, proof of affiliation with the governing body of their own country, such as a valid registration card of membership card, will be required. No professional who is still competing shall be permitted to adjudicate competitions or championships without prior permission.
 - (1) There must be a majority of American style qualified judges on all American style panels and Theatrical style qualified judges on all Theatrical panels.
- b. Foreign competitors who wish to compete in NDCA registered events must obtain clearance from the NDCA via the Organizer of the event concerned, and also be prepared to show valid proof of registration with their own Governing Body in the country where they are domiciled.
- c. Any foreign couple who has reached the final of their own country's national championship is ineligible to dance in the Rising Star events in that style in the U.S.A. Violators will be suspended from dancing in competitions in the U.S.A. for 12 months. When organizers run a normal Rising Star event they may also run an open Rising Star for couples who have not reached the semi-final at the British Open Championships in all dances.
- d. Foreign Teachers and/or coaches who wish to teach and/or demonstrate in the U.S.A. should first obtain clearance from their own governing body in the country where they are domiciled, and also from the NDCA Ballroom Director. While in the U.S.A. all NDCA Rules and Regulations must be adhered to.

2. U.S.A. RESIDENT COMPETITORS AND JUDGES ABROAD:

- a. USA teachers and/or coaches who wish to teach and/or demonstrate abroad, should first obtain clearance from the NDCA Ballroom Department, and also from the governing body of the country they are intending to visit.

VII. SELECTION FOR WORLD CHAMPIONSHIPS

A. PROFESSIONAL DANCERS AND JUDGES:

1. SELECTION OF JUDGES: All judges eligible to represent the U.S.A. must be United States citizens, or permanent resident aliens with at least three (3) years' residency.
2. SELECTION OF COUPLES: The selection of Professional Couples to represent the U.S.A. at World Professional Championships shall be determined by their participation and placement in the Annual United States National Ballroom Championships. When the closing date of entries for a particular World Championship falls prior to the annual United States Closed Championships (USBC), the couples selected to represent the USA will be chosen from the previous years USBC. When the closing date of entries falls after the annual United States Closed Championships (USBC), the couples selected to represent the USA will be chosen from that year's USBC. Only the reigning (Closed) United States Professional International Ballroom, International Latin, American Smooth, American Rhythm, and 10-Dance International Champions and Runners-Up, in order of rank in the final round,

shall be eligible to represent the USA. In the event the annual United States National Ballroom Championships are not held, the selections of Professional Couples in the International Ballroom and/or Latin sections shall be determined by the NDCA Ballroom Department. No professional couple or judge may accept any invitation to represent the USA without prior approval of the NDCA.

a. There will be a Ten-Dance Championship to determine the two couples to represent the U.S. at the World Ten-Dance Championships.

3. **OBLIGATION OF REPRESENTATIVES:** Any professional couple or judge having been selected to represent the United States may not withdraw without the consent of the NDCA Ballroom Director, who will consider all relevant circumstances before arriving at a decision. Judges and couples must notify the Ballroom Director immediately of any circumstance which may affect their participation. Failure to comply with the NDCA's decision may result in suspension of the offending couple or judge.

B. AMATEUR COUPLES

The selection of top ranking Amateur couples to represent the U.S.A. at World Amateur Standard Ballroom, Latin, and 10-Dance Championships shall be determined by the Official Amateur Body.

VIII. DISCIPLINARY PROCEEDINGS

A. SUSPENSION

1. It is within the province of the Ballroom Department to investigate and rule upon any question in regard to any infringements of NDCA rules or complaint regarding the behavior of any registrant of the NDCA. Upon receipt of the complaint, the Ballroom Director shall inform the individual complained against, who shall have the right and opportunity to answer such charges.
2. The Ballroom Department may, if an infringement has been proved, impose a suitable penalty as the Ballroom Department shall deem appropriate. Decisions of such nature are to be made public to the extent determined by the Ballroom Department, and, depending upon the seriousness of the offense, all U.S.A. and Overseas Professional and Amateur Bodies may be informed.
 - a. Penalties will be as follows:
 - (1) First time offense - fine
 - (2) Second time offense - suspension of registration with NDCA for up to one year
 - (3) Third time offense - permanent suspension of registration with NDCA

B. REINSTATEMENT

Persons against whom disciplinary action has been taken, may at the end of such penalty period as the Ballroom Department imposes, apply for reinstatement of Official Status, thus becoming eligible again to participate in NDCA sanctioned events.

