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

NDCA AWARD RECIPIENTS

U. S. Ballroom Dance Hall of Fame

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

Olive Cullip (March 1997)	Brian & Kristi McDonald (January 2008)
Bill Davies (July 2008)	Aida Moreno (November 2007)
John Ford (September 2000)	John Morton (September 2001)
Rickey Geiger (January 2008)	Dennis Rogers (June 2000)
Goldie Goldon (September 2004)	Fran Rogers (August 2000)
Marguerite Hanlon (September 2000)	Eleanor Rubino (June 1997)
Jill Morton Irwin (September 2001)	Ken & Sheila Sloan (September 2004)
Dagmar Jarvel (August 1997)	Sam Sodano (November 2008)
Julius Kaiser (April 1997)	Miranda Tang (September 2002)
David Key (June 2009)	George Theiss (September 2004)
John Kimmins (September 1998)	Judi Hatton (January 2011)
John Lucchese (September 1999)	Roy & June Mavor (July 2012)
Richard Mason (October 2005)	Josie Lee (July 2012)
Phillip Masters (October 2005)	Lee Wakefield (July 2014)

Lifetime Achievement Award

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

Joyce Brampton (January 2008)	Gilbert Wenham (November 2010)
Jim Donaghey (January 2008)	Eleanor Wiblin (January 2017)
Frank Regan (January 2008)	

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	John Kimmins (July 2019)
Rickey Geiger	Dennis Rogers (July 2019)
Judi Hatton (July 2019)	Lee Wakefield (July 2019)

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*

CONSTITUTION COMMITTEE

*Tom Murdock, Chairman
NDCA Executive Committee*

**CHAMPIONSHIP & COMPETITION
COMMITTEE**

*John Kimmins, Chairman
Richard Booth, Judi Hatton, Gary McDonald*

CREDENTIALS COMMITTEE

*Brian McDonald, Chairman
NDCA Executive Committee*

NDCA AMATEUR DIVISION

*This division is attached to the Competitors
Commission*

NDCA COMPETITORS COMMISSION

*Riccardo Cocchi, Nazar Norov, Travis Tuft,
Alexander Voskalchuk*

**U. S. TRADITIONAL BALLROOM DANCE HALL
OF FAME AWARDS COMMITTEE**

NDCA Executive Committee

FINANCE COMMITTEE

*John Kimmins, Chairman
Judi Hatton, Dennis Rogers, Cassandra Schneider*

INVIGILATION COMMITTEE

*Richard Booth, Chairman
Committee members: Jennifer Booth, Lyall
Bradshaw, Ava Kaye Brennen, Lori Woods Gay,
Diana McDonald, Toni Redpath
Consultant to the Invigilation Committee: Rufus
Dustin*

CREDENTIALS & EXAMINATIONS BOARD

*Diana McDonald, Chairman
Lori Woods Gay USISTD/USTA, Robert Long AMI
Lyall Bradshaw FADS, John Nyemchek NADTA,
Diane Jarmolow DVIDA, Diana McDonald USTA*

SCHOLARSHIP COMMITTEE

*Lee Wakefield, Chairman
Richard Booth, Cassandra Schneider*

LOCAL ONE-DAY EVENT SUB-COMMITTEE

*Cassandra Schneider, Chairman
Joy Hillary, Hunter Johnson*

SCRUTINEERING COMMITTEE

*Tara Christensen, Chairman
LeRoy Walters, Marie Fantini*

SCRUTINEER TEST EXAMS

David Don, Dennis Rogers

GRIEVANCE & DISCIPLINARY 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, adjudicators, 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

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

- 3 6. The term Champion may only be used in conjunction with a title awarded at a Championship level
4 sanctioned event. Local One-Day Events and Competition level events are not permitted to utilize the
5 term Championship in any form. The term Champion refers only to the winner of a Championship
6 event. The 2nd place couple shall be referred to as the runner-up. The French term, vice-champion, is
7 not permissible in advertising or announcements.

8 9 **D. FUNCTION OF THE BALLROOM DEPARTMENT**

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

14 15 **E. WORKING SUB-COMMITTEES**

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

- 18
19 1. Formulation of Competition Rules, and other Rules and Regulations.
20 2. Recognition of Competitions and Championships.
21 3. Registration of Professional Competitors, Adjudicators, and Scrutineers.
22 4. Selection of U.S. Professional Representatives to International Events.
23 5. Disciplinary Proceeding and Reinstatements.
24 6. Syllabi Matters.
25 7. Scrutineer Examinations.

26 27 **F. APPLICATION OF COMPETITION RULES**

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

35 36 **G. NDCA & RECOGNIZED PROFESSIONAL ORGANIZATIONS - OFFICIALS**

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

- 41
42 1. It is within the province of the Ballroom Department to investigate and rule upon violations of this
43 rule. Offenders may be subject to a \$500 fine, a six month suspension, or have their registration with
44 NDCA cancelled (with no refund). EXCEPTIONS AS FOLLOWS:
45 a. Closed Competitions or Championships organized and run by Member Organizations. Full
46 Member Organizations are permitted to run their own closed competitions and championships. A
47 closed event is defined as one at which the organization responsible for it's function only accepts
48 entries from it's own dues paying members and their respective students.
49 (1) Promotion and advertising may be extended only to specific individuals who are dues paying
50 members of the organization. Dues paying members are defined as individuals who have
51 chosen to pay a membership fee to the organization specifically for the intent of belonging to
52 the organization. Payment to the organization for other intents, such as purchasing

- 1 merchandise or other services, does not qualify an individual to be considered a dues paying
2 member.
- 3 (2) Individuals and organizations who are associated with the Full Member Organization in lesser
4 ways, such as being on customer or interested parties lists, are not considered to be dues
5 paying members. These individuals and/or organizations may not be included in the
6 promotion and/or advertising for the closed competition or championship.
- 7 (3) Promotion and advertising may not be disseminated in any general way, such as on
8 non-organization specific websites or in mailings that may be viewed widely by individuals
9 who are not considered dues paying members of the organization. Closed events may be
10 advertised on the member organizations' name specific website, but the home page must
11 clearly show that the event is open ONLY to its' members and is not open to the general
12 public at large.
- 13 (4) New members should not be allowed to join the organization at the
14 competition/championship specifically to enter the event.
- 15 (5) Only Full Member organizations are permitted to run their own closed events, and all funds
16 and or profit must go directly to the member organization.
- 17 b. Professional Dancers Federation annual event. The Professional Dancers Federation will be
18 allowed to run one single annual PDF competition that will be organized by the PDF as a closed
19 PDF competition. This event must be run as a benefit for the PDF, no individuals may benefit or
20 profit from this event and all funds must be deposited directly into the PDF bank account. This
21 annual event must have the approval of the Board of Governors.
- 22 c. Events run by educational institutions and their affiliated clubs that receive authorization from the
23 NDCA to use NDCA officials.
- 24 d. Specialty Dance Competitions, which are dance competitions that are not of the traditional
25 Ballroom Dance genre.
- 26 e. Special events of particular importance to traditional Ballroom Dance in the USA that do not fall
27 into any of the categories listed above. Application must be made each time a special event of
28 this nature wishes to receive an NDCA exception.
- 29 f. Studio Showcases & Team Matches. NDCA officials may not officiate in any way at studio
30 showcases or team matches unless all of the following are strictly adhered to:
- 31 (1) The event is organized by a dance studio that is a traditional business (brick & mortar) who
32 serves their customers in a building that is used for instruction of their students, unless
33 approved by the Ballroom Department.
- 34 (2) The event is held at a location close to where the dance studio does it's business, and never
35 more than twenty-five miles from the studio's physical location.
- 36 (3) All of the studios involved must be within a radius of 100 miles, unless approved by the
37 Ballroom Department.
- 38 (4) The only promotions for this event take place within the confines of the dance studio, or on
39 the studio website.
- 40 (5) No more than four dance studios may participate in any one event, and all dance studios
41 involved must be traditional businesses (brick & mortar) as defined above.
- 42 (a) An independent instructor with his or her own students is not considered in this instance
43 to be a dance studio or a traditional business (brick & mortar), even if they pay floor
44 rental fees at one of the associated dance studios.
- 45 (6) Additionally, any of the following would remove a showcase or team match from what would
46 be considered acceptable to the NDCA, which would then subject any NDCA licensed
47 officials to the penalties delineated under NDCA rule I.G.1.:
- 48 (a) A stand-alone website promoting the event
- 49 (b) Blanket or open invitations to participate with no associated studios
- 50 (c) Participation by independent teachers, or their students, who are not employees of one of
51 the associated studios
- 52 (d) Development of a "series" or "circuit" of any kind

- (e) Accumulation of points of any kind for students or instructors that would carry to another event
- (f) Awards determined and/or presented for "Top Student" or "Top Teacher"
- (g) Holding of Single Dance or Multi-Dance Competitions in any age categories
- (h) Holding the event further than twenty-five miles from the studio location
- (i) Including more than four studios in any one event

H. RESOLUTION OF CONFLICTS WITH NDCA

The following statement must appear on the NDCA Registration Form and the Competition Organizer's Annual Application: "In the event of a dispute with the NDCA, it's rules or decisions, any member organization (or agent or representative of any member organization), any registrant, competitor, or other person who agrees to be bound by these rules, agrees that any dispute, controversy or claim which cannot be amicably resolved through the avenues of appeal made available within the Council, shall be submitted to binding arbitration before a single arbitrator under the Commercial Arbitration Rules of the American Arbitration Association at a location selected by the Council."

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 Competitor 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 COMPETITOR:**
 - a. The term "Pro/Am" refers to a registered professional dancer/teacher dancing with their registered student. In this case the student will be known as a "Pro/Am Student Competitor". A Pro/Am Student Competitor competes with a professional partner.
 - b. A Pro/Am Student Competitor competes in Ballroom dance purely as an avocation.
 - c. A Pro/Am Student Competitor does not teach Ballroom dance under any circumstances. Ballroom dance is any dance that is included in any NDCA sanctioned Pro/Am competition or championship event, and is not limited to the traditional championship dances.
 - d. A Pro/Am Student Competitor may neither demonstrate nor give shows for compensation in any style of Ballroom dance.
 - e. A Pro/Am Student Competitor 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 Competitor, not to the professional, and the Pro/Am Student Competitor may decide how it is to be used.

f. Pro/Am Student Competitors 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 Competitor cease the activity that violated the above definitions, his or her right to compete as a Pro/Am Student Competitor 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 competitor 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 Competitor partnering another Pro/Am Student Competitor 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 Competitors, and are open only to one adult Pro/Am Student Competitor partnering with another adult Pro/Am Student Competitor - both of whom must comply with the requirements as stated in the definition of a Pro/Am Student Competitor. 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 in the traditional Ballroom Dance genre is defined as a male and a female, with the male dancing the part of the lead and the female dancing the part of the follow. This rule applies to all competition classifications: Professional, Amateur, Pro/Am Student Competitors, 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.

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- (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 who wins the UNITED STATES NATIONAL PROFESSIONAL NINE OR TEN DANCE CHAMPIONSHIP will lose their Rising Star status in those respective styles.
- (d) Any couple who places in the top six of the UNITED STATES DANCE CHAMPIONSHIPS in the Cabaret or Exhibition National Professional categories, provided at least 9 couples participated.
- (e) Any couple winning the Open Competition or Championship at one event in a six or more couple final, cannot dance in the Rising Star Competition at that event in subsequent years.
- (f) Any couple winning the Rising Star Competition at one event, cannot dance in the Rising Star Competition at that event again.
- (g) Either partner of a couple winning a U.S. Championship is no longer eligible for Rising Star Status in that Division or Style.
- (h) 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. CABARET, THEATRICAL BALLROOM, EXHIBITION, AND SHOWDANCE EVENTS

- (1) Cabaret: A solo performance presenting aerial dancing and artistry, transitioning on and off the floor. Uses lift work and dancing in any genre/amalgamation the couple desires to their own selection of music.
- (2) Theatrical Ballroom: All couples dance at the same time to the same preselected music, performing recognizable ballroom dancing enhanced with lift work not to exceed 50% of the bars of music.
- (3) Exhibition: A solo performance of a Ballroom dance with a maximum of 3 lifts.
- (4) Showdance: As per the Showdance rules in section XI.

f. TEAM MATCHES

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".

