

NDCA Rule Book Changes Log - January 2025

(Strikeout text = deleted, Underlined text = added)

III.D.15. - 17. (January 2025)

These rules were amended.

15. Only the Chairman of Adjudicators and Scrutineer shall have direct access to the marks original copies of the judges' marking sheets until the end of the competition

16. ~~Master scrutineer sheets, or copies, shall be publicly posted in a conveniently accessible area, for public inspection, only after they have been certified correct by the Scrutineer and Chairman of Adjudicators, and immediately after the results have been announced and the prizes awarded.~~ Digital copies of the scrutineer sheets shall be made publicly accessible through the competition website or other online platform. Digital upload will be done following the conclusion of each day of competition at a minimum. Scrutineer sheets will be posted only for events that been completed and results announced.

17. ~~Before the marks are posted the Master Scrutineer Sheets should be certified by the Scrutineer and Chairman of Adjudicators.~~

III.D.19. (January 2025)

This rule was amended.

19. ~~Guidelines for Video~~ taping and photography ~~Production~~ during dance events:

(1) During any contested competitive event, no Videographers or Photographers shall be permitted on the dance floor. This does not restrict the person from filming from the corner areas of the dance floor, as long as the person filming is not on the floor and does not restrict the couples movements from entering and exiting the floor. Off floor filming locations shall be designated and determined by the event Organizer.

(a) Exceptions: One Videographer may enter the dance floor during a single couple "Dance On" only. The Videographer must be affiliated with the events official video crew and must obtain permission from the event Organizer before doing so.

(b) Awards Presentations: During awards presentations, only one official Videographer and one official Photographer are permitted on the dance floor. This is limited to official event video and photo crew members only. Any other persons entering the dance floor for the purposes of obtaining photos or video, must take positions on the floor that do not interfere with the awards process.

(Cc) A videographer or photographer who is hired by the owner/organizer to gather footage and photos for promotional use for the event may enter the dance floor as approved by the Chairman of Judges after consultation with the owner/organizer.

III.D.21. (January 2025)

This rule was amended.

At all NDCA events, the owners, organizers, chairmen of judges, adjudicators, masters of ceremonies, scrutineers, music directors, and demonstrators are not permitted to compete in any competition. No individual that competes in any sanctioned event is permitted to appear in any show, presentation, showcase, demonstration, or performance at any time prior to, during or immediately following that competition. Additionally, if an official, as listed above, is not contracted to work for all days of an event they may still not compete in any competition at that event on any day where they are not contracted to work. Honor dances are permissible, immediately following the prize presentation for that session.

IV.D. (January 2025)

The Code of Ethics was placed into the rule book in August 2024 - it was ratified at this meeting.

JUDGES AND OFFICIALS HANDBOOK- ETHICS AND CODE OF CONDUCT

1. It's 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.

a. CONDUCT AT THE EVENT

- (1) When accepting an invitation to officiate at an event, make sure you are certified at the level required and that you are registered with the National Dance Council of America, Inc.
- (2) 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.
- (3) Judges may not wear, hold, or use any unauthorized electronic devices while judging. This includes all mobile phones, earbuds, pagers, etc.
- (4) 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.
- (5) 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.

(a) Note: This does not apply to group lectures or seminars

scheduled by the organizer and is open to all interested parties.

(6) 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 competitor, professional, 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.

(7) Judges are not to dance socially with competitors (professional or amateur) during the entire event.

(8) When making travel arrangements, plan to arrive at the competition venue, ready to judge/officiate by the starting time shown on your contract/invitation. While you might not be on the first panel, if there is a problem with a judge or official being delayed due to travel problems, you may be needed. Also, book your return flight home allowing time to complete the event unless other arrangements have been made with the organizer in advance of the start of the event. If for any reason an official must cancel, do not wait until the eleventh hour, unless it is a real emergency or illness. Be respectful to the organizer and let them know as soon as possible.

(9) Once the contract is signed and returned to the Organizer, should an Official or Judge wish to change his or her arrival or departure time to other than that which is stated on the contract - within 14 days of the start of the event - the Organizer has the right to cancel the contract and replace the Official or Judge contracted.

(10) 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.

(11) 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.

b. DRESS CODE, APPEARANCE, AND PROFESSIONALISM

(1) Day Sessions: Ladies - Business attire or cocktail dress, Gentlemen - Business attire (jacket and tie).

(2) Evening Sessions: Business attire or Formal when required.

(3) 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.

c. WHILE JUDGING

(1) Judges should know their judging letter or number, and in the case of split floors, which floor they are assigned to.

- (2) 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.
- (3) Judges are not to converse (chit chat) with other judges or officials, audience members, runners, or competitors while judging.
- (4) 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.
- (5) Judges are not permitted to compare notes and must judge independently.
- (6) Judges are required to give their attention to the dancers until the end of the music.
- (7) 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.
- (8) 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.
- (9) 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.
- (10) 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!
- (11) It is a basic requirement that any professional engaged to officiate shall, upon arrival at the venue:
 - (a) Report his or her presence to the Organizer and Chairman of Judges.
 - (b) Ascertain the timetable of the competition and their judging schedule.
 - (c) Be available as scheduled.
 - (d) Be in the ballroom at least ten minutes before scheduled duty.
- (12) 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.

d. JUDGES RESTRICTIONS

- (1) Any 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 and twenty (120) days' notice to the Ballroom Director in writing.
- (2) Only professionals who have taken examinations with an NDCA affiliated associations and who hold valid membership cards with the association and have passed the NDCA Credentials Committee

examination will be considered as NDCA approved adjudicators.