IX. DANCES AND TEMPI

A. APPROVED DANCES

1. The following dances are approved for NDCA Competitions and Championships and with the exception of Exhibition/Cabaret, all couples must dance all dances:
 - a. **International Style Ballroom.** Waltz, Tango, Viennese Waltz, Slow Foxtrot, Quickstep. It is required that the above five dances be used (in the order listed) in all featured professional and amateur "championship" competitions. When organizers choose to offer additional competitions that may not include all five dances it is recommended that they still offer the dances in the order listed, minus those dances not being offered.

- (1) In the International Style Viennese Waltz the only figures allowed are the ones noted in the book "The Viennese Waltz", by Harry Smith-Hampshire.
- b. International Style Latin. Cha Cha, Samba, Rumba, Paso Doble, Jive. It is required that the above five dances be used (in the order listed) in all featured professional and amateur "championship" competitions. When organizers choose to offer additional competitions that may not include all five dances it is recommended that they still offer the dances in the order listed, minus those dances not being offered.
- c. American Style Smooth. Waltz, Tango, Foxtrot, Viennese Waltz. It is required that the above four dances be used (in the order listed) in all featured professional and amateur "championship" competitions. When organizers choose to offer additional competitions that may not include all four dances it is recommended that they still offer the dances in the order listed, minus those dances not being offered.
- d. American Style Rhythm. Cha Cha, Rumba, Swing, Bolero, Mambo. It is required that the above five dances be used (in the order listed) in all featured professional "Championship" competitions. When organizers choose to offer other dances from the list of "Additional American Style Dances" for amateur competitors it is recommended that they still offer the dances in the order listed, minus those dances not being offered.
- e. Additional American Style Dances. Other American style dances may be offered as either one-dance or multi-dance events by competition organizers. These dances could include but not be limited to Peabody, Merengue, Paso Doble, Samba, Polka, West Coast Swing and Hustle.
- f. Theatrical and Exhibition/Cabaret Dances.
 - (1) Theatrical events are those in which all couples dance at the same time to pre-selected music.
 - (2) Exhibition/Cabaret dances are those in which couples select their own music and appear one at a time.
- g. Lifts and Dangerous Movements
 - (1) Lifts are allowed in the Theatrical, Showdance, Grand Championship and Exhibition/Cabaret dance categories only. A lift is any movement during which one of the dancers has both feet off the floor at the same time with the assistance or support of their partner. Couples who perform lifts in categories where lifts are not allowed may be disqualified according to the rule specifying "Implementation of Disqualification" which appears below.
 - (2) Dangerous movements will not be permitted in any competition or championship. A dangerous movement is any movement that places another individual at risk.
 - (3) Implementation of Disqualification under the "D" Rule
 - (a) Adjudicators observing any infringement of the Lifts and Dangerous Moves rule should note the couple's number and mark "D" at the foot of the marking sheet. The reason for the infringement should also be noted (time permitting)
 - (b) The adjudicator must inform the Chairman of Judges of a "D" marking
 - (c) The Chairman of Judges must inform the competitors concerned of the infringements and also all the adjudicators before the next round.
 - (d) If this or any other infringement is repeated in a subsequent round and is reported by more than one adjudicator, the marks of the competitor in that dance in that round must be deleted by the Chairman of Judges.
 - (e) Adjudicators observing any infringement in the final round must place those competitors in that dance and mark "D" against the competitor's number. If more than one adjudicator marks "D" against any competitors then those competitors must be placed last in that dance by the Chairman of Judges.
 - (f) All such disqualifications must be noted on the scrutineers' marking sheet.
 - (g) If a competitor repeatedly ignores the request of the Chairman of Judges to comply with any aspect of these rules, the Chairman may, at his/her discretion, disqualify the competitor/s from the event in question.
- h. Pro/Am multi-dance Competitions. In all Pro/Am multi-dance competitions, dances are to be danced at all levels in the same order as for professional events. It is strongly recommended that

single dance events be danced in sequence of dances to the completion of one level before moving to the next level.

B. APPROVED TEMPI

1. The following tempi for International and American Style dances are approved (given in Measures per Minute - MPM and Beats per Minute - BPM)
2. Music directors must have the equipment necessary to adjust the tempo/pitch while the music is playing, at the direction of the Chairman of Judges.
- 3.