- 1 d. TEAM MATCHES: Open to amateur couples who are registered with the NDCA, or in the case
 2 of overseas visitors, those couples who are registered with their own recognized amateur
 3 organization acceptable to NDCA.
 4

5 3. PRO/AM STUDENT COMPETITOR EVENTS

- 6 a. Open to any couple consisting of a registered professional dancing with a registered Pro/Am
 7 Student Competitor. Demonstrations, which are advertised to the general public, are prohibited
 8 except at Studio Events and Honor Dances following a competition.
 9 b. Formation Competitions
 10 All couples in the team must consist of a registered professional dancing with a Pro/Am Student
 11 Competitor.
 12 c. PRO/AM competitions may offer any or all of the following divisions: NEWCOMERS,
 13 BEGINNER, INTERMEDIATE; ADVANCED; THEATRICAL; EXHIBITION; Levels in Pre-
 14 Bronze, Bronze, Silver, Gold, Gold Star, Supreme Gold; separate or merged categories by age or
 15 gender, etc.
 16 (1) Pro/Am Student, Student/Student and Mixed Amateur Dancers are eligible to enter the
 17 Newcomer division for a period of one year commencing with their first NDCA sanctioned
 18 event regardless of the style.
 19 (2) Newcomer Division shall be restricted to Closed Syllabus only.
 20 d. The Pro/Am student winner of any Closed Multi-Dance or Rising Star Multi-Dance event of three
 21 dances or more, in which a semifinal is held, is ineligible to compete in the same Multi-Dance
 22 Level, Style, and Age category at that event in following years at that same event. Organizers
 23 may enforce more stringent requirements, provided it is outlined in their Rules and Regulations
 24 and included on entry forms.
 25 e. Where organizers have experienced difficulty with multi-level registrations from students in
 26 Pro/Am competitions, the following guidelines may be helpful, and should be included in the
 27 Competition Package:
 28 (1) Basic Registration - Students should dance one level only.
 29 (2) Advanced Level Registrations - Students should dance one level only above the basic
 30 registration.
 31 (3) Restricted Dance Registration - Students should be restricted from dancing in a particular
 32 dance in more than one level.
 33 (4) Students should not register again in dances previously won at a particular level unless the
 34 student was uncontested at the time of winning.
 35 f. The age divisions for Pro/Am Student Competitor Events shall be as listed below, with the
 36 understanding that each competition organizer may sub-divide the basic divisions listed in the
 37 manner they see fit.
 38 (1) "A" - ages 16-50
 39 (2) "B" - ages 51-70
 40 (3) "C" - ages 71 +
 41 g. Recommendation for organizers. It is suggested that Closed Gold Multi-Dance categories be
 42 offered in the International Styles at events offering closed multi-dance categories.
 43

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

- 46 a. When Pre-Teen, Junior and Youth events are offered for Student/Student and/or Pro/Am Student
 47 Competitors the age divisions must be those that are listed in the "Rules for Amateur
 48 Competitions" section.
 49 b. When Pre-Teen, Junior and Youth events are offered for Student/Student and/or Pro/Am Student
 50 Competitors the dress and/or costuming rules must be those that are listed in the "Rules for
 51 Amateur Competitions" section.
 52 c. When Pre-Teen events are offered for Student/Student and/or Pro/Am Student Competitors the
 53 syllabus rules must be those that are listed in the "Rules for Amateur Competitions" section.

- d. Pre-Teen Pro/Am Student Competitors 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 COUPLES

- a. Where only one of the partners is judged

6. PRE-TEEN, JUNIOR, AND YOUTH SINGLES

- a. Pre-Teen, Junior, and/or Youth age competitors may dance syllabus routines singly in heats without partners and will be 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 Adjudicators, Adjudicators, Scrutineers, Music Directors, Registrars, Masters of Ceremonies, etc.
 - (2) all organizers of Multi-Day Competitions (including Championships) are required to be registered with the NDCA as Competition Organizers. Any sanctioned NDCA Multi-Day Competition (including a Championship) in which they function as an organizer in any way without the proper license may be subject to loss of NDCA sanction.
 - b. Local One-Day Events. Sanction may be awarded for events where only Pro/Am Solos, Pro/Am Single Dance Competitions, Pro/Am Multi-Dance Competitions, Amateur/Amateur Competitions and Student/Student Competitions are offered, and:

- 1 (1) only the specific approved date of a Local One-Day Event may be used (or shown) in the
 2 advertising/promotions for the event, including, but not limited to, printed and electronic
 3 materials, e-mail blasts, web sites, etc.. Indication may be made of a function, such as a
 4 welcome dinner dance, that takes place the evening prior, but all advertising and/or
 5 promotions must be limited to a display of one date only. If an ancillary function such as a
 6 welcome dinner/workshop, etc., is attached to the Local One-Day Event, it may be either the
 7 day prior to or the day following the actual One-day event, but not both. Additionally, any
 8 specific promotion for an ancillary function may not be added to the approved date of the
 9 event, and may only be referenced within the body of text and/or schedule of events.
 10 Professional teachers may perform during an event held as part of an ancillary function the
 11 day before or after, but no Student Competitor (the Amateur portion of a Pro/Am partnership)
 12 may perform in any way during any ancillary function the day before or after.
- 13 (2) all events must take place during a single day (including solos) even if these events are not
 14 judged or charged money for.
- 15 (a) Under no circumstance may an event be danced on a day other than the date of the Local
 16 One-Day Event. Dancing an event, such as a solo, on a day other than the date of the
 17 Local One-Day Event, and then providing any kind of assessment at any time on or after
 18 this date, such as a score, critique, and/or comments is not allowed. A penalty of not less,
 19 but possibly more than, \$1,000.00 - to be determined by the Ballroom Department - for
 20 the first organizer infraction. Penalty for subsequent infractions will be a similar or
 21 greater fine and/or suspension/revocation of NDCA sanction, to be determined by the
 22 Ballroom Department.
- 23 (3) when two (or more) ballrooms are defined at the same time each assigned ballroom must have
 24 it's own dedicated space - couples may not share the same physical space if they are assigned
 25 different floors.
- 26 (4) Different styles of a same or similar dance may not be competed at the same time, even if the
 27 tempo is similar, with the exception of the American Rhythm Mambo and Salsa - these two
 28 dances may be danced concurrently provided the floor is split and there are two panels of
 29 judges - one for each floor.
- 30 (5) no professional couple events are offered, even if these events are not judged or charged
 31 money for.
- 32 (6) Local One-Day Events are required to use only NDCA registered officials, to include
 33 Chairmen of Adjudicators, Adjudicators, Scrutineers, Music Directors, Registrars, Masters of
 34 Ceremonies, etc.
- 35 (7) all organizers of Local One-Day Events are required to be registered with the NDCA as
 36 Competition Organizers. Any sanctioned NDCA Local One-Day Event in which an
 37 organizer functions in any way without the proper license may be subject to loss of NDCA
 38 sanction.
- 39
- 40 4. COMPETITION SANCTION: A competition organizer may apply to the council for sanction of the
 41 following: 1) the proposed name of the event, 2) the proposed location (city) of the event, 3) the
 42 proposed date of the event. The date of the event shall correspond to a certain day/date within the
 43 desired month that can be determined for future years using a clearly defined formula. If an organizer
 44 wishes to change any of the above, then they may do so only after applying in writing to and receiving
 45 written permission from the NDCA Ballroom Director.
- 46 a. NDCA organizers are not allowed to accept sanction or recognition from any other organization
 47 unless approval is given by the NDCA.
- 48 (1) It is the decision of this council that approval under this rule will not be given to WDSF
 49 sanctioned events for the foreseeable future.
- 50 b. Events that do not have NDCA sanction and are run immediately before or after a sanctioned
 51 NDCA event in the same location will be considered part of the recognized NDCA event and
 52 must also comply with this rule unless approval is given by the NDCA.

- 1 c. Permanent date changes may not be considered, except at Ballroom Department meetings that are
 2 held in conjunction with Board of Governors meetings.
 3 (1) Permanent date changes may not be reconsidered for a minimum five-year period if and when
 4 granted for any NDCA sanctioned event.
 5 d. Permanent location changes may not be considered, except at Ballroom Department meetings that
 6 are held in conjunction with Board of Governors meetings.
 7 (1) Permanent location changes may not be reconsidered for a minimum five-year period if and
 8 when granted for any NDCA sanctioned event.
 9
- 10 5. COMPETITION SANCTION FEE - NEW EVENTS: Events applying for initial sanction shall pay a
 11 first-time sanction fee as follows: Local One-Day Events - \$1,000.00, and Multi-Day Competitions
 12 (including Championships) - \$4,000.00.
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- 14 6. ANNUAL SANCTION FEE: Championships already sanctioned by the NDCA must pay an annual
 15 sanction fee of \$750.00 dollars, Multi-Day Competitions already sanctioned by the NDCA must pay
 16 an annual sanction fee of \$550.00 dollars, and Local One-Day Events must pay an annual sanction fee
 17 of \$300.00 when renewal application is made. Events will not appear in the NDCA Calendar unless
 18 the application has been made in writing and the appropriate sanction fee has been paid and approved.
 19 a. Events may not be printed (even if the annual sanction fee has been paid) in the calendar until
 20 their dates and locations have been cleared by the Ballroom Department, or approved by the
 21 NDCA Ballroom Department Committee.
 22 b. Any sanctioned event which is not held for two consecutive years will lose NDCA sanction.
 23
- 24 7. MILEAGE AND DATE CONSTRAINTS: No Multi-Day Competition (including Championships),
 25 and/or Local One-Day Events, may be granted NDCA sanction unless they comply with the
 26 following:
 27 a. The sanctioned event is at least 3 weekends from the date of any other existing NDCA sanctioned
 28 event that is within one hundred and fifty miles.
 29 (1) If the sanctioned event is on the same weekend as an existing NDCA sanctioned
 30 Championship, then the two events are at least nine hundred miles apart.
 31 (a) In the event a Championship wishes to request a one-year or permanent date or location
 32 change they may waive the 900 mile requirement as applied to sanctioned Multi-Day
 33 Competitions or Local One-Day Events, in which case the 150 mile requirement only
 34 would apply. However, the reverse would not apply if a Multi-Day Competition or Local
 35 One-Day Event wishes to apply for a one-year or permanent date or location change.
 36 b. The distance calculations for mileage requirements shall be determined by the distance in driving
 37 miles via automobile between locations (comparing both directions) using
 38 <http://maps.google.com>. If multiple driving routes are shown by Google Maps then the Ballroom
 39 Department will use the "fastest" route option.
 40 (1) All NDCA events that received sanction prior to the July 2012 meeting of the NDCA Board
 41 of Governors remain approved even if they do not comply with established mileage
 42 requirements under <http://maps.google.com>. However, all future approvals requiring
 43 mileages from the July 2012 meeting onward must at that point comply with this rule.
 44 (2) All NDCA sanctioned events that received their approved date formula and location prior to
 45 the January 2011 meeting of the NDCA Board of Governors remain approved even if they do
 46 not comply with the one-hundred fifty/nine-hundred mile requirements. However, all future
 47 approvals for new events, one-year date or location changes, or permanent date or location
 48 changes must at that point comply with these rules.
 49 (3) All NDCA sanctioned Local One-Day Events that received their approved date formula and
 50 location prior to the July 2014 meeting of the NDCA Board of Governors remain approved
 51 even if they do not comply with the one-hundred fifty - 3 weekend requirement. However, all
 52 future approvals for new events, one-year date or location changes, or permanent date or
 53 location changes must at that point comply with these rules.

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8. 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.
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9. CALENDAR MORATORIUMS: No NDCA sanctioned events may be added or moved into to the following geographical locations:
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- a. THE NORTH EASTERN CORRIDOR - to include Southern New York (Below a line drawn from Binghamton to Albany), Massachusetts, Southern New Hampshire (Southeast of a line drawn from Brattleboro, through Concord to Rochester), Southern Maine (South of a line from Porter in the west to and including Portland in the east), Connecticut, New Jersey, Rhode Island, Maryland, Washington DC, Eastern Pennsylvania (Southeast of a line drawn from Harrisburg to Allentown), Northern Virginia (North of Interstate 64 to include the city of Richmond)
 - b. CALIFORNIA
 - c. FLORIDA - entire state closed for the months of July through December
 - (1) Miami/Dade, Broward & Palm Beach counties (tri-county area) - closed for the entire year
 - d. CLARK COUNTY, NEVADA.
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10. COMPETITION APPLICATION CRITERIA:
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- 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 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

- 1 application, insolvent by reason of inability to pay debts as they mature, or judged
 2 bankrupt, or subject to a petition in bankruptcy, reorganization or similar proceeding
 3 under the bankruptcy laws of the United States, or subject to the decision of a receiver,
 4 permanent or temporary, appointed for his, her or its business, assets or property;
 5 (e) That the title of the competition does not infringe on any common law, state registered, or
 6 federally registered trademark held by any person, entity, business, association, or
 7 organization;
 8 (f) That to the best of the given person's knowledge the competition will not conflict with
 9 another NDCA registered event per NDCA Rules.
 10 (g) That the organization of the competition does not violate any contractual agreements the
 11 applicant may have with third parties.

- 12 c. The failure of the application to contain all of the information required by these rules, by the
 13 application form, or by the Ballroom Department Committee; the submission of false information
 14 in an application; the failure of an Organizer or principal of a corporate Organizer to make any of
 15 the representations required by these rules, by the application form, or by the Ballroom
 16 Department Committee; or the making of a misrepresentation in an application shall in each
 17 instance constitute sufficient grounds for rejection of the application and the refusal of the
 18 Council to grant sanction to the competition. Provided, however, that for good cause shown, as
 19 judged in the absolute discretion of the Ballroom Department Committee, and based on the first,
 20 second, fourth, and seventh criteria or factors (listed below) all favoring sanction, the Ballroom
 21 Department Committee may excuse any such deficiency in an application.
 22 d. Upon timely receipt of a completed application, the Ballroom Department Committee shall
 23 evaluate the application in conjunction with the following criteria or factors, and shall either grant
 24 or refuse to grant sanction in accordance with such evaluation:
 25 (1) the business experience of the Organizer;
 26 (2) the dance experience of the Organizer;
 27 (3) the financial means of the Organizer;
 28 (4) the reputation of the Organizer;
 29 (5) whether the Organizer is a Member Organization or a Member of a Member Organization;
 30 (6) the history of the given competition;
 31 (7) whether granting sanction will further or obstruct the goals of the Council; and
 32 (8) whether denying sanction will further or obstruct the goals of the Council
 33 e. In the course of the evaluation, the Ballroom Department Committee reserves the right, but shall
 34 have no obligation, to require clarification of any information contained in the application, to
 35 require information in addition to that contained in the application, to require representations in
 36 addition to those made in the application, and to investigate or otherwise verify the information
 37 contained or representations made in the application.
 38 f. In granting sanction, the Ballroom Department Committee may in its absolute discretion qualify
 39 such sanction on the satisfaction of certain conditions, including, but not limited to, the
 40 Organizer's supplying additional information, the Organizer's making additional representations,
 41 or the Organizer's establishing an escrow account, as directed by the Ballroom Department
 42 committee, to administer the finances of the given competition.
 43 g. A decision of the Ballroom Department Committee to deny sanction may be appealed by the
 44 Organizer(s) of the competition to the Executive Committee of the council. Such an appeal shall
 45 be made by written notice from the Organizer(s) to the Ballroom Director, which notice must set
 46 forth all the reasons why the Organizer(s) feel that sanction should be granted. The Executive
 47 Committee shall review both the application and the notice of appeal, and shall determine, based
 48 upon the rules and regulations of the Council, whether or not to grant sanction, which
 49 determination shall in all events be final.

