

EXCERPTS FROM NDCA ETHICS AND CODE OF CONDUCT FOR JUDGES AND OFFICIALS

August 2024

It is an honor to be invited to judge or officiate at a National dance Council of America (NDCA) sanctioned event. It reflects your high level of achievement and thus demands behavior that demonstrates your knowledge, dedication and respect for the dance profession, the competitors, and fellow attendees. As a licensee of the NDCA the following code of conduct and ethics apply at all sanctioned events.

CONDUCT AT THE EVENT

- A judge must excuse themselves from an adjudicating panel on any occasion when they have a member of their immediate family, or any member of the same household dancing in a particular heat of a competition. Note: "Immediate family" is defined as first cousin or above. Please notify the organizer or chairman before the event, if possible, so the judging schedule may be altered as needed.
- Judges may not wear, hold, or use any unauthorized electronic devices while judging. This includes all mobile phones, earbuds, pagers, etc.
- All contracted officials are not permitted to post on any social media platforms comments associated with any couple or individual who may be dancing or participating in an event in which they are contracted.
- No official (including Judges, Scrutineers, Registrars, Master of Ceremonies, Music Directors, and Organizers) is allowed to give coaching, or teaching lessons, on or off the premises, during the entire period of time commencing at 12:00 a.m. on the day of the first competitive session and concluding with the end of the last session. Further, no official or judge may converse with any competitor between rounds at any competition event where they are contracted to serve as an Official or Judge. This applies to all forms of communication including text messages, videos, etc. There is to be no form of communication whatsoever. Note: This does not apply to group lectures or seminars scheduled by the organizer and is open to all interested parties.
- When officiating at any event, it is both inappropriate and not permitted to socialize with competitors, students, professionals, and studio groups, while in the ballroom. This includes sitting with studios or students when not on a judging panel, standing or sitting with a competitors, professionals, and studio groups, or coaching from the sidelines. Additionally, no adjudicator or official shall be in or near the on-deck area at any time.
- Judges are not to dance socially with competitors (professional or amateur) during the entire event.
- While on the competition premises, all officials shall conduct themselves with the utmost of professional decorum, including refraining from consuming alcohol prior to or during a competition session in which you are scheduled to officiate. Also, refrain from after-hours activities that could affect your judging or official responsibility the next day.
- Foul and/or abusive language directed at another official or competitor is never acceptable. Any inappropriate behavior will be reported in the Official Observer's Report which is submitted to the NDCA Ballroom Director at the end of the event, to be dealt with by the Ballroom Department Committee.

DRESS CODE, APPEARANCE, AND PROFESSIONALISM

- Day Sessions: Ladies - Business attire or cocktail dress, Gentlemen - Business attire (jacket and tie).
- Evening Sessions: Business attire or Formal when required.
- It is your responsibility to look professional and dress accordingly at all times. This means no wet hair, no gum chewing and or snacking, eating, drinking- including coffee- while judging.

WHILE JUDGING

- Judges should know their judging letter or number, and in the case of split floors, which floor they are assigned to.
- Judges shall stand or be seated apart from one another and at such locations that they do not interfere with the competitors. Judges may move about freely in order to see all the couples.
- Judges are not to converse (chit chat) with other judges or officials, audience members, runners, or competitors while judging.
- Following a judging session, a judge may not discuss any competitor's performance with any spectator, competitor, or coach until after the close of the entire event.
- Judges are not permitted to compare notes and must judge independently.
- Judges are required to give their attention to the dancers until the end of the music.
- Judges should not hand their sheet to the runner prematurely (such as after 20 seconds of music), even if they have decided on their result.
- When the judging panel changes and pre-printed sheets are being used, be sure to hand any unused pre-printed sheets directly to a judge on the new panel.
- When preliminary rounds are danced, please listen carefully to the emcee for the number to be recalled; when marking a final, please make sure you know how many couples were recalled and mark all couples.
- Judges shall mark and sign their score sheets in ink, including their code letter or number, and shall initial every alteration. Please remember to bring your own pen to the ballroom!
- It is an NDCA rule that all officials shall be paid before the end of the last session. Thus, it's important that you turn in your expenses to the chairman (or office, if stipulated) in advance, in order to receive payment by the end of the last session as stipulated.
- It is a basic requirement that any professional engaged to officiate shall, upon arrival at the venue:
 - Report his or her presence to the Organizer and Chairman of Judges.
 - Ascertain the timetable of the competition and their judging schedule.
 - Be available as scheduled.
 - Be in the ballroom at least ten minutes before scheduled duty.