INTERNATIONAL STYLE DANCES		Beats per Meas.	PRO/AM		PRO&AMATEUR	
			MPM	BPM	MPM	BPM
BALLROOM	WALTZ	3	28-30	(84-90)	28	(84)
	TANGO	4	32	(128)	32	(128)
	VIENNESE	3	56-58	(168-174)	60	(180)
	FOXTROT	4	28-30	(112-120)	28	(112)
	QUICKSTEP	4	48-52	(192-208)	50	(200)
LATIN	CHA CHA	4	31	(124)	30	(120)
	SAMBA	2	48-50	(96-100)	48	(96)
	RUMBA	4	27	(108)	22	(88)
	PASO DOBLE	2	56-60	(112-120)	56	(112)
	JIVE	4	38-44	(152-176)	42	(168)
AMERICAN STYLE DANCES		Beats per Meas.	BRONZE		ALL OTHERS	
			MPM	BPM	MPM	BPM
SMOOTH	FOXTROT	4	32-34	(128-136)	30	(120)
	WALTZ	3	30-32	(90-96)	28-30	(84-90)
	TANGO	4	30-32	(120-128)	30	(120)
	PEABODY	4	60-62	(240-248)	60-62	(240-248)
	VIENNESE	3	54	(162)	53-54	(159-162)
RHYTHM	BOLERO	4	24-26	(96-104)	24	(96)
	CHA CHA	4	30	(120)	30	(120)
	MAMBO	4	48-51	(192-204)	47	(188)
	MERENGUE	2	29-32	(58-64)	29-32	(58-64)
	PASO DOBLE	2	58-60	(116-120)	58-60	(116-120)
	RUMBA	4	32-36	(128-144)	30-32	(120-128)
	SAMBA	2	52	(104)	52	(104)
	SWING	4	34-36	(136-144)	36	(144)
	WC SWING	4	28-32	(112-128)	28-32	(112-128)
	POLKA	2	60-62	(120-124)	60-62	(120-124)
	HUSTLE	4	28-30	(112-120)	28-30	(112-120)

X. RULES FOR AMATEUR COMPETITORS

The rules in this section refer to amateur partnerships (one amateur dancer partnered by another amateur dancer).

A. AGE CATEGORY CLASSIFICATIONS

1. Age classifications, "a" through "f", will become effective on the individual's actual birthday. On a year where a competitor is going to move from one classification to the next they may make this change anytime during a 60-day period that begins 30 days prior to their birthday and ends 30 days following their birthday.
 - a. Pre-Teen I: 9th birthday or less
 - b. Pre-Teen II: 10th or 11th birthday
 - c. Junior I: 12th or 13th birthday
 - d. Junior II: 14th or 15th birthday
 - e. Youth: 16th, 17th or 18th birthday
 - f. Adult: 19th birthday or greater
 - (1) Senior I: 35th birthday or greater
 - (2) Senior II: 45th birthday or greater
 - (3) Senior III: 55th birthday or greater
2. Organizers may combine age classifications as follows:
 - a. Pre-Teen I and Pre-Teen II into a single Pre-Teen classification.
 - b. Junior I and Junior II into a single Junior classification.
 - c. Senior I, Senior II, and Senior III into a single Senior classification.
 - d. Organizers may combine classifications not listed above by obtaining written permission from the Ballroom Director.
3. Organizers may offer additional age category competitions, such as "Under 21", etc.
4. Competitors may dance "up" or "down" as follows:
 - a. Pre-Teen I competitors may dance up one age classification to "Pre-Teen II".
 - b. Pre-Teen II competitors may dance up one age classification to "Junior I".
 - (1) Pre-teen II competitors who dance up to junior must remain in the approved pre-teen costumes. This rule applies to the individual, not to the couple - if only one member of the partnership is a bonafide Junior age competitor then only that individual may wear a "Junior" costume.
 - c. Junior I competitors may dance up one age classification to "Junior II".
 - d. Junior II competitors may dance up one age classification to "Youth".
 - e. Youth competitors may dance up to the Adult classification.
 - f. When an organizer combines age classifications (Pre-Teen I & II, Junior I & II or Senior I, II & III) competitors may dance up or down as follows:
 - (1) Only Pre-Teen II age category competitors may dance up into the combined Junior age category.
 - (2) Combined Juniors may dance up into the combined Youth age category.
 - (3) Combined Seniors may dance down into the adult age category.
5. The following rules apply to competitors age 18 and under:
 - a. For Youth, Junior I and Junior II partnerships, one of the individuals may be no more than two age classifications younger.
 - b. If one of the individuals in the partnership is two age classifications younger, then the younger member of the partnership must request permission in writing from the NDCA Ballroom Department and in turn receive written approval prior to being allowed to compete. (example - a "Pre-Teen II" girl wishing to compete with a "Junior II" age boy)
 - (1) If written permission is given for the individual to dance up two age classifications, then that person may not return again to dance in the original younger age classification that they "gave up".