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 51 **11. SANCTION**

- 52 a. The granting of "Sanction" by the Council obligates the organizer to adhere to the NDCA Rules
 53 and Regulations described herein. The organizer may specify additional rules for his event at his

1 discretion, provided they do not conflict with NDCA rules. Non-sanctioned competitions and
 2 other activities held in association with NDCA sanctioned competitions shall be conducted in
 3 such a manner as not to conflict with NDCA Rules and Regulations.

- 4 b. Upon the granting of "Sanction" by the Council, the organizer will receive notification of the
 5 sanction from the ballroom director. Only NDCA sanctioned events are to be listed in the NDCA
 6 Bulletin-Calendar.

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 8 **12. CHAMPIONSHIP STATUS**

- 9 a. NDCA CHAMPIONSHIP POINT RATING SYSTEM: The following point rating system will be
 10 used in granting, denying, or removing championship status for NDCA Multi-Day Events.

11 NDCA Championships must average 1,000 points over the most recent three consecutive years.

- 12 (1) Floor Size: 1% of total square footage
 13 (2) Practice Floor: 1% of total square footage
 14 (3) Hotel Rating: 25 points per star (using Tripadvisor.com)
 15 (4) Total Entries: 10% of total danced entries (Multi-Dance Events constitute 1 entry)
 16 (5) Total Competitors: 1 point per competitor
 17 (6) Prize Money: 1 point per thousand dollars
 18 (7) Longevity: 5 points per year of sanction by NDCA
 19 (8) Event Quality: 100 point penalty for any NDCA rule violations

- 20 b. AWARD DECISION: The awarding of Championship Status is subject to review by the
 21 Ballroom Department, whose decision shall be based upon current criteria set forth by the NDCA.

- 22 (1) No organizer requests for Championship Status will be accepted at this time (January 10,
 23 2004).

- 24 c. CLOSED CHAMPIONSHIP: Member Organizations of the Council may apply immediately for
 25 Championship Status of their own annual organizational "Closed Championship". Such
 26 Championships must be limited to members of that organization. Competition Organizers who
 27 wish to hold any other "Closed Championship" must apply in writing to the Ballroom Director for
 28 approval. No "Open" competitions may be entitled or advertised as a "Championship" without
 29 express permission of the NDCA. Full member organizations who wish to run their own closed
 30 organizational events may only advertise to their own members.

- 31 d. SANCTION - PROVISIONAL AND FINAL: All NDCA sanction of events shall, in the first
 32 instance, be granted on a PROVISIONAL basis. Provided that all the NDCA Rules enumerated
 33 herein are complied with, and that the NDCA Observer, Registrar, and Scrutineer reports
 34 substantiate that the event was satisfactorily conducted, then (and only then) will FINAL sanction
 35 be awarded. Failure to comply with NDCA Rules for a sanctioned event may result in the
 36 withholding of Final Sanction. This sanction is awarded to the Organizer making application and
 37 is not transferrable without permission from the NDCA.

- 38 (1) Sanctioned events are required to submit the electronic files (CMPMGR or NDCA Premier)
 39 or a copy of the program and scrutineering sheets to the Ballroom Department within a 10 day
 40 period following the conclusion of their event.

- 41 e. RE-ACCREDITATION: Each NDCA sanctioned championship shall be re-evaluated every third
 42 year for continued accreditation as a championship.

- 43 f. TRANSFER OF OWNERSHIP: When a Championship changes ownership the "championship"
 44 classification does not automatically accompany this transference of ownership. However, the
 45 new owner of the NDCA registered event may apply to the NDCA Ballroom Department
 46 Committee for continued status of this event as a "championship."

- 47 g. CHAMPIONSHIP TITLES: Championship Titles are restricted to use by the Organizer making
 48 application and are not transferable without permission from the NDCA.

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

52
 53 **B. SELECTION OF OFFICIALS**

1. REQUIRED NUMBER OF ADJUDICATORS, SCRUTINEERS, AND INVIGILATORS

- a. The organizer shall invite Adjudicators, Scrutineers, and invigilators from the NDCA Roster supplied to organizers by the Council. For a Non-Championship competition event, at least three (3) Adjudicators 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) Adjudicators must officiate.
- b. At all sanctioned events at least one qualified Chairman of Adjudicators must officiate.
- c. In all Professional and Amateur Championship Events, a minimum of seven (7) Adjudicators shall officiate.
- d. In all Open multiple dance Pro/Am Championship Events, a minimum of five (5) Adjudicators 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. Two invigilators will be required whenever there are two floors being utilized that require invigilation, as well as any event with more than 2,000 entries per day.
- g. The maximum number of hours a Chairman of Judges, Emcee, Music Director, and Scrutineer should work per day should be limited to 10 hours unless specific arrangements have been made with the organizer.
- h. 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."
- i. 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 should be ten with not more than five hours per session.
- b. The following circumstances should require a minimum of two computers and two Scrutineers:
 - (1) Split floors with more than three adjudicators per floor.
 - (2) Multiple dance events with quarter or semi-finals danced back-to-back, with large entries using nine or more adjudicators, (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, adjudicator 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. ADJUDICATOR'S QUALIFICATIONS: Organizers must select Adjudicators who are listed on the Current Roster for International Style, American Style, and Theater Art/Cabaret/Exhibition Categories. All adjudicators must be Certified and Qualified in the categories they are to judge, per the classification of adjudicators shown in the NDCA Roster of Officials supplied to the organizer.
 - a. Sanctioned Championships may only use adjudicators who have been accepted by the NDCA as Championship Adjudicators, which requires championship level credentials in all of the following styles: Ballroom, Latin, Smooth, and Rhythm. This applies to all divisions at that event.

- 4. CHAIRMAN OF ADJUDICATORS QUALIFICATIONS: The Chairman of Adjudicators 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 Adjudicators and may only serve as a substitute adjudicator 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. NON-RESIDENT OFFICIALS: All non-resident adjudicators or officials must hold a current World Dance Council license in order to be able to officiate at any NDCA sanctioned competition or championship. (To become effective September 1, 2019)

- 6. APPROVAL OF OFFICIALS: The proposed list of all officials must be posted on the competition website at least sixty days prior to the competition. Once the list has been approved by the Ballroom Department, 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 days. It is recommended that all officials 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. Adjudicators may be permitted, at the organizer's discretion, to be seated during Pro/Am and/or daytime events. Organizers must hire sufficient officials in accordance with the volume of competitive events.

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. PUBLISHED STATEMENTS

- 1 a. On the front page of all promotional material and the events Official Program (printed or
2 electronic) the words "Sanctioned by the National Dance Council of America, Inc." and the
3 NDCA approved logo must be included. An NDCA sanctioned Competition or Championship
4 shall not accept or advertise the sanction or implied sanction, or any suggested liaison of any other
5 dance organization not affiliated with the NDCA, without the prior approval of the Ballroom
6 Department.
- 7 b. All Entry Blanks and Programs must include the following text:
8 (1) "No responsibility for loss or theft of articles left in Changing Rooms, Ballrooms or Hotel
9 Rooms can be accepted by the Organizer, or by the National Dance Council of America, Inc.,
10 and neither can they be held liable for injury sustained by persons attending this event.
11 Everyone attending does so at his or her own risk".
12 (2) "All persons attending this event, whether as spectators, competitors, officials, or guests of
13 the organizer, shall be bound by the National Dance Council of America, Inc. rules, and by
14 participating in this event automatically become obligated to adhere to them."
15 (3) All closed events will be invigilated as per the NDCA rule book.
- 16
- 17 3. SPECIFICATION OF EVENTS: In promotional material, the organizer must include a full list of
18 categories and divisions offered, dances, dress requirements, and any additional rules. The organizer
19 may introduce further subdivisions in the various categories listed in Section II, but must clearly
20 define these and enumerate them in advance publicity (see also Section III, D Rule 3).
- 21 a. The Competition Organizer has the responsibility to inform all competitors of the rules under
22 which their competitions will be conducted. Syllabus and/or Costuming requirements must be
23 spelled out correctly and completely on the appropriate entry forms. When syllabus competitions
24 are held the organizer must use the following: (1) for International Style competitions the NDCA
25 APPROVED FIGURES, ELEMENTS AND RESTRICTIONS (Bronze, Silver and Gold Levels)
26 - Appendix 1. (2) for American Style Bronze and Silver competitions - the NDCA APPROVED
27 FIGURES, ELEMENTS AND RESTRICTIONS (Bronze and Silver Levels) - Appendix 1, and
28 (3) for American Style Gold and above competitions that are not listed in Appendix 1 - any or all
29 of the approved American Style Syllabi of member organizations of the NDCA and/or the official
30 NDCA American Style Syllabus. The Competition Organizer must also notate this information
31 correctly in the appropriate entry forms.
- 32 b. Information as to how infractions of syllabus and/or costuming requirements will be penalized
33 must be included in writing in the organizer's promotional material and/or entry forms.
- 34 (1) Invigilator
35 (a) A qualified invigilator must be A+B+C+D+ championship certified by a member
36 organization of the NDCA.
37 (b) The Invigilator shall watch all rounds of all events, which have a restricted syllabus and
38 shall report any violations of that syllabus to the Chairman of Adjudicators.
39 (c) Penalties for invigilation infractions will be enforced by the Chairman.
40 (d) In multi dance events the scrutineer shall perform all calculations for the result in
41 accordance with the rules of the Skating System and then adjust the result to reflect any
42 penalties that have been applied.
43 (e) The Invigilator may serve as an adjudicator but may not invigilate and judge the same
44 round.
45 (f) Invigilators may not be the costume check person for Pre-Teen competitors.
46 (g) When syllabus competitions are held the organizer must use an invigilator for all closed
47 syllabus competitions. For events over 2000 entries and all Championships the organizer
48 must use an official NDCA Invigilator.
49 (h) For competitions numbering less than 2000 entries the organizer may use the chairman of
50 adjudicators as the invigilator.
51 (i) The invigilator must use the Official NDCA Syllabus Infraction Form for recording each
52 violation.

- 1 (j) Any competitor who is warned or penalized shall be provided with a copy of this
2 infraction form.
- 3 (k) The invigilator shall submit a written or electronic report using the Official NDCA
4 Syllabus Infraction Report to the Chairman and the Organizer at the conclusion of the
5 event. The chairman will submit a copy of this record with the Official NDCA Observer's
6 report to the NDCA within 10 days of the conclusion of the event.
- 7 (l) Invigilators should not be required to work more than 2 hours per shift with a minimum
8 of 2-hour break between shifts.
- 9 c. NDCA Organizers are required to have the following statements in BOLD typeface on all
10 syllabus entries forms.
- 11 (1) ALL CLOSED SYLLABUS EVENTS WILL BE INVIGILATED USING THE CURRENT
12 NDCA LIST OF ELEMENTS AND RESTRICTIONS.
- 13 (2) PENALTIES MAY BE GIVEN WITHOUT WARNING FOR ANY SYLLABUS
14 INFRACTIONS.
- 15 d. Member organizations are required to publish to their membership which syllabus figures are in
16 compliance with the NDCA Approved Figures, Elements & Restrictions. This must be done at
17 least once per calendar year.
- 18 e. Where an organizer offers prize money and/or scholarships at their event, full details of any and
19 all restrictions pertaining to those prizes and/or scholarships must be spelled out in the primary
20 information packets. Any potential reduction or non-payment in advertised awards due to
21 participation levels not being met must also be clearly stipulated in the primary advertising.
22
- 23 4. PRIZE MONEY: It is mandatory that in all events where cash purses and/or scholarships are offered,
24 the organizer must state the amount in all advertisements as follows:
- 25 a. General announcements require only an over-all amount to be stated.
- 26 b. A breakdown by individual events shall be published on the competition website.
- 27 c. Minimum criteria for Professional Events:
- 28 (1) Competitions: at least \$600.00 in total prize money must be awarded for each separate
29 Professional Division.
- 30 (2) Championships: at least \$1,000 in total Prize Money must be awarded for each separate
31 Championship Division.
- 32 d. Minimum Criteria for Professional Championships: all finalists through eighth place must receive
33 Prize Money.
34
- 35 5. ENTRY BLANKS: The organizer shall provide competitors with an entry blank which, in addition to
36 the published statements previously mentioned, includes space for the name and address of each
37 partner and their current NDCA registration numbers. For Juniors, the consent signature of a parent
38 or guardian must also be obtained.
39
- 40 6. NDCA OBSERVER: This will be the Chairman of Adjudicators (except when the Chairman is also
41 the Competition Organizer). The observer's name is to be printed in the program and is to be
42 announced at every session. The NDCA observer is to be available to the organizer and give every
43 assistance he can. The observer should ensure that all amateurs and professionals participating in the
44 event are currently registered with the NDCA. The observer will also be responsible for submitting a
45 report on the prescribed form at the end of the event.
- 46 a. The Ballroom Director will appoint two observers for competitions with over 4,000 entries or that
47 extend over a period of four or more days.
48
- 49 7. NDCA registered organizers may not publish advertising from non-registered competitive events, nor
50 may they display posters, etc, advertising such non-registered competitive events.
51
- 52 8. WEBSITE: The following must be posted on the competition website at least sixty days prior to the
53 competition:

- 1 a. The complete list of officials, which are, Organizer(s), Chairman/Chairmen of Judges,
- 2 Adjudicators, Scrutineer(s), Registrar(s), Master(s) of Ceremonies, and Music Director(s). The
- 3 officials in each of these categories are to be listed in alphabetical order of their last name.
- 4 b. The total amount of prize money that will be offered at the competition, listed as one figure. This
- 5 includes all scholarships and prize money for that competition, but not any additional prize money
- 6 that may be associated with circuits the competition may be part of.
- 7 c. This information must be posted on a website on the internet.