- c. If one of the individuals in the partnership is one age classification younger, then the younger member of the partnership may request permission in writing from the NDCA Ballroom Department to relinquish their age classification and be allowed to move up one age classification. This request will generally be allowed only if the individual making the request is already within one year of reaching the next age classification.
 - d. Under no circumstance will a Pre-Teen I, Pre-Teen II, or a Junior I competitor be allowed to compete in the Adult age classification.
 - e. A Junior II competitor may not apply for permission to dance up as an Adult until they are 15 years old, at which time they would need to apply to the Ballroom Department as noted above.
 - f. Youth competitors turning 19 years of age in the calendar year may still dance as youths until they have graduated from "High School".
6. A couple's age classification eligibility is defined as the age of the older partner for the Pre-Teen I, Pre-Teen II, Junior I, Junior II, Youth and Adult classifications, while it is defined as the age of the younger partner for the Senior classifications.

B. PROFICIENCY CLASSIFICATIONS

Competition proficiency categories may be offered as follows:

1. Syllabus. Restricted to "medalist" level figures (Bronze, Silver, Gold, Novice Bronze, Novice Silver, Novice Gold, Etc).
2. Novice. Open Syllabus. It is recommended that "Novice" competitions generally be restricted to two (2) of the allowed dances for each style.
3. Pre-Championship. Open Syllabus. It is recommended that "Pre-Championship" competitions generally be restricted to three or four (3-4) of the allowed dances for each style.
4. Open Amateur. Open syllabus. All of the dances in each style must be done in this category in all rounds, and in the order prescribed.

C. ELIGIBILITY DEFINITIONS

1. A competitor is eligible to dance in the "Syllabus", "Novice" and/or "Pre-Championship" proficiency classifications until they accumulate three proficiency points. There is no limit to the number of proficiency points that may be accumulated in the "Open Amateur" level.
2. A competitor receives one point when they either a) place first in their current classification when a semi-final was danced, or b) dance in the final of a higher proficiency event where a semi-final was danced.
3. In the "Syllabus" categories proficiency points should be accumulated independently for each dance.
4. The eligibility to compete in a classification is applied to individual amateur competitors and not the couple as an entity.
5. An amateur couple is only eligible to compete in a classification if both members of the couple are eligible.
6. An amateur competitor's eligibility is based on his/her accomplishments regardless of the number or length of partnerships they have had.
7. It is the responsibility of all amateur competitors to ensure that they are eligible for the category in which they desire to dance.
8. An amateur competitor may enter at most two consecutive proficiency classifications in any particular style and age group at a particular competition.
9. An amateur competitor's ineligibility begins at the conclusion of the competition in which his/her third point was acquired. In this case the word "competition" refers to the entire event (generally a "weekend").
10. An amateur competitor's proficiency level as a Pro/Am shall not be used in determining his/her amateur proficiency level.

D. DRESS AND/OR COSTUMING - PRE-TEENS

Pre-Teens must dress as listed below.

1. Pre-Teen.

- 1 a. Boys
- 2 (1) Trousers
- 3 (a) Black or dark blue color only
- 4 (b) High waist optional
- 5 (c) Underfoot strap optional
- 6 (d) Satin stripes are allowed.
- 7 (2) Shirts
- 8 (a) Plain white or black long sleeved collared shirt only (no wing collars)
- 9 (b) No pleats or ribbing
- 10 (c) Sleeves to be worn at wrist length
- 11 (3) Sweaters and vests are not allowed.
- 12 (4) Tie - Black color only, may be either straight or bow
- 13 (5) Socks - Black or dark blue color only
- 14 (6) Shoes- Heel height not to exceed 1.5 inches (must be black)
- 15 (7) Materials - Fabrics must be plain, ie: cotton, polyester, cotton/polyester blend, wool blend
- 16 (a) No satin or shiny fabrics
- 17 (b) No rhinestones, glitter, metallic thread, patterns or sequins allowed
- 18 (c) Decorations - not allowed
- 19 (8) Makeup - Not allowed
- 20 (9) Hairstyle - Long hair must be worn in a pony tail
- 21 b. Girls
- 22 (1) Skirt with top or simple dress with attached under garment or leotard top with full skirt
- 23 (2) Skirts
- 24 (a) Plain or pleated with minimum 1 to maximum 3 half circles. One plain simple underskirt
- 25 allowed which is no larger or longer than top layer, and is the same or similar color as the
- 26 outer skirt
- 27 (b) No uneven hem lines, use of boning, frills, splits, openings, fishing line, or edging
- 28 (including "lettuce edging"). Edging or trim of any kind, including ribbon, satin, lace,
- 29 sequins, etc, is not allowed. A simple hem is required.
- 30 (c) Length of skirt must not be shorter than 3 inches above the knee cap and no longer than 3
- 31 inches below the knee cap
- 32 (3) Bodice
- 33 (a) Necklines: Boat, high neck, v-neck, sweetheart, 'peter pan' collar, and regular collar are
- 34 allowed. Edging or trim of any kind, including ribbon, satin, lace, sequins, etc, is not
- 35 allowed on the neckline
- 36 (b) Gathering or shirring on the bodice is not allowed
- 37 (c) Edging or trim on the bodice is not allowed
- 38 (4) Sleeves
- 39 (a) Long, short, elbow length, cap, puff. or sleeveless styles are allowed
- 40 (b) Cannot be replaced by trimmings, frills, or edging on the shoulder line
- 41 (c) No "finger loops" allowed
- 42 (5) Materials
- 43 (a) Fabrics MUST be only one color throughout
- 44 (b) No glitter, metallic thread, or fabric creating pattern effects'
- 45 (c) No use of feathers, fringes, bows, belts, frills or sequins
- 46 (d) No flesh color fabric
- 47 (e) Any use of color coordinated 'see through' fabric must be lined from waist to shoulder;
- 48 for use on arms no lining is needed
- 49 (f) Lace (or similar fabric) is not allowed. Lycra, spandex, polyester, velvet, satin or jersey
- 50 is encouraged.
- 51 (6) Shoes and Socks

- (a) Shoes - Heel height not to exceed 1.5 inches, and must be block heel style if a dance shoe. If the shoe comes with rhinestones on the buckle then they are allowed. If the shoe comes with glitter on the shoe then it is allowed.
- (b) Socks: White ankle socks (may have a small amount of lace), flesh colored pantyhose, or light pink or white tights must be worn.
- (c) No Fishnet Tights
- (7) Accessories, jewelry, and makeup
 - (a) No use of arm bands, chokers or headbands
 - (b) No decoration is allowed on dress or in hair
 - (c) No jewelry is allowed, other than one small earring in each ear
 - (d) No makeup allowed
 - (e) Use of fake eyelashes, fake fingernails, colored or glitter hair spray is forbidden
- c. For pre-teen one-dance or two-dance events, competition organizers may require that the shirts/tops be white and the trousers/skirts be black.

E. DRESS AND/OR COSTUMING - JUNIOR, YOUTH & ADULT

1. Definition of "Syllabus Dress".
 - a. Gentlemen. Ballroom and Smooth Divisions: Dress pants, plain shirt and tie, and optional cummerbund or vest or black sweater or tuxedo. No tail suits. Latin and Rhythm Divisions: Dress pants, plain or ruffled shirt, optional tie and or vest.
 - b. Ladies. Ballroom and Smooth Divisions: Cocktail dress without excessive adornment. No ball gowns. Latin and Rhythm Divisions: Leotards and wrap skirts or party/cocktail dresses without excessive adornment.
2. Definition of "Open Amateur Dress".
 - a. Gentlemen. Ballroom and Smooth Divisions: Tailsuits. Latin and Rhythm Divisions: Latin costumes.
 - b. Ladies. Ballroom and Smooth Divisions: Ball gowns. Latin and Rhythm Divisions: Latin costumes.
3. For "Syllabus" competitions competitors must wear "Syllabus" Dress.
4. For "Novice" competitions competitors may wear either "Syllabus" or "Open Amateur" dress. The competition organizer may stipulate one or the other for this category.
5. For "Pre-Championship" and "Open Amateur" competitions competitors should wear "Championship" costumes.
6. Competition organizers may establish alternative dress and/or costume guidelines if they desire for Juniors, Youths or Adults.

F. SYLLABUS - PRE-TEEN

- Couples competing in the "Pre-Teen" category must dance restricted syllabi as noted below.
1. Pre-teen. Couples competing in this age category may only dance Bronze, Silver and Gold syllabus figures from the NDCA Approved Figures, Elements & Restrictions (Appendix 1).
 - a. No embellishments of standard figures. No change of levels, head rolls, foot flicks, syncopations or delayed timings unless specified within the approved syllabus.
 - b. In addition to Closed Syllabus Events, organizers may offer open syllabus events for Pre-Teen II provided they do not eliminate any closed divisions as well. Couples dancing in this category must still wear approved costuming for that age level.

G. SYLLABUS - JUNIOR, YOUTH & ADULT

1. Couples competing in the "Junior", "Youth" and "Adult" categories are not restricted in syllabi unless competing in a "Syllabus" event, or otherwise stipulated by the organizer.
 - a. No embellishments of standard figures. No change of levels, head rolls, foot flicks, syncopations or delayed timings unless specified within the approved syllabus.