8
9 **D. CONDUCT OF COMPETITION**

10 The Organizer is responsible for observance of the following:

- 11
- 12 1. The Organizer shall draw up a timetable and make it available to all competitors prior to the
- 13 competition. The organizer is responsible for adhering accurately to this timetable so that the
- 14 individual events do not start more than thirty (30) minutes earlier nor run more than thirty (30)
- 15 minutes later than the scheduled time. The first event of the day shall not start ahead of the scheduled
- 16 time. Organizers must appoint all adjudicating panels before the event commences, and these panels
- 17 should be strictly adhered to except in cases of emergency.
- 18 a. The last final of the evening must take the floor before 1:00 a.m.
- 19 (1) The organizer shall be penalized \$500 for every round of every event taking the floor after
- 20 1:00 a.m.
- 21
- 22 2. The Organizer shall arrange for suitable and separate changing room facilities for male and female
- 23 competitors.
- 24
- 25 3. The Organizer is required to adhere to all categories, dances and levels specified in their promotional
- 26 material. The Organizer is also responsible for enforcement of all NDCA rules regarding Syllabus
- 27 and/or Dress, particularly for the "Pro/Am, Pre-Teen, Junior and Youth" categories as well as
- 28 applying penalty marks for infractions.
- 29 a. Competitors whose figures are determined by the Invigilator (or Chairman of Adjudicators) not to
- 30 be within the prescribed level shall be warned and penalized as follows:
- 31 (1) Early round violation - A warning from the Chairman of Adjudicators or the Invigilator.
- 32 (2) Subsequent round repeated violation - All recalls or marks for that dance erased (at the
- 33 discretion of the Chairman of Adjudicators).
- 34 (3) Final round violation:
- 35 (a) Where no previous infraction has been made, marked down one place in that dance.
- 36 (b) When a competitor has already been warned and repeats the same infraction in a final
- 37 round they will be marked down one or more places in the dance(es) where the repeated
- 38 infraction occurred at the discretion of the Chairman of Adjudicators.
- 39
- 40 4. No Competing Professional or Pro/Am Professional Competitor shall be permitted to dance unless
- 41 registered with the NDCA. No Pre-Teen, Junior, Youth, Adult Amateur competitor, or Pro/Am
- 42 Student Competitor shall be permitted to compete unless registered with the NDCA.
- 43
- 44 5. No Organizer, Chairman of Judges, Adjudicator, Scrutineer, Registrar, Master of Ceremonies or
- 45 Music Director shall officiate unless registered with the NDCA.
- 46
- 47 6. At least two (2) couples must participate in any featured event for it to be accepted as a bona-fide
- 48 competition. For Championship Competitions, at least six (6) couples must participate.
- 49
- 50 7. In events where only one couple is entered the following are offered as guidelines:
- 51 a. When the event is a one dance event and the category is at medalist level, the adjudicators may
- 52 judge the couple against an accepted standard and the couple's placement be determined by
- 53 majority opinion of the adjudicators.

- 1 b. When the event is a multiple dance event, i.e. two or three dances, each dance may be treated as in
2 (a) above with the overall placement determined by the overall adjudicators' marks. Alternatively,
3 the organizer may choose to allow the couple to dance without evaluation and automatically
4 award the couple first place.
5
- 6 8. During the same competition session in all professional and "championship amateur" competitions an
7 intermission of not less than twenty (20) minutes, nor in the absence of reasonable circumstances, not
8 more than sixty (60) minutes must be granted to couples in between rounds. It is recommended that
9 for other multi-dance amateur and Pro/Am competitions that an intermission of five (5) minutes per
10 dance (up to twenty minutes total) be granted.
11
- 12 9. The order to be danced in all Theater Arts/Cabaret Divisions shall be determined by draw. A
13 Professional competitor can only dance one solo entry. Couples must dance the same
14 Theatrical/Cabaret program for all rounds of the competition.
15
- 16 10. In all NDCA sanctioned events, the Skating System of score evaluation shall be used, with the
17 exception of Formation Teams and Team Matches, which may be judged on a cumulative point
18 system. The use of the Repechage call back system is not permitted.
19
- 20 11. Each adjudicator shall mark and sign a score card for each heat judged. The organizer shall appoint a
21 steward who shall be responsible for collecting the adjudicators' score cards and delivering them to the
22 Scrutineer.
23
- 24 12. For Open Amateur, Rising Star Professional and Open Professional events the length of music must
25 be as follows:
26 a. Other than for the International Style Viennese Waltz and Paso Doble the music shall be played
27 for a minimum of one minute and thirty seconds to a maximum of two minutes (1:30 - 2:00).
28 b. In the International Style Viennese Waltz the music shall be played for a minimum of one minute
29 and fifteen seconds to a maximum of one minute and thirty seconds (1:15 - 1:30).
30 c. For the International Style Paso Doble the music may stop at the second crash (approximately
31 1:17) for all preliminary rounds. For the final round the complete song must be played
32 (approximately 2:05).
33
- 34 13. Only the Chairman of Adjudicators and Scrutineer shall have access to the marks until the end of the
35 competition.
36
- 37 14. Master scrutineer sheets, or copies, shall be publicly posted in a conveniently accessible area, for
38 public inspection, only after they have been certified correct by the Scrutineer and Chairman of
39 Adjudicators, and immediately after the results have been announced and the prizes awarded.
40
- 41 15. Before the marks are posted the Master Scrutineer Sheets should be certified by the Scrutineer and
42 Chairman of Adjudicators.
43
- 44 16. Advertised professional purse awards must be presented on the day of the event.
45
- 46 17. No smoking will be allowed in the ballroom or any designated competitor assembly area at any time.
47
- 48 18. NDCA recognizes that competition/championship organizers own the television and/or video rights to
49 their events.
50
- 51 19. The NDCA official observer must be satisfied that all competitors are registered.
52

- 1 20. At all NDCA events, the organizers, chairmen of judges, adjudicators, masters of ceremonies,
2 scrutineers, music directors, and demonstrators are not permitted to compete in any competition. No
3 individual that competes in any sanctioned event is permitted to appear in any show, presentation,
4 showcase, demonstration, or performance at any time prior to, during or immediately following that
5 competition. Honor dances are permissible, immediately following the prize presentation for that
6 session.
7
- 8 21. Floors for Competitions must be a minimum of 60 feet long and a minimum of 36 feet wide, or 2,160
9 square feet. Floors for Championship events must be a minimum of 66 feet long and a minimum of 42
10 feet wide. In all cases the dance floor must be free of obstructions or impediments. Exceptions for
11 Competitions only may be approved by the Ballroom Department Committee upon written
12 application.
13
- 14 22. The ceiling height for all sanctioned events must be a minimum of ten feet above the dance floor.
15 When theatrical/cabaret events are held the minimum ceiling height must be twelve feet.
16
- 17 23. Organizers must pay all officials for services rendered, at that event, before the end of the last session
18 on the last day, provided the officials have submitted the proper receipts, etc in a timely manner.
19
- 20 24. Unless prior agreement is made with the organizer and/or Chairman of Adjudicators, all officials and
21 adjudicators must be available until the conclusion of the competition as stated in the program of
22 events.
23
- 24 25. If organizers wish to add Country Western competitions during their event, than all NDCA Rules must
25 be adhered to in regards to length of music, skating system, and all other applicable rules.
26
- 27 26. In the event a couple is entered in Rising Star and Championship events in the same style on the same
28 weekend, at the same event, and the Championship division is held prior to the Rising Star, such
29 couple on winning the Championship division will remain eligible to dance the Rising Star division at
30 that event.
31
- 32 27. To ensure that the competitors of an NDCA event receive an "elegant" presentation of awards, it is
33 recommended that awards be presented after each level of competition, making sure that the Master of
34 Ceremonies speaks clearly. All awards must be presented no later than the conclusion of each session.
35
- 36 28. In all competition rounds (excluding cabaret, formation team and team matches) all couples in each
37 heat, including the final, must dance against each other concurrently. Organizers who wish to follow
38 an alternate format may refer to the "Show Dance" rules listed in section XI. However, any organizer
39 who wishes to follow the Show Dance rules (or any other format) must apply in writing and in
40 advance for permission from the Ballroom Department.
41
- 42 29. An on-deck area for competitors is required for championships and strongly recommended for
43 competitions. It is further recommended that an on-deck captain be provided during sessions with a
44 large number of entries and/or heats.
45
- 46 30. Once a final round commences, if it becomes necessary for a couple to withdraw from the competition
47 (due to injury or illness) then that couple will be awarded last place for any dances in which they did
48 not dance.
49
- 50 31. If a couple withdraws from a competition after any round and before the commencement of the next
51 round, then the chairman may at his discretion replace this couple with the next eligible couple.
52

- 1 32. Organizers who anticipate that their events will be video taped with the intent of distribution to
2 television must clearly outline in their publicity whether the event has actually been contracted to
3 appear on television or if the filming is being done “with the intent” of being placed on television.
4
- 5 33. In Pro/Am events where “multiple competitions” are danced at the same time, no more than eight (8)
6 couples may be judged at the same time.
7 a. Organizers are allowed to “split” the dance floor into two or more “ballrooms”, in which case
8 each panel of adjudicators can judge a maximum of 8 couples at the same time.
9 b. When the dance floor is split for Pro/Am events no “ballroom” may be smaller than 1,080 square
10 feet.
11 c. If a couple registers late for a Pro/Am event or changes their entry and the number of couples on
12 the floor would exceed eight (8) then up to ten (10) couples may be placed on the floor provided
13 at least two of the entries are uncontested.
14
- 15 34. Grand Championships. For all Grand Championships conducted at NDCA events:
16 a. the judging criteria must be published in advance.
17 b. For professional grand championships prize money must be awarded to all participating couples.
18
- 19 35. In a "Ten-Dance" Competition each dance shall be a separate competition. The skating system of
20 scrutineering shall be applied to all ten dances together to determine the winner. The number of call-
21 backs from the Semi-final (and Quarter-final if necessary) shall be used to determine placements for
22 couples not making the finals.
23 a. In the event that a Ten-Dance result is determined as part of two separate events where some
24 couples are not doing all ten dances, the couples doing only one style will be removed from the
25 final placements in each style and the placements for the ten-Dance couples shall be determined
26 with respect to each other.
27
- 28 36. It is recommended that a "Good Samaritan" kit be available at all Competitions.
29
- 30 37. When scholarships are presented at NDCA events the terms of these scholarships should be clearly
31 stated by the organizer in writing.
32
- 33 38. In Pro/Am nine-dance or ten-dance championships the Pro/Am Student Competitor must be partnered
34 by the same professional for both events involved in that particular championship.
35
- 36 39. Confirmation that all amateur, Pro/Am Student Competitors, and professional dancers competing at
37 their event are currently registered with the NDCA.
38 a. If any amateur, Pro/Am Student Competitor, or professional dancer is not currently registered
39 with the NDCA then the Competition Organizer is responsible to ensure that the competitor has
40 registered online and then shown an email receipt.
41 b. Any organizer who is found negligent in the enforcement of NDCA registrations may be subject
42 to loss of NDCA sanction for further events, and/or loss of Championship Status (if a
43 Championship).
44
- 45 40. Competitors and officials are not permitted to conduct or give media interviews, including live
46 streaming, at any time during a competitive round in which they are taking part.
47 a. Any such interviews may be done between rounds provided the interviews are not broadcast to
48 those present in the ballroom. Interviews conducted following the completion of the final round of
49 the competition may be broadcast to those present.
50
- 51 41. Officials may not post comments on any interactive social media website regarding any competitor's
52 performance or conduct until after the conclusion of th entire weekends competitions. Failure to
53 comply will result in disciplinary action.

42. Adjudicators, 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. Any organizer, competitor, or any other individual seeking to obtain sponsorship from any student, must contact the student's studio owner, or in the absence of a studio, the student's teacher. No one seeking sponsorship is allowed to contact any student directly. 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).
43. Competitors shall not request music. Organizers and Chairmen may veto a particular song, but the choice of songs will be decided by the Music Director. If music is pre-selected the organizer shall announce on their website, at least forty-five (45) days prior to the event, the music selection.
44. For multi-dance events the recalls for all rounds must be based upon accumulated marks of all dances. This will not apply for nine or ten-dance events.
45. An on-deck area for officials is required. If this area is in the ballroom it must be separate and apart from all competitors. Use of stanchions and/or signage to indicate that this area is "For Officials Only" will be considered adequate.

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 computer scrutineering files from either NDCA Premier or CMPMGR.
2. Organizers are required to retain the original adjudicators' 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.

IV. RULES FOR ADJUDICATORS

A. ADJUDICATORS RESTRICTIONS

1. An adjudicator 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 eligible to apply for a new NDCA Adjudicator's License. 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

1 Ballroom Department. Where such special clearance is granted, the professional shall still be required
 2 to take an NDCA Adjudicator's Examination as part of their application for a new NDCA
 3 Adjudicator's License.