XI. SHOWDANCE RULES

A. INTRODUCTION

1. **TITLES:** Showdance titles, which are solo performance championships, may be danced in two divisions: Classic Showdance (Ballroom) or South American Showdance (Latin).
2. **DANCES ALLOWED:** In Classic Showdance (Ballroom) Championships, the dances shall be selected from the following: Waltz, Tango, Viennese Waltz, Foxtrot, Quickstep. In South American Showdance Championships the dances shall be selected from the following: Cha-Cha, Samba, Rumba, Paso Doble, Jive.

B. SHOWDANCE RULES: The following rules may be used by Competition Organizers who wish to use an alternate format as noted in this rule book, rule III. D. 27.

1. Dances
In Ballroom Show Dance events the dances must be selected from one up to all of the five regular Ballroom dances, and in the Latin American Show Dance events from one up to all of the five regular Latin-American competition dances. It is the duty of the Adjudicators to assess the Character of each style as part of their assessment. Dancers must perform the same show and choreography throughout the rehearsal and the competition.
2. Time
The time of the show must be up to a maximum of 4 minutes. The time limit must not be exceeded under any circumstances. The time limit is to include walk on and exit from the floor. Exceeding the time limit leads to direct disqualification.
3. Lifts
Three lifts are permitted for the whole performance. These can be performed anywhere in the show.
4. Music
The invitation for a Show Dance Competition must advise the couples of possible sound carriers. The sound carriers for a Show Dance Competition will always be: a. Compact Disc, b. mp3 Player/ iPod/ iPad, c. USB Audio media.
5. The Competition
Conditions including lighting must be the same for all couples throughout the show including entrance and exit. Preceding every Show Dance Competition there must be an official rehearsal, where all the couples have a reasonable time to test their show. To attend the rehearsal is an obligation for all couples and the chairman of adjudicators.
6. Props
No props are permitted during entrance, performance and exit.
7. Order of Dancing
Order of dancing shall be drawn by ballot, at which all the competitors or chosen representatives have a right to be present.
8. Time between Rounds
There is to be a minimum of 30 minutes between each round of a Show Dance.
9. Marking system
The normal system of marking will be applied. (i.e. In the Final the adjudicators will place the couples in order of merit).

10. Chairman of Adjudicators

In all cases the decision of the Chairman of Adjudicators is final.

C. SHOW DANCE COMPETITIONS AT NDCA EVENTS

These Show Dance rules are the only alternate form of competition permitted by the NDCA in regards to rule III. D. 28. If a Show Dance competition is attached to another event, then Competition Organizers may not require the couples from the final to participate in the Show Dance competition.

XII. RULES FOR FORMATION TEAM COMPETITIONS

A. DEFINITION OF COMPETITIVE STYLES

Formation dancing shall be in the following styles:

1. International Ballroom/Smooth
2. International Latin/Rhythm

B. DANCES ALLOWED IN EACH STYLE

Formation teams may base their routines on the following dances for each style:

1. Teams in the International Ballroom/Smooth Style may base their routines on the International Style Waltz, Tango, Viennese Waltz, Foxtrot, and Quickstep; and/or the American Style Waltz, Tango, Foxtrot, and Viennese Waltz. No dances other than the ones listed will be allowed except for Adult teams.
2. Teams in the International Latin/Rhythm Style may base their routines on the International Style Cha Cha, Samba, Rumba, Paso Doble, and Jive; and/or the American Style Cha Cha, Samba, Rumba, Mambo, Bolero, Swing, and West Coast Swing. No dances other than the ones listed will be allowed except for Adult teams.

C. AGE DEFINITIONS AND ELIGIBILITY REQUIREMENTS

1. Formation team competitions may be offered in one of the following two sets of age definitions:
 - a. The age definitions that are defined for amateur competitors (Rule X.A.), including the possibility of combining the various age divisions into categories such as "Pre-Teen", "Junior" and "Youth".
 - b. The following school grade definitions:
 - (1) Grade School (Grades K-6)
 - (2) Junior High School (Grades 7-9)
 - (3) High School (Grades 10-12)
2. Any number of team members may dance up to the age/grade level immediately above their true classification.
3. Pre-Teen/Grade School formation teams may include two Junior/Junior High School age competitors.
4. Junior/Junior High School formation teams may include two Youth/High School age competitors.
5. Youth/High School formation teams may not include any Adult age competitors.
6. All age/grade categories: all competitors may dance one time only in each style at any tournament.
7. Coaches may replace team members with reserves for any round in the contest. Substitutions may not occur during the actual time the team is on the floor competing.