- 4
- 5 5. Adjudicators must be Qualified and Certified in the type and style of the competition they are engaged
 6 to judge. Adjudicators who hold an "Associate" degree or higher may judge all categories except
 7 Championships, which shall be judged by Full Member or Fellows only. All Adjudicators must hold
 8 an NDCA Adjudicator's License.
- 9
- 10 6. Adjudicators who are also active Professional competitors may judge categories restricted to Amateur,
 11 and Pro/Am only. They may not judge Professional Events until they have retired from competitive
 12 dancing.
- 13
- 14 7. Adjudicators who are also active Pro/Am Professional competitors may judge Pro/Am events, but
 15 should excuse themselves from any heats where they have an active Pro/Am student partner dancing.
- 16
- 17 8. Adjudicators and any other officials are not permitted to give live media commentary during the entire
 18 period of any sanctioned event at which they have been contracted to adjudicate or officiate.
- 19
- 20 9. Officials (including Adjudicators, Scrutineers, Registrars, Masters of Ceremonies, Music Directors
 21 and Organizers) are not allowed to give coaching lessons, on or off the premises, during the entire
 22 period of time commencing at 12:00 a.m. on the day of the first competitive session and concluding
 23 with the end of the last session. This does not apply to Lectures or Seminars scheduled by the
 24 organizer and open to any interested parties.
- 25
- 26 10. If officials and competitors mutually consent to discuss markings and results after the conclusion of
 27 the event, they should do so in a civil, ethical, and professional manner. Any breaches of professional
 28 conduct should be immediately reported to the NDCA.
- 29
- 30 11. While performing their duties as an adjudicator, adjudicators are not allowed to wear or utilize any
 31 electronic or other device that will transmit video or images related to the judging process.
- 32

33 **B. ADJUDICATORS CONDUCT**

- 34 1. Adjudicators shall stand or be seated apart from one another and at such locations that they do not
 35 interfere with the competitors.
 - 36 a. Adjudicators shall not converse with each other during actual judging sessions, especially while
 37 the music is still playing.
 - 38
 - 39 2. Adjudicators are reminded that if they converse with any spectators, contestants or coaches, they may
 40 not discuss any competitors performance until after the close of the entire event. Failure to comply
 41 could result in disciplinary action.
 - 42
 - 43 3. Adjudicators are not to compare notes and must judge independently.
 - 44
 - 45 4. Adjudicators may move about freely in order to see all the couples.
 - 46
 - 47 5. Adjudicators are required to remain on the floor until the end of the music.
 - 48
 - 49 6. Adjudicators shall mark and sign their score cards in ink, including their code letter, and shall initial
 50 all alteration.
 - 51
 - 52 7. It is a basic requirement that any professional engaged to officiate shall upon arrival at the venue:
 53
 - a. Report his presence to the Organizer and Chairman of Adjudicators.

- 1 b. Ascertain the Timetable of the competitions, and
- 2 c. Be available as scheduled.
- 3
- 4 8. While on the competition premises, adjudicators shall conduct themselves with the utmost of
- 5 professional decorum, including refraining from consuming alcohol during a judging session.
- 6
- 7 9. Adjudicators, including invigilators, may not use cell phones or any other unauthorized electronic
- 8 devices during the time period(s) in which they are officiating.
- 9

10 **C. CHAIRMAN OF ADJUDICATORS**

11 The Chairman of Adjudicators shall be responsible for:

- 12
- 13 1. Determining the number of couples to be recalled.
- 14 a. The Chairman must ask for at least 50% of the number of couples to be recalled in each round.
- 15 However, if the number of couples that are actually recalled by the adjudicators would require an
- 16 additional round, then the Chairman is allowed to recall less than 50% of the couples. If the
- 17 chairman asks for a 50% recall for a second round and the actual number is more than 50%, the
- 18 chairman may still call for a 50% recall of his original desired number of couples in the third
- 19 round, etc.
- 20 b. The maximum number of couples that will be allowed in any final round will be eight.
- 21 c. For all professional competitions, and for all “championship amateur” competitions, if there are
- 22 eight or more couples pre-registered to compete then a semi-final round must be scheduled.
- 23 Likewise, if there are fifteen or more couples pre-registered then a quarter-final round must be
- 24 scheduled. It is further recommended that the same policy be adopted (but not be made
- 25 mandatory) for Multi-dance Pro/Am events.
- 26 d. The chairman should consult with the competition organizer whenever there is a question in
- 27 regards to the number of couples to be recalled.
- 28 e. The chairman should determine when a semi-final should be split into two heats, taking into
- 29 account the size of the floor, the number of couples in the semi-final, and the style being danced.
- 30 This should be done in consultation with the competition organizer. When the semi-final is split
- 31 all couples must dance concurrently for a minimum of 30 seconds prior to any heat being split.
- 32 f. When the adjudicators are instructed to select a given number of couples to dance in a final, only
- 33 that number shall dance, except in the case of a tie.
- 34 g. For competitions in the Exhibition, Cabaret & Formation categories:
- 35 (1) When there are more than eight couples or teams entered in a particular event, the
- 36 competition may be held as a final round, with the adjudicators being asked to rank all entries
- 37 in order of merit.
- 38 (2) When there are more than fourteen couples or teams entered in a particular event, the
- 39 competition may be held as a preliminary round, with less than 50% of the couples or teams
- 40 being recalled from the qualifying round for the final.
- 41
- 42 2. No more than eight (8) couples shall dance in any Final Round.
- 43
- 44 3. Observance of the established timetable for the competition, or alterations to the established timetable
- 45 if required.
- 46
- 47 4. Instructing adjudicators on points of evaluation and scoring system.
- 48
- 49 5. Correct interpretation of marks by inspecting marks after each heat, and verifying that they have been
- 50 correctly transcribed.
- 51
- 52 6. Referring any score card requiring correction to the adjudicator concerned.
- 53

7. In all matters related to the conduct of the competition(s), questions on adjudicators marking, changes in program scheduling, the Chairman's decision shall be final.
8. Excusing an adjudicator from officiating when the Chairman feels that the sound judgment of the adjudicator 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, Pro/Am Student Competitor, and Professional men and women are both required to hold a valid and current NDCA registration 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 Ballroom Department. If the competitor is not to be found on the most recent list of current registrants that is supplied to the competition organizer they will be required to either register online and then show the competition Registrar an email receipt.
 - 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.
 - c. All competitors who reside in the USA must be licensed with NDCA in order to compete at NDCA sanctioned events. Registrations/licenses held with WDC or other countries will not be accepted for US residents regardless of country of representation.
3. Professionals and mixed amateurs dancing with Pre-Teen I and Pre-Teen II competitors must have their front torso covered from the body of the sternum to the top of the hipbone.
4. 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.
5. Competitors are required to remain on the floor until the end of the music to avoid the possibility of disqualification.
6. Competitors may not use props in any Professional division, with the exception of the Cabaret, Exhibition, and Showdance categories. 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.
7. Competitors are required to submit both first and last names on all entry forms for all NDCA sanctioned events. These first and last names must match the names under which they are licensed in the NDCA database.

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 adjudicators, 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. All competitors at NDCA sanctioned Competitions and Championships must be registered with, and hold the appropriate current license(s) with the NDCA.
 - a. First and last names are required in order to obtain any license with the NDCA.
2. No Individual will be granted a license with the NDCA in any capacity if they are deemed to be in conflict with the National Dance Council of America, or are acting against the best interests or administrative policies of the NDCA.
3. Registration affords registrants: Amateur Competitors, Pro/Am Student Competitors, Professional Competitors, Pro/Am Professional Competitors, Chairmen of Judges, Adjudicators, 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.
4. Individuals who are organizers of NDCA sanctioned events must register with NDCA as an organizer. Any sanctioned NDCA Local One-Day Event in which an organizer functions in any way without the proper license may be subject to loss of NDCA sanction.
5. Registration will be only accepted through the NDCA Website (<http://www.NDCA.org>).
6. Registration in the NDCA expires at the end of the calendar year, regardless of when the registration is received throughout the year.
7. The Ballroom Department should send each organizer an updated list of current registrants approximately one week prior to their NDCA event. If an Amateur Competitor, Pro/Am Student Competitor, Professional Competitor or a Pro/Am Professional Competitor wishes to participate in an NDCA event and is not on the current roster, or does not have an email confirmation of having recently registered online, they will be required to register online and then show the competition Registrar an email receipt.

- 1 8. All current registrants (Amateur Competitors, Pro/Am Student Competitors, Professional Competitors,
2 Pro/Am Professional Competitors, Adjudicators, Scrutineers, Registrars, Masters of Ceremonies,
3 Music Directors, and Organizers) are required to re-register with NDCA for the following calendar
4 year no later than December 31st of the current calendar year in order to compete in or officiate at any
5 NDCA event.
6
- 7 9. Foreign competitors who take up residency in the USA may register immediately with the NDCA.
8 a. All foreign professionals who take up residency in the USA and wish to dance in Pro/Am events
9 must register with the NDCA immediately as a Competing Pro/Am Professional Competitor.
10
- 11 10. Only Professionals who have taken examinations in the NDCA affiliated associations and who hold
12 valid membership cards in the association, shall be considered eligible to apply for the NDCA
13 Adjudicator's License. Professionals who take up residence in this country, and who hold
14 qualifications in affiliated associations, may be granted special clearance pending their taking an
15 examination in an NDCA affiliated association in the type, style, or branch in which they wish to
16 judge, as well as successfully passing the NDCA Adjudicator's Examination. Such clearances shall be
17 limited to six months and be based on the recommendation of the Ballroom Department Committee.
18
- 19 11. All registrants will receive a numbered registration card indicating the valid registration period. It is
20 the responsibility of all registrants to show competition organizers their valid registration cards when
21 so requested. Registrants who have not satisfied all outstanding debts incurred at any NDCA
22 registered event, will be denied Council registration and participation in any NDCA related events.
23 Awareness of the Rules and Regulations are the responsibility of each registrant/licensee. When the
24 registrant/licensee is under the age of 18, it is the responsibility of a parent or guardian to familiarize
25 themselves of the Rules and Regulations as they relate to their child. Please read and study them very
26 carefully.
27
- 28 12. The NDCA reserves the right to refuse the application or cancel the license of any applicant/licensee.
29
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31 B. REGISTRATION REQUIREMENTS

- 32 1. PROFESSIONAL COMPETITORS, PRO/AM PROFESSIONAL COMPETITORS, AMATEUR
33 COMPETITORS, AND PRO/AM STUDENT COMPETITORS
- 34 a. PROFESSIONAL COMPETITORS Professional competitors participating in professional
35 competitions shall be registered annually with the NDCA National Registrar. Each member of a
36 professional partnership must register individually. Professional competitors do not need to
37 belong to a member organization in order to register with the NDCA.
- 38 b. Pro/Am Professional Competitors Pro/Am Professional Competitors who dance with a Pro/Am
39 Student Competitor in any division of an NDCA event must register annually with the NDCA
40 National Registrar.
- 41 c. AMATEUR COMPETITORS Amateur Competitors who compete in the following categories
42 shall be registered with the NDCA:
43 (1) Adult Syllabus, Novice, Pre-Championship and Championship Proficiency Events.
44 (2) Pre-Teen, Junior and Youth Age Category Classifications
45 (3) Mixed amateur events (both partners).
- 46 d. PRO/AM STUDENT COMPETITORS Pro/Am Student Competitors who compete in the
47 following categories shall be registered with the NDCA:
48 (1) All Pro/Am Competitions.
49 (2) Student/Student Competitions that are included within Pro/Am Heats.
- 50 e. No couple may receive their competition number from the organizer until the organizer is satisfied
51 that both members of the partnership are current registrants with the NDCA. Only registrations
52 with the NDCA will be accepted, or in the case of overseas visitors, those couples who are
53 registered with the recognized organization of their country.

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2. ADJUDICATORS Any qualified and certified professional affiliated with the NDCA through a Member Organization, and who holds an NDCA Adjudicator's License, is eligible to register annually as an NDCA adjudicator. Upon acceptance of an adjudicators registration, their name will be placed on the NDCA Roster of Adjudicators and Officials, indicating their availability to officiate at NDCA sanctioned Competitions and Championships. Adjudicators are classified according to their Teaching Qualifications, Competitive Achievement and Professional Experience as listed below:
 - a. No new adjudicator or an adjudicator wishing to upgrade their qualifications may be licensed as an NDCA Adjudicator at competition or championship level until they have successfully completed the NDCA Judges Examination.
 - b. 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 judge NDCA sanctioned competitions in those styles and adjudicator's are permitted to judge competitions in any style in which they are certified.
 - (b) A minimum of a "Membership/Licentiate" in each of the four styles - International Ballroom and Latin, American Smooth and Rhythm - is required to obtain a new "Championship Adjudicator License" to judge all NDCA sanctioned Championships.
 - (c) In order to become licensed to judge an NDCA sanctioned Theatrical/Cabaret/Exhibition style competition or championship, it is necessary to hold either an "Associate" degree (for competitions) or a "Membership/Licentiate" degree (for championships) in the Theatrical/Cabaret/Exhibition style.
 - c. NATIONAL ADJUDICATOR CLASSIFICATION: Before a NDCA registered Adjudicator may judge any Closed or Open United States National Championship they must be certified by the NDCA as a National Adjudicator.
 - (1) To be a National Adjudicator a person must:
 - (a) be a citizen or resident alien (Green Card Holder) of the U.S.A.
 - (b) have been certified at the A+, B+, C+ and D+ classifications.
 - (c) been retired as Competing Professionals for a period of one year. The period from the final day of the previous year's championship to the first day of the current year's championship is considered one year, provided the date formula is maintained.
 - (d) have attained at least one of the following results as a professional competitor:
 - i) the final of one or more of the following United States National Closed Professional Championships: International Ballroom, International Latin, American Style Smooth or American Style Rhythm.
 - ii) the semi-final of one or more of the following United States Closed Professional Championships (provided a quarter-final was held) for at least two years: International Ballroom, International Latin, American Style Smooth or American Style Rhythm.