D. SIZE OF FORMATION TEAMS

Teams of four, five, six, seven, or eight couples may compete in each formation style. A couple is one boy and one girl.

E. TIME RESTRICTIONS

1. Pre-Teen/Elementary School formation teams shall be limited to two minutes of music for their routine. Up to an additional fifteen seconds will be allowed for their entrance and then up to another fifteen seconds allowed for their exit. The timing begins when the first person sets foot onto the dance floor. The timing ends when the last person on the team steps off the dance floor.

2. Junior/Junior High School formation teams shall be limited to three minutes of music for their routine. Up to an additional fifteen seconds will be allowed for their entrance and then up to another fifteen seconds allowed for their exit. The timing begins when the first person sets foot onto the dance floor. The timing ends when the last person on the team steps off the dance floor.
3. Youth/High School formation teams shall be limited to a maximum of four minutes of music for their routine. Up to an additional thirty seconds will be allowed for their entrance and then up to another thirty seconds allowed for their exit. The timing begins when the first person sets foot onto the dance floor. The timing ends when the last person on the team steps off the dance floor.
4. Adult Formation Teams shall be limited to six minutes including entry and exit. Of these six minutes, no more than four and a half minutes shall be judged and must be clearly identified in recognizable fashion. When music is used for the entrance and/or exit there must be either a "gong" sound or a complete break in the music for a space of at least two seconds that separates the entrance/exit from the routine music proper. The formation team must remain motionless during this break both before and after the routine proper.

F. NUMBER OF DANCES

1. Pre-Teen/Elementary School formation teams shall be limited to one or two dances from the approved list for each style.
2. Junior/Junior High School formation teams shall be limited to one, two or three dances from the approved list for each style.
3. Youth/High School formation teams must perform a minimum of three dances and up to a maximum of five dances from the approved list for each style.
4. Adult formation teams must perform a minimum of three dances and up to a maximum of five dances from the approved list for each style. Sixteen bars of one additional dance may be performed. This additional dance need not be one on the approved list for each style.

G. ENTRANCES AND EXITS

1. Pre-Teen/Elementary School and Junior/Junior High School formation teams are not allowed to use music for their entrance and exit. The team must remain motionless for a period of at least two seconds before the start of the music and then again at the end of the dance before they start their exit.
2. Youth/High School formation teams are allowed to use music for their entrance, but not for their exit. When music is used for the entrance there must be either a "gong" sound or a complete break in the music for a space of at least two seconds that separates the entrance from the routine music proper. The formation team must remain motionless during this break.

H. LIFTS AND PROPERTIES

1. No lifts are allowed at any time in any competitive age category for Pre-Teen/Elementary School, Junior/Junior High School, and Youth/High School formation teams. This includes the team's entrance and exit.
2. Lifts are allowed during the entrance and/or exit only for Adult formation teams.
3. No properties (props) are allowed at any time in any competitive age category for formation teams. This includes the team's entrance and exit.
4. A prop is defined as any item that is not part of the regular costume worn by the dancers, and that is not attached to the dancer or their costume for the full duration of time that the dancers are on the floor.
5. A hat will be considered a prop if it is removed at any time from the dancer's head, including entrance and exit.

I. SOLO (OPEN) WORK - INTERNATIONAL BALLROOM/SMOOTH CATEGORIES

1. Pre-Teen/Elementary School, Junior/Junior High School & Youth/High School formation teams: solo (open) work in the Ballroom/Smooth category is defined as when any couple in the formation team is not in the traditional competitive ballroom hold (which includes the lady's left hand being placed on the man's right shoulder). These teams may dance up to 50% of their bars of music as solo (open)

work. At least 50% of their bars of music must be danced completely in the traditional competitive ballroom hold. This does not apply to the Latin American dances in which solo work is normally a part.

2. Adult formation teams: solo work in the Standard category shall be restricted to eight bars in any one dance used with a maximum of twenty-four bars over the whole presentation. This does not apply to the Latin American dances in which solo work is normally a part.
3. The coach of any International Ballroom formation team must be prepared to present a breakdown of the phrasing of the music, indicating which measures are open, at the team's rehearsal in the tournament facility.

J. REHEARSAL IN THE TOURNAMENT FACILITY

Each formation team will be allowed an equal amount of rehearsal time in the tournament facility. At the commencement of this rehearsal they must dance their routine with music and perform their entrance and exit one time for the Chairman of Judges, or his designated representative.