- 1 iii) a placement in the top two positions in the United States National Closed
2 Professional Nine-dance or Ten-Dance Championships.
- 3 (e) Having reached any one of the above results will give eligibility to judge all National
4 level championships except for the Theatrical Arts category. In order to judge the
5 National Theatrical Arts category an adjudicator must be qualified as a National
6 Adjudicator and must also be certified at the E+ level as an NDCA Adjudicator.
7 Competitors making the final of the United States Closed Professional Championships in
8 the Theatrical Arts Category may be certified as National Adjudicators in this division
9 only provided they also are also certified at the E+ level as an NDCA Adjudicator.
- 10 (f) All adjudicators who have been designated by the NDCA as "World Class" adjudicators
11 will be considered National Adjudicators.
- 12 (g) No individual may be awarded National Adjudicator status if they represent any other
13 country as an adjudicator.
- 14 (2) NDCA registered adjudicators that are not certified as National Adjudicators may judge
15 specific events that are held in conjunction with an overall "United States Championship" but
16 which are not in themselves U.S. Championships.
- 17 d. WORLD CLASS ADJUDICATOR CLASSIFICATION: Must be a citizen or resident alien of the
18 U.S.A. and by examination hold at least a Membership degree (or it's equivalent) in that style to
19 be judged. Also the person must have attained (in at least one of the following professional
20 championships):
- 21 (1) the quarter-final of the British Professional International Ballroom or International Latin
22 Championships.
- 23 (2) the semi-final of the International Open, United Kingdom Open, USBC Open, or the World
24 or European Professional International Ballroom or International Latin Championships.
- 25 (3) the semi-final in all ten dances of a European or World Ten Dance Championship.
- 26 Having reached any one of the above results will give eligibility to judge Ten-Dance
27 Championships.
- 28
- 29 3. INVIGILATORS
- 30 a. Any individual who wishes to officiate as an Invigilator must register annually with the NDCA
31 National Registrar.
- 32 (1) In order to be eligible to obtain an Invigilator's license, an individual must first be a licensed
33 Championship Adjudicator (A+B+C+D+), and then must also complete and receive their
34 certification via the NDCA Invigilator's Certification Program.
- 35 (a) Certified Invigilators will have an "I+" designation added to their judging credential
36 listings.
- 37
- 38 4. SCRUTINEERS
- 39 a. REQUIREMENTS: A person holding a Scrutineering Certificate from the NDCA, who wishes to
40 evaluate marks at NDCA sanctioned Competitions and Championships is required to register
41 annually with the National Registrar. A person wishing to qualify as an NDCA Scrutineer may
42 make application to the Scrutineering Committee, who will arrange for an examination and notify
43 the applicant of the time and place. Test results will be forwarded to the National Registrar, who
44 will send successful candidates the NDCA Certificate and Registration Card.
- 45 b. INVIGILATORS: Invigilators for the Scrutineering Examinations will be appointed at the
46 discretion of the Scrutineering Committee. Invigilators will be responsible for adhering to the
47 scrutineering rules.
- 48
- 49 5. OFFICIALS: ORGANIZERS, CHAIRMEN OF JUDGES, ADJUDICATORS, SCRUTINEERS,
50 REGISTRARS, MASTERS OF CEREMONIES AND MUSIC DIRECTORS: Any individual who
51 wishes to officiate as a Organizer, Chairman of Judges, Scrutineer, Registrar, Master of Ceremonies
52 and/or Music Director at an NDCA sanctioned Competition or Championship must register annually
53 with the NDCA National Registrar.

- 1 a. Officials who re-register after January 31st each calendar year will be charged a 50% surcharge.
 2 This surcharge will not apply to any individual registering for the first time as an official.
 3

4 **C. ELIGIBILITY REQUIREMENTS - PROFESSIONAL COMPETITORS**

- 5 1. OPEN NDCA EVENTS: All properly registered Professional Competitors may participate in any
 6 NDCA sanctioned open competition or championship.
 7
 8 2. CLOSED NDCA EVENTS (OTHER THAN ANY OFFICIAL CLOSED U.S. CHAMPIONSHIP):
 9 Properly registered Professional Competitors are eligible to dance in a Closed NDCA competition or
 10 championship (with the exception of any official Closed U.S. Championship) when they have
 11 completed six months of residency in the USA.
 12
 13 3. UNITED STATES NATIONAL PROFESSIONAL BALLROOM CHAMPIONSHIPS: Properly
 14 registered Professional Competitors are eligible to dance in any closed championship of the United
 15 States Ballroom Championships if they fulfill one of the following criteria:
 16 a. Both members of the partnership are United States citizens, and neither member of the partnership
 17 has represented or been listed as being from another country in the previous 12 months. NDCA
 18 registered professionals who represent other countries in World Championships may dance in the
 19 United States National Closed Professional American Style Smooth and Rhythm, due to the fact
 20 that these two events are not used to select U.S. representatives for world championships.
 21 b. One half of the partnership is a United States citizen, and neither member of the partnership has
 22 represented or been listed as being from another country in the previous 12 months, and the half
 23 of the partnership that is not a U.S. citizen has resided in the USA for the previous 6 months.
 24 NDCA registered professionals who represent other countries in World Championships may
 25 dance in the United States National Closed Professional American Style Smooth and Rhythm, due
 26 to the fact that these two events are not used to select U.S. representatives for world
 27 championships.
 28 c. Both members of the partnership are non-United States citizens, but both members of the
 29 partnership have resided in the USA for the previous 6 months, and neither member of the
 30 partnership has represented or been listed as being from another country in the previous 12
 31 months. NDCA registered professionals who represent other countries in World Championships
 32 may dance in the United States National Closed Professional American Style Smooth and
 33 Rhythm, due to the fact that these two events are not used to select U.S. representatives for world
 34 championships.
 35

36 **D. ELIGIBILITY REQUIREMENTS - AMATEUR COMPETITORS**

- 37 1. UNITED STATES NATIONAL AMATEUR BALLROOM CHAMPIONSHIPS: Properly registered
 38 Amateur Competitors are eligible to dance in any closed championship of the United States Ballroom
 39 Championships if they fulfill one of the following criteria:
 40 a. Both members of the partnership are United States citizens, and neither member of the partnership
 41 has been nominated by a national organization to represent another country in the previous 12
 42 months.
 43 b. One half of the partnership is a United States citizen, and neither member of the partnership has
 44 been nominated by a national organization to represent another country in the previous 12 months,
 45 and the half of the partnership that is not a U.S. citizen has resided in the USA for the previous 6
 46 months.
 47 (1) Any Non-U.S. citizen who has resided in the United States of America for less than the
 48 previous twelve months may be required to submit a photo copy of their passport showing the
 49 date they entered the USA before their entry into a closed United States National
 50 Championship may be accepted.
 51 c. Both members of the partnership are non-United States citizens, but both members of the
 52 partnership have resided in the USA for the previous 6 months, and neither member of the

1 partnership has been nominated by a national organization to represent another country in the
2 previous 12 months.

3 (1) Any Non-U.S. citizen who has resided in the United States of America for less than the
4 previous twelve months may be required to submit a photo copy of their passport showing the
5 date they entered the USA before their entry into a closed United States National
6 Championship may be accepted.
7

8 **E. INTERNATIONAL RECIPROCITY (INTERNATIONAL STYLE)**

9 **1. FOREIGN ADJUDICATORS AND COMPETITORS:**

- 10 a. Organizers of NDCA sanctioned events who wish to have Adjudicators who are not residents of
11 the U.S.A. participate in their events, must obtain clearance for these visitors from the Ballroom
12 Director. Normally, proof of affiliation with the governing body of their own country, such as a
13 valid registration card of membership card, will be required. No professional who is still
14 competing shall be permitted to judge competitions or championships without prior permission.
15 (1) There must be a majority of American style qualified adjudicators on all American style
16 panels and Theatrical style qualified adjudicators on all Theatrical panels.
- 17 b. Foreign competitors who wish to compete in NDCA registered events must obtain clearance from
18 the NDCA via the Organizer of the event concerned, and also be prepared to show valid proof of
19 registration with their own Governing Body in the country where they are domiciled.
- 20 c. Any foreign couple who has reached the final of their own country's national championship is
21 ineligible to dance in the Rising Star events in that style in the U.S.A. Violators will be
22 suspended from dancing in competitions in the U.S.A. for 12 months. When organizers run a
23 normal Rising Star event they may also run an open Rising Star for couples who have not reached
24 the semi-final at the British Open Championships in all dances.
- 25 d. Foreign Teachers and/or coaches who wish to teach and/or demonstrate in the U.S.A. should first
26 obtain clearance from their own governing body in the country where they are domiciled, and also
27 from the NDCA Ballroom Director. While in the U.S.A. all NDCA Rules and Regulations must
28 be adhered to.
29

30 **2. U.S.A. RESIDENT COMPETITORS AND ADJUDICATORS ABROAD:**

- 31 a. USA teachers and/or coaches who wish to teach and/or demonstrate abroad, should first obtain
32 clearance from the governing body of the country they are intending to visit.
33
34

35 **VII. SELECTION FOR WORLD CHAMPIONSHIPS**

36 **A. PROFESSIONAL DANCERS AND ADJUDICATORS:**

- 37 1. **SELECTION OF ADJUDICATORS:** All adjudicators eligible to represent the U.S.A. must be United
38 States citizens, or permanent resident aliens with at least three (3) years' residency.
39
40
- 41 2. **SELECTION OF COUPLES:** The selection of Professional Couples to represent the U.S.A. at World
42 Professional Championships shall be determined by their participation and placement in the Annual
43 United States National Dance Championships from the previous calendar year. Only the reigning
44 (Closed) United States Professional International Ballroom, International Latin, American Smooth,
45 American Rhythm, and 10-Dance International Champions and Finalists, in order of rank in the final
46 round, shall be eligible to represent the USA. In the event the annual United States National Ballroom
47 Championships are not held, the selections of Professional Couples in the International Ballroom
48 and/or Latin sections shall be determined by the NDCA Ballroom Department. No professional
49 couple or adjudicator may accept any invitation to represent the USA without prior approval of the
50 NDCA.
- 51 a. There will be a Ten-Dance Championship to determine the two couples to represent the U.S. at
52 the World Ten-Dance Championships.
53

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

7
 8 **B. AMATEUR COUPLES**

9 The selection of top ranking Amateur couples to represent the U.S.A. at World Amateur traditional
 10 Ballroom, Latin, and 10-Dance Championships shall be determined by the placements at the official
 11 United States National Amateur traditional Ballroom Dance Championships.

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 14 **VIII. DISCIPLINARY PROCEEDINGS**

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 16 **A. SUSPENSION**

- 17 1. It is within the province of the Ballroom Department to investigate and rule upon any question in
 18 regard to any infringements of NDCA rules or complaint regarding the behavior of any registrant of
 19 the NDCA. Upon receipt of the complaint, the Ballroom Director, or the Chair of the Grievance &
 20 Disciplinary Committee, shall inform the individual complained against, who shall have the right and
 21 opportunity to answer such charges.
 22
 23 2. The Ballroom Department may, if an infringement has been proved, impose a suitable penalty as the
 24 Ballroom Department shall deem appropriate. Decisions of such nature are to be made public to the
 25 extent determined by the Ballroom Department, and, depending upon the seriousness of the offense,
 26 all U.S.A. and Overseas Professional and Amateur Bodies may be informed.
 27 a. Penalties will be as follows:
 28 (1) First time offense - fine
 29 (2) Second time offense - suspension of registration with NDCA for up to one year
 30 (3) Third time offense - permanent suspension of registration with NDCA
 31

32 **B. REINSTATEMENT**

33 Persons against whom disciplinary action has been taken, may at the end of such penalty period as the
 34 Ballroom Department imposes, apply for reinstatement of Official Status, thus becoming eligible again to
 35 participate in NDCA sanctioned events.
 36
 37

38 **IX. DANCES AND TEMPI**

39
 40 **A. APPROVED DANCES**

- 41 1. The following dances are approved for NDCA Competitions and Championships and with the
 42 exception of Exhibition/Cabaret, all couples must dance all dances:
 43 a. International Style Ballroom. Waltz, Tango, Viennese Waltz, Slow Foxtrot, Quickstep. It is
 44 required that the above five dances be used (in the order listed) in all featured professional and
 45 amateur "championship" competitions. When organizers choose to offer additional competitions
 46 that may not include all five dances it is recommended that they still offer the dances in the order
 47 listed, minus those dances not being offered.
 48 (1) The following figures only are allowed in the International Style Viennese Waltz:
 49 (a) Natural Turn
 50 (b) Reverse Turn
 51 (c) RF forward change. Natural to Reverse
 52 (d) LF forward change. Reverse to Natural
 53 (e) LF backward change. Natural to Reverse

- 1 (f) RF backward change. Reverse to Natural
 2 (g) Reverse Fleckerl
 3 (h) Natural Fleckerl
 4 (i) Check from Reverse Fleckerl to Natural Fleckerl
 5 (j) Check from Reverse Fleckerl to Natural Fleckerl danced over 2 bars of music
 6 (k) One Natural Pivot preceding the RF Forward Change Natural to Reverse Turn, canter
 7 timing
 8 (l) One Reverse Pivot preceding the LF Forward Change Reverse to Natural Turn, canter
 9 timing
 10 (2) In all five-dance events with four or more rounds the organizer is allowed to omit the
 11 Viennese Waltz in all rounds except the semifinal and final.
 12 b. International Style Latin. Cha Cha, Samba, Rumba, Paso Doble, Jive. It is required that the
 13 above five dances be used (in the order listed) in all featured professional and amateur
 14 "championship" competitions. When organizers choose to offer additional competitions that may
 15 not include all five dances it is recommended that they still offer the dances in the order listed,
 16 minus those dances not being offered.
 17 (1) In all five-dance events with four or more rounds the organizer is allowed to omit the Jive in
 18 all rounds except the semifinal and final.
 19 c. American Style Smooth. Waltz, Tango, Foxtrot, Viennese Waltz. It is required that the above
 20 four dances be used (in the order listed) in all featured professional and amateur "championship"
 21 competitions. When organizers choose to offer additional competitions that may not include all
 22 four dances it is recommended that they still offer the dances in the order listed, minus those
 23 dances not being offered.
 24 d. American Style Rhythm. Cha Cha, Rumba, Swing, Bolero, Mambo. It is required that the above
 25 five dances be used (in the order listed) in all featured professional "Championship" competitions.
 26 When organizers choose to offer other dances from the list of "Additional American Style
 27 Dances" for amateur competitors it is recommended that they still offer the dances in the order
 28 listed, minus those dances not being offered.
 29 e. Additional American Style Dances. Other American style dances may be offered as either one-
 30 dance or multi-dance events by competition organizers. These dances could include but not be
 31 limited to Peabody, Merengue, Paso Doble, Samba, Polka, West Coast Swing and Hustle.
 32 f. Theatrical Ballroom, Cabaret, and Exhibition Events.
 33 (1) Theatrical events are those in which all couples dance at the same time to pre-selected music.
 34 Lifts are allowed for no more than 50% of the number of measures of music.
 35 (2) Cabaret events are those in which couples select their own music and appear one at a time.
 36 Unrestricted, free form solo. Music selected by couple. Time allowed is 4 min 45 sec. to
 37 include entry/exit, both with/without music. Entry will commence when first member of the
 38 partnership steps on the floor. Exit will finish when last member steps off the floor. Use of
 39 props is not allowed, unless said prop is handled by one or both dancers at all times and is not
 40 left on the floor.
 41 (3) Exhibition events are those in which couples select their own music and perform one at a
 42 time. Time allowed is 4 minutes, to include entry and exit both with or without music. Entry
 43 will commence when first member of the partnership steps on the floor. Exit will finish when
 44 last member of the partnership steps off the floor. Three lift maximum, each lift not to exceed
 45 15 seconds. The use of props is not allowed, unless said prop is handled by one or both
 46 dancers at all times and is not left on the floor.
 47 g. Lifts and Dangerous Movements
 48 (1) Lifts are allowed in the Theatrical, Showdance, Grand Championship and Exhibition/Cabaret
 49 dance categories only. A lift is any movement during which one of the dancers has both feet
 50 off the floor at the same time with the assistance or support of their partner. Couples who
 51 perform lifts in categories where lifts are not allowed may be disqualified according to the
 52 rule specifying "Implementation of Disqualification" which appears below.

- 1 (2) Dangerous movements will not be permitted in any competition or championship. A
2 dangerous movement is any movement that places another individual at risk.
- 3 (3) Implementation of Disqualification under the "D" Rule
- 4 (a) Adjudicators observing any infringement of the Lifts and Dangerous Moves rule should
5 note the couple's number and mark "D" at the foot of the marking sheet. The reason for
6 the infringement should also be noted (time permitting)
- 7 (b) The adjudicator must inform the Chairman of Adjudicators of a "D" marking
- 8 (c) The Chairman of Adjudicators must inform the competitors concerned of the
9 infringements and also all the adjudicators before the next round.
- 10 (d) If this or any other infringement is repeated in a subsequent round and is reported by
11 more than one adjudicator, the marks of the competitor in that dance in that round must
12 be deleted by the Chairman of Adjudicators.
- 13 (e) Adjudicators observing any infringement in the final round must place those competitors
14 in that dance and mark "D" against the competitor's number. If more than one
15 adjudicator marks "D" against any competitors then those competitors must be placed last
16 in that dance by the Chairman of Adjudicators.
- 17 (f) All such disqualifications must be noted on the scrutineers' marking sheet.
- 18 (g) If a competitor repeatedly ignores the request of the Chairman of Adjudicators to comply
19 with any aspect of these rules, the Chairman may, at his/her discretion, disqualify the
20 competitor/s from the event in question.
- 21
- 22 h. Pro/Am multi-dance Competitions. In all Pro/Am multi-dance competitions, dances are to be
23 danced at all levels in the same order as for professional events. It is strongly recommended that
24 single dance events be danced in sequence of dances to the completion of one level before moving
25 to the next level.
- 26

1 **B. APPROVED TEMPI**

- 2 1. The following tempi for International and American Style dances are approved (given in Measures per
3 Minute - MPM and Beats per Minute - BPM)
- 4 2. Music directors must have the equipment necessary to adjust the tempo/pitch while the music is
5 playing, at the direction of the Chairman of Adjudicators.
- 6 3. INTERNATIONAL STYLE DANCES
- 7 a. BALLROOM
- 8 (1) Waltz (3 beats per measure)
- 9 (a) Pro/Am: 28-30 MPM (84-90 BPM) Pro & Amateur: 28 MPM (84 BPM)
- 10 (2) Tango (2 beats per measure)
- 11 (a) Pro/Am: 32 MPM (64 BPM) Pro & Amateur: 32 MPM (64 BPM)
- 12 (3) Viennese Waltz (3 beats per measure)
- 13 (a) Pro/Am: 56-58 MPM (168-174 BPM) Pro & Amateur: 60 MPM (180 BPM)
- 14 (4) Foxtrot (4 beats per measure)
- 15 (a) Pro/Am: 28-30 MPM (112-120 BPM) Pro & Amateur: 28 MPM (112 BPM)
- 16 (5) Quickstep (4 beats per measure)
- 17 (a) Pro/Am: 48-52 MPM (192-208 BPM) Pro & Amateur: 50 MPM (200 BPM)
- 18 b. LATIN
- 19 (1) Cha Cha (4 beats per measure)
- 20 (a) Pro/Am: 31 MPM (124 BPM) Pro & Amateur: 30 MPM (120 BPM)
- 21 (2) Samba (2 beats per measure)
- 22 (a) Pro/Am: 48-50 MPM (96-100 BPM) Pro & Amateur: 48 MPM (96 BPM)
- 23 (3) Rumba (4 beats per measure)
- 24 (a) Pro/Am: 27 MPM (108) Pro & Amateur: 22 MPM (88 BPM)
- 25 (4) Paso Doble (2 beats per measure)
- 26 (a) Pro/Am: 56 MPM (112 BPM) Pro & Amateur: 56 MPM (112 BPM)
- 27 (5) Jive (4 beats per measure)
- 28 (a) Pro/Am: 38-44 MPM (152-176 BPM) Pro & Amateur: 42 MPM (168 BPM)
- 29 c. SMOOTH
- 30 (1) Waltz (3 beats per measure)
- 31 (a) Bronze: 30-32 MPM (90-96 BPM). All Others: 28-30 MPM (84-90 BPM)
- 32 (2) Tango (2 beats per measure)
- 33 (a) Bronze: 30-32 MPM (60-64 BPM). All Others: 30 MPM (60 BPM)
- 34 (3) Foxtrot (4 beats per measure)
- 35 (a) Bronze: 32-34 MPM (128-136 BPM). All Others: 30 MPM (120 BPM)
- 36 (4) Viennese Waltz (3 beats per measure)
- 37 (a) Bronze: 54 MPM (162 BPM). All Others: 53-54 MPM (159-162 BPM)
- 38 (5) Peabody (4 beats per measure)
- 39 (a) Bronze: 60-62 MPM (240-248 BPM). All Others: 60-62 MPM (240-248 BPM)
- 40 d. RHYTHM
- 41 (1) Cha Cha (4 beats per measure)
- 42 (a) Bronze: 30 MPM (120 BPM). All Others: 30 MPM (120 BPM)
- 43 (2) Rumba (4 beats per measure)
- 44 (a) Bronze: 32-36 MPM (128-144 BPM). All Others: 30-32 MPM (120-128 BPM)
- 45 (3) Swing (4 beats per measure)
- 46 (a) Bronze: 34 MPM (136 BPM). All Others: 34 MPM (136 BPM)
- 47 (4) Bolero (4 beats per measure)
- 48 (a) Bronze: 24-26 MPM (96-104 BPM). All Others: 24 MPM (96 BPM)
- 49 (5) Mambo (4 beats per measure)
- 50 (a) Bronze: 48-51 MPM (192-204 BPM). All Others: 47 MPM (188 BPM)
- 51 (6) Merengue (2 beats per measure)
- 52 (a) Bronze: 29-32 MPM (58-64 BPM). All Others: 29-32 MPM (58-64 BPM)
- 53 (7) Paso Doble (2 beats per measure)

- 1 (a) Bronze: 58-60 MPM (116-120 BPM) All Others: 58-60 MPM (116-120 BPM)
- 2 (8) Samba (2 beats per measure)
- 3 (a) Bronze: 52 MPM (104 BPM) 52 MPM (104 BPM)
- 4 (9) West Coast Swing (4 beats per measure)
- 5 (a) Bronze: 28-32 MPM (112-128 BPM) All Others: 28-32 MPM (112-128 BPM)
- 6 (10) Polka (2 beats per measure)
- 7 (a) Bronze: 60-62 MPM (120-124 BPM) All Others: 60-62 MPM (120-124 BPM)
- 8 (11) Hustle (4 beats per measure)
- 9 (a) Bronze: 28-30 MPM (112-120 BPM) All Others: 28-30 MPM (112-120 BPM)

X. RULES FOR AMATEUR COMPETITORS

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

A. AGE CATEGORY CLASSIFICATIONS

- 18 1. Age classifications, "a" through "f", will become effective on the individual's actual birthday. On a
19 year where a competitor is going to move from one classification to the next they may make this
20 change anytime during a 60-day period that begins 30 days prior to their birthday and ends 30 days
21 following their birthday.
 - 22 a. Pre-Teen I: 9 years old or younger
 - 23 b. Pre-Teen II: 10th or 11th birthday
 - 24 c. Junior I: 12th or 13th birthday
 - 25 d. Junior II: 14th or 15th birthday
 - 26 e. Youth: 16th, 17th or 18th birthday
 - 27 f. Under 21: On the day of the competition at least one of the partners has reached their 16th
28 birthday, and neither member of the partnership has reached their 21st birthday.
 - 29 g. Adult: 19th birthday or greater
 - 30 (1) Senior I: One partner must have reached his or her 35th birthday or greater and the other
31 partner must have reached his or her 30th birthday or greater.
 - 32 (2) Senior II: One partner must have reached his or her 45th birthday or greater and the other
33 partner must have reached his or her 40th birthday or greater.
 - 34 (3) Senior III: One partner must have reached his or her 55th birthday or greater and the other
35 partner must have reached his or her 50th birthday or greater.
- 36 2. Organizers may combine age classifications as follows:
 - 37 a. Pre-Teen I and Pre-Teen II into a single Pre-Teen classification.
 - 38 b. Junior I and Junior II into a single Junior classification.
 - 39 c. Senior I, Senior II, and Senior III into a single Senior classification.
 - 40 d. Organizers may combine classifications not listed above by obtaining written permission from the
41 Ballroom Director.
- 42 3. Organizers may offer additional age category competitions, such as "Under 21", etc.
- 43 4. Competitors may dance "up" or "down" as follows:
 - 44 a. Pre-Teen I competitors may dance up one age classification to "Pre-Teen II".
 - 45 b. Pre-Teen II competitors may dance up one age classification to "Junior I".
 - 46 (1) Pre-teen II competitors who dance up to junior must remain in the approved pre-teen
47 costumes. This rule applies to the individual, not to the couple - if only one member of the
48 partnership is a bonafide Junior age competitor then only that individual may wear a "Junior"
49 costume.
 - 50 c. Junior I competitors may dance up one age classification to "Junior II".
 - 51 d. Junior II competitors may dance up one age classification to "Youth".
 - 52 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).
 - 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 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 generally 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 who turn 19 years of age while still enrolled in their final year of High School may still dance as youths until they have finished their final year.
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 quarter-final was danced, or b) dance in the final of a higher proficiency event where a quarter-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.

- 1 6. An amateur competitor’s eligibility is based on his/her accomplishments regardless of the number or
- 2 length of partnerships they have had.
- 3 7. It is the responsibility of all amateur competitors to ensure that they are eligible for the category in
- 4 which they desire to dance.
- 5 8. An amateur competitor may enter at most two consecutive proficiency classifications in any particular
- 6 style and age group at a particular competition.
- 7 9. An amateur competitor’s ineligibility begins at the conclusion of the competition in which his/her
- 8 third point was acquired. In this case the word “competition” refers to the entire event (generally a
- 9 “weekend”).
- 10 10. An amateur competitor’s proficiency level as a Pro/Am shall not be used in determining his/her
- 11 amateur proficiency level.

12
13 **D. DRESS AND/OR COSTUMING - PRE-TEENS**

14 Pre-Teens must dress as listed below.

15 1. Pre-Teen.