K. DRESS

1. Pre-Teen/Elementary School formation teams shall be allowed to wear the following for both competitive categories:
 - a. Boys - dark blue or black trousers, plain, undecorated shirts; optional tie, cummerbund, and/or vest. No sequins, rhinestones, fringe, or other similar decorations are allowed.
 - b. Girls - a party dress or a simple costume provided it does not have any sequins, rhinestones, feathers, fringe, or other similar decorations.
2. Junior/Junior High School formation teams shall be allowed to wear the dress approved for Pre-Teen formation teams in addition to the following for both competitive categories:
 - a. Boys - may wear a simple costume, provided it does not have any sequins, rhinestones, fringe, or other similar decorations. No jackets (including tail suits) will be allowed.
 - b. Girls - a party dress or a simple costume provided it does not have any sequins, rhinestones, feathers, fringe, or other similar decorations.
3. Youth/High School formation teams shall be allowed to wear the dress approved for Junior formation teams in addition to the following:
 - a. Boys may wear jackets in either division, including tail suits for the Ballroom/Smooth category. Costumes are allowed, including decorations. If tail suits are worn they must be black in color.
 - b. Girls may wear costumes in either division, including decorations.
4. Adult formation teams: men in the Ballroom category must wear black or midnight blue suits, men in the Latin category may wear colors, but all the men in the team must have the same color.
5. The organizer of a formation competition may establish additional dress guidelines if so desired.
6. No change of clothing/costume is permitted once the competition begins.

L. DISQUALIFICATION

1. A non-voting Chairman of the Board of Adjudicators must be appointed. He, or his designated representative, must attend the official rehearsal that is held in the tournament facility and warn any team infringing the rules. If the rules are infringed during the contest he will have the right to disqualify formation teams that infringe upon these rules, after consultation with the adjudicators and organizer.

M. RULES FOR ORGANIZERS

1. Organizers are not required to hold a formation team competition in any category that has less than three entries.
2. Before a competition adequate facilities must be provided for formation rehearsals.
 - a. Each formation team must be permitted an equal time span in which to rehearse in the tournament facility.

3. Formation coaches of Pre-Teen/Elementary School, Junior/Junior High School and Youth/High School teams are required to submit a roster which includes birth dates to the competition organizer at least 30 days prior to the competition.
4. A non-voting Chairman of the Board of Adjudicators must be appointed. He, or his designated representative, must attend rehearsals and warn any team infringing the rules. Once warned, a team may be disqualified if they continue to infringe upon the rules. Disqualification would be by the chairman, after consultation with the adjudicators and organizer.
5. The chairman is allowed to videotape each team's performance at their official rehearsal in the tournament facility, for the purpose of confirming adherence to the rules.
6. The order of dancing for each round will be determined by draw, under the supervision of the chairman of judges, or his designated representative.
7. Each round of each competition must be conducted without any interruption.
8. In each round of the competition, no more than 50% of the teams should be eliminated for the subsequent round. No more than eight teams should participate in the final round. If the Chairman calls for the appropriate number of call backs and the marks do not allow for the correct number of teams to be advanced, then the Chairman has the authority to place less than 50% of the teams in the subsequent round. This can be considered especially if an additional round would be required in order to comply with the desired 50% rule.
9. In the preliminary rounds judges must call back the required number of formation teams. This will be done by secret ballot, with the complete judging results being released after the competition has concluded.
10. Secret ballots must be used by the adjudicators for the finals of Pre-Teen and Junior formation competitions. For the finals of Youth and Adult formation competitions the adjudicators may use the open marking system. Again, the complete judging results must be released after the competition has concluded.
11. During the duration of each performance the formation team's entry number/letter, as listed in the program, must be clearly shown near the dance floor for the benefit of the judges.
12. The adjudicators should be positioned at an appropriate distance from each other, and in the front for formation competitions. They may be positioned at either a close or far proximity to the dance floor, or a combination of both. At least some adjudicators should be positioned in an elevated place if at all possible.
13. The coach(es) of each formation team may stand adjacent to, or on, the floor when their team is competing. The organizer has the right to direct the coach(es) as to where they may be allowed to stand when their team is dancing.

N. JUDGING AND MARKING

1. Formation Events shall be judged by at least three (3) judges who are Qualified and Certified in the type and style of Ballroom Dancing concerned.
2. Formation Teams shall be judged on:
 - a. Entry and Exit of the teams.
 - b. Precision and Neatness of Lines and Patterns.
 - c. Presentation and Character of the Dance(s) performed.
 - d. Choreography.
3. The Skating System of Scrutineering must be used.
4. Coaches shall not judge formation events in which their own teams participate. This rule covers all persons who are connected with the school (Studio) where participating teams are trained. Donors of Challenge Trophies and other prizes shall not be permitted to judge that particular competition.

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