16 a. Boys

17 (1) Trousers

- 18 (a) Black or dark blue color only
- 19 (b) High waist optional
- 20 (c) Underfoot strap optional
- 21 (d) Satin stripes are allowed

22 (2) Shirts

- 23 (a) Plain white or black long sleeved collared shirt only (no wing collars)
- 24 (b) No pleats or ribbing
- 25 (c) Sleeves to be worn at wrist length
- 26 (3) Black or dark blue vests are allowed, but sweaters and jackets are not allowed
- 27 (4) Tie must be worn - black color only, may be either straight or bow
- 28 (5) Socks - Black or dark blue color only
- 29 (6) Shoes- Heel height not to exceed 1.5 inches (must be black)
- 30 (7) Materials - Fabrics must be plain, ie: cotton, polyester, cotton/polyester blend, wool blend

31 (a) No shiny fabrics

- 32 (b) No rhinestones, glitter, metallic thread, patterns or sequins allowed
- 33 (c) Decorations - not allowed

34 (8) Makeup - Not allowed

35 (9) Hairstyle - Long hair must be worn in a pony tail

36 b. Girls

37 (1) Skirt with top or simple dress with attached under garment or leotard top with full skirt

38 (2) Skirts

- 39 (a) Plain or pleated with minimum 1 to maximum 3 half circles, including godets and/or
- 40 extra panels. One plain simple underskirt allowed which is no larger or longer than top
- 41 layer, and is the same or similar color as the outer skirt
- 42 (b) No uneven hem lines, frills, splits, openings, ruffles, or sequins
- 43 (c) Horsehair/Crinoline may be used only inside the hem of the skirt
- 44 (d) Ribbon on the skirt is acceptable, but no other trim is allowed
- 45 (e) Length of skirt must not be shorter than 3 inches above the knee cap and no longer than 3
- 46 inches below the knee cap
- 47 (f) At least one of the layers of the skirt must be solid (not sheer)

48 (3) Bodice

- 49 (a) Shoulderless bodices are not allowed
- 50 (b) Necklines: Boat, high neck, v-neck, sweetheart, 'peter pan' collar, and regular collar are
- 51 allowed. Simple edging or trim, as well as a simple ruffle around the collar of not more
- 52 than two inches, is allowed on the neckline

- 1 (c) Belting, as well as gathering or shirring is permissible from the waist down for a
- 2 maximum of two inches, provided it is part of the dress itself and not an accessory
- 3 (d) Edging or trim on the bodice is not allowed
- 4 (e) No backless bodices allowed
- 5 (f) Piping is allowed provided it is no larger than 1/8 of an inch across
- 6 (g) Top stitching is allowed
- 7 (4) Sleeves
- 8 (a) Long, short, elbow length, cap, puff. or sleeveless styles are allowed
- 9 (b) Cannot be replaced by trimmings, frills, or edging on the shoulder line
- 10 (c) No "finger loops" allowed
- 11 (d) Piping is allowed provided it is no larger than 1/8 of an inch across
- 12 (e) Top stitching is allowed
- 13 (5) Materials
- 14 (a) Fabrics must be one constant color throughout
- 15 (b) No rhinestones, glitter, metallic thread, pearls, patterns, sequins, or similar materials
- 16 allowed
- 17 (c) No use of feathers, fringes, bows, belts, frills or sequins
- 18 (d) No flesh color fabric
- 19 (e) Any use of mesh, lace, or any other 'see through' fabric must be lined from the waist to
- 20 the top of the bust line, as well as a corresponding height in the back. When mesh, lace,
- 21 or any "see-through" fabric is used on the arms no lining is needed
- 22 (f) Burnout (also called Devoré), or similar fabric, must be lined with a fabric of the same
- 23 color. Lycra, spandex, polyester, plain velvet, satin or jersey is encouraged
- 24 (6) Shoes and Socks
- 25 (a) Shoes - Heel height not to exceed 1.5 inches, and must be block heel style if a dance
- 26 shoe. If the shoe comes with rhinestones on the buckle then they are allowed. If the shoe
- 27 comes with glitter on the shoe then it is allowed
- 28 (b) Socks: White ankle socks (may have a small amount of lace), flesh colored pantyhose, or
- 29 light pink or white tights must be worn
- 30 (c) No Fishnet Tights
- 31 (7) Accessories, jewelry, and makeup
- 32 (a) No use of arm bands, chokers or headbands
- 33 (b) No decoration is allowed on dress or in hair
- 34 (c) No jewelry is allowed, other than one small earring in each ear
- 35 (d) No makeup allowed
- 36 (e) Use of fake eyelashes, fake fingernails, colored or glitter hair spray is forbidden
- 37 c. For pre-teen one-dance or two-dance events, competition organizers may require that the
- 38 shirts/tops be white and the trousers/skirts be black
- 39

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

- 41 1. Definition of "Syllabus Dress".
- 42 a. Gentlemen. Ballroom and Smooth Divisions: Dress pants, plain shirt and tie, and optional
- 43 cummerbund or vest or black sweater or tuxedo. No tail suits. Latin and Rhythm Divisions:
- 44 Dress pants, plain or ruffled shirt, optional tie and or vest.
- 45 b. Ladies. Ballroom and Smooth Divisions: Cocktail dress without excessive adornment. No ball
- 46 gowns. Latin and Rhythm Divisions: Leotards and wrap skirts or party/cocktail dresses without
- 47 excessive adornment.
- 48 2. Definition of "Open Amateur Dress".
- 49 a. Gentlemen. Ballroom and Smooth Divisions: Tailsuits. Latin and Rhythm Divisions: Latin
- 50 costumes.
- 51 b. Ladies. Ballroom and Smooth Divisions: Ball gowns. Latin and Rhythm Divisions: Latin
- 52 costumes.
- 53 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: Ballroom or Latin.
2. DANCES ALLOWED: In Ballroom Showdance Championships, the dances shall be selected from the following: Waltz, Tango, Viennese Waltz, Foxtrot, Quickstep. In Latin 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 Show Dance events from one up to all of the five regular Latin 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

1 The invitation for a Show Dance Competition must advise the couples of possible sound carriers. The
 2 sound carriers for a Show Dance Competition will always be: a. Compact Disc, b. mp3 Player/ iPod/
 3 iPad, c. USB Audio media.
 4

5 5. The Competition

6 Conditions including lighting must be the same for all couples throughout the show including entrance
 7 and exit. Preceding every Show Dance Competition there must be an official rehearsal, where all the
 8 couples have a reasonable time to test their show. To attend the rehearsal is an obligation for all
 9 couples and the chairman of adjudicators.
 10

11 6. Props

12 Props are permitted provided they are never discarded by the couple during the entrance, performance,
 13 and exit.
 14

15 7. Order of Dancing

16 Order of dancing shall be drawn by ballot, at which all the competitors or chosen representatives have
 17 a right to be present.
 18

19 8. Time between Rounds

20 There is to be a minimum of 30 minutes between each round of a Show Dance.
 21

22 9. Marking system

23 The normal system of marking will be applied. (i.e. In the Final the adjudicators will place the couples
 24 in order of merit).
 25

26 10. Chairman of Adjudicators

27 In all cases the decision of the Chairman of Adjudicators is final.
 28

29 **C. SHOW DANCE COMPETITIONS AT NDCA EVENTS**

30 These Show Dance rules are the only alternate form of competition permitted by the NDCA in regards to
 31 rule III. D. 28. If a Show Dance competition is attached to another event, then Competition Organizers
 32 may not require the couples from the final to participate in the Show Dance competition.
 33
 34

35 **XII. RULES FOR FORMATION TEAM COMPETITIONS**

37 **A. DEFINITION OF COMPETITIVE STYLES**

38 Formation dancing shall be in the following styles:

- 39 1. International Ballroom/Smooth
- 40 2. International Latin/Rhythm

42 **B. DANCES ALLOWED IN EACH STYLE**

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

- 44 1. Teams in the International Ballroom/Smooth Style may base their routines on the International Style
 45 Waltz, Tango, Viennese Waltz, Foxtrot, and Quickstep; and/or the American Style Waltz, Tango,
 46 Foxtrot, and Viennese Waltz. No dances other than the ones listed will be allowed except for Adult
 47 teams.
- 48 2. Teams in the International Latin/Rhythm Style may base their routines on the International Style Cha
 49 Cha, Samba, Rumba, Paso Doble, and Jive; and/or the American Style Cha Cha, Samba, Rumba,
 50 Mambo, Bolero, Swing, and West Coast Swing. No dances other than the ones listed will be allowed
 51 except for Adult teams.
 52

53 **C. AGE DEFINITIONS AND ELIGIBILITY REQUIREMENTS**

1. 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.

1 **G. ENTRANCES AND EXITS**

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

9
 10 **H. LIFTS AND PROPERTIES**

- 11 1. No lifts are allowed at any time in any competitive age category for Pre-Teen/Elementary School,
 12 Junior/Junior High School, and Youth/High School formation teams. This includes the team's
 13 entrance and exit.
 14 2. Lifts are allowed during the entrance and/or exit only for Adult formation teams.
 15 3. No properties (props) are allowed at any time in any competitive age category for formation teams.
 16 This includes the team's entrance and exit.
 17 4. A prop is defined as any item that is not part of the regular costume worn by the dancers, and that is
 18 not attached to the dancer or their costume for the full duration of time that the dancers are on the
 19 floor.
 20 5. A hat will be considered a prop if it is removed at any time from the dancer's head, including entrance
 21 and exit.
 22

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

- 24 1. Pre-Teen/Elementary School, Junior/Junior High School & Youth/High School formation teams: solo
 25 (open) work in the Ballroom/Smooth category is defined as when any couple in the formation team is
 26 not in the traditional competitive ballroom hold (which includes the lady's left hand being placed on
 27 the man's right shoulder). These teams may dance up to 50% of their bars of music as solo (open)
 28 work. At least 50% of their bars of music must be danced completely in the traditional competitive
 29 ballroom hold. This does not apply to the Latin American dances in which solo work is normally a
 30 part.
 31 2. Adult formation teams: solo work in the Standard category shall be restricted to eight bars in any one
 32 dance used with a maximum of twenty-four bars over the whole presentation. This does not apply to
 33 the Latin American dances in which solo work is normally a part.
 34 3. The coach of any International Ballroom formation team must be prepared to present a breakdown of
 35 the phrasing of the music, indicating which measures are open, at the team's rehearsal in the
 36 tournament facility.
 37

38 **J. REHEARSAL IN THE TOURNAMENT FACILITY**

39 Each formation team will be allowed an equal amount of rehearsal time in the tournament facility. At the
 40 commencement of this rehearsal they must dance their routine with music and perform their entrance and
 41 exit one time for the Chairman of Adjudicators, or his designated representative.
 42

43 **K. DRESS**

- 44 1. Pre-Teen/Elementary School formation teams shall be allowed to wear the following for both
 45 competitive categories:
 46 a. Boys - dark blue or black trousers, plain, undecorated shirts; optional tie, cummerbund, and/or
 47 vest. No sequins, rhinestones, fringe, pearls, or other similar decorations are allowed.
 48 b. Girls - a simple costume provided it does not have any sequins, rhinestones, feathers, fringe,
 49 pearls, or other similar decorations in the fabric or as a decoration.
 50 2. Junior/Junior High School formation teams shall be allowed to wear the dress approved for Pre-Teen
 51 formation teams in addition to the following for both competitive categories:

- 1 a. Boys - a simple costume, provided it does not have any sequins, rhinestones, fringe, pearls, or
2 other similar decorations. No jackets (including tail suits) will be allowed even if attached to the
3 costume.
- 4 b. Girls - a simple costume provided it does not have any sequins, rhinestones, feathers, fringe,
5 pearls, or other similar decorations in the fabric or as a decoration.
- 6 3. Youth/High School formation teams shall be allowed to wear the dress approved for Junior formation
7 teams in addition to the following:
- 8 a. Boys may wear jackets in either division, including tail suits for the Ballroom/Smooth category.
9 Costumes are allowed, including decorations. If tail suits are worn they must be black in color.
- 10 b. Girls may wear costumes in either division, including decorations.
- 11 4. Adult formation teams: men in the Ballroom category must wear black or midnight blue suits, men in
12 the Latin category may wear colors, but all the men in the team must have the same color.
- 13 5. The organizer of a formation competition may establish additional dress guidelines if so desired.
- 14 6. No change of clothing/costume is permitted once the competition begins.

15
16 **L. DISQUALIFICATION**

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

22
23 **M. RULES FOR ORGANIZERS**

- 24 1. Organizers are not required to hold a formation team competition in any category that has less than
25 three entries.
- 26 2. Before a competition adequate facilities must be provided for formation rehearsals.
- 27 a. Each formation team must be permitted an equal time span in which to rehearse in the tournament
28 facility.
- 29 3. Formation coaches of Pre-Teen/Elementary School, Junior/Junior High School and Youth/High
30 School teams are required to submit a roster which includes birth dates to the competition organizer at
31 least 30 days prior to the competition.
- 32 4. A non-voting Chairman of the Board of Adjudicators must be appointed. He, or his designated
33 representative, must attend rehearsals and warn any team infringing the rules. Once warned, a team
34 may be disqualified if they continue to infringe upon the rules. Disqualification would be by the
35 chairman, after consultation with the adjudicators and organizer.
- 36 5. The chairman is allowed to videotape each team's performance at their official rehearsal in the
37 tournament facility, for the purpose of confirming adherence to the rules.
- 38 6. The order of dancing for each round will be determined by draw, under the supervision of the
39 chairman of adjudicators, or his designated representative.
- 40 7. Each round of each competition must be conducted without any interruption.
- 41 8. In each round of the competition, no more than 50% of the teams should be eliminated for the
42 subsequent round. No more than eight teams should participate in the final round. If the Chairman
43 calls for the appropriate number of call backs and the marks do not allow for the correct number of
44 teams to be advanced, then the Chairman has the authority to place less than 50% of the teams in the
45 subsequent round. This can be considered especially if an additional round would be required in order
46 to comply with the desired 50% rule.
- 47 9. In the preliminary rounds adjudicators must call back the required number of formation teams. This
48 will be done by secret ballot, with the complete judging results being released after the competition
49 has concluded.
- 50 10. Secret ballots must be used by the adjudicators for the finals of Pre-Teen and Junior formation
51 competitions. For the finals of Youth and Adult formation competitions the adjudicators may use the
52 open marking system. Again, the complete judging results must be released after the competition has
53 concluded.

- 1 11. During the duration of each performance the formation team's entry number/letter, as listed in the
2 program, must be clearly shown near the dance floor for the benefit of the adjudicators.
- 3 12. The adjudicators should be positioned at an appropriate distance from each other, and in the front for
4 formation competitions. They may be positioned at either a close of far proximity to the dance floor,
5 or a combination of both. At least some adjudicators should be positioned in an elevated place if at all
6 possible.
- 7 13. The coach(es) of each formation team may stand adjacent to, or on, the floor when their team is
8 competing. The organizer has the right to direct the coach(es) as to where they may be allowed to
9 stand when their team is dancing.

10

11 **N. JUDGING AND MARKING**

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

23

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