(3) Professionals who take up residence in the USA, and who hold qualifications in affiliated associations, may be granted special clearance pending their taking an examination in an NDCA affiliated association in the type, style, or branch in which they wish to judge. Such clearance shall be limited to one year and be based on the recommendation of the Ballroom Department.

(4) All judges must be qualified and certified in the type and style of the competition they are engaged to adjudicate. Those who hold an "associate degree" or higher may adjudicate all categories except Championships, which shall be judged by Full Member or Fellows only.

(5) Judges who are also active professional competitors may only judge categories restricted to amateur, mixed amateur, single amateur and pro/am. They may not judge professional events.

e. NON-NDCA EVENTS

(1) Judges and Officials who choose to register with the NDCA are not permitted to officiate at or organize any Competition or Championship that is not sanctioned by the NDCA. The restriction applies even when a Competition or Championship is held outside of the U.S.A. Therefore, US resident organizers contemplating holding competitions or Championships outside the U.S.A. are reminded that these events must still be duly sanctioned by the NDCA.

(2) There is NO provision for any non-sanctioned one-day competitions. The NDCA will enforce its Rules regarding registrants judging or officiating any non-sanctioned events.

(3) It is within the province of the Ballroom Department, after investigation, to rule upon violations of rules regarding non-NDCA events. First time offenders may be subject to a \$500 fine, a six-month suspension, or have their license with NDCA revoked (with no refund).

f. QUESTIONS REGARDING RULES OF CONDUCT OR CODE OF ETHICS

(1) Any questions regarding the above rules of conduct and code of ethics may be directed to the NDCA Ballroom Director.

IV.D.1.b.(1). (January 2025)

This rule was amended.

(1) Day Sessions: Ladies - Business attire or cocktail dress, Gentlemen - Business attire (~~jacket and tie~~ jacket and tie or jacket and turtleneck (no mock turtle necks)).

VI.A.11. (January 2025)

This rule was amended.

~~All registrants will receive a numbered registration card indicating the valid registration period. It is the responsibility of all registrants to show competition organizers their valid registration cards when so requested.~~ Registrants who have not satisfied all outstanding debts incurred at any NDCA registered event, will be denied Council registration and participation in any NDCA related events. Awareness of the Rules and Regulations are the responsibility of each registrant/licensee. When the registrant/licensee is under the age of 18, it is the responsibility of a parent or guardian to familiarize themselves of the Rules and Regulations as they relate to their child. Please read and study them very carefully.

VI.E.1. & 2. (January 2025)

This was added as a new rule.

E. ELIGIBILITY REQUIREMENTS - PRO/AM PARTNERSHIPS

1. UNITED STATES NATIONAL PRO/AM CHAMPIONSHIPS: Properly registered Pro/Am couples are eligible to dance in any closed National Pro/Am Championship of the United States National Championships provided each member of the partnership meets the following criteria:

- a. Teacher (Professional or Mixed Amateur) - must have completed six months of residency in the USA in the 12-month period leading up to the commencement of the United States National Pro/Am Championships that are held at USDC.
- b. Student - must have completed six months of residency in the USA in the 12-month period leading up to the commencement of the United States National Pro/Am Championships that are held at USDC.

XI.B.11. (January 2025)

This was added as a new rule.

11. Any violation of the allowed dances, time requirements, or other ShowDance rules will result in a penalty of loss of one position in the final placements at the discretion of the Chairman of Judges.

III. (January 2025)

The terms Owner and Organizer were clarified in all of section III - sometimes changing the text to read Owner/Organizer, and at other times leaving only one of the words. A few additional minor wording changes were altered as well in this section. The changes for this section have been highlighted in red to more easily stand out.

III. RULES FOR ORGANIZERS OF NDCA SANCTIONED EVENTS

A. COMPETITION SANCTION

1. REGISTRATION OF TITLE: Competition Organizers/Owners may apply for NDCA Sanction by registering the Title of their Events(s) with the Council. Organizers/Owners 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: By submitting an application to the Council to sanction an event, the Organizers/Owners agree to indemnify and hold the Council and its officers, directors, and agents (collectively "Indemnitees") harmless from all claims, actions, demands, losses, damages, liabilities or judgments (collectively "Claims") arising out of or relating to the conduct of the event for which the sanction application is submitted, or any event run by the Organizers/Owners at the same location immediately before or after the event for which the sanction application is submitted, and to pay any and all legal expenses incurred by any Indemnitee, including reasonable attorneys' fees, any Indemnitee incurs in defending against any Claims.
Organizers/Owners 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)/Owner(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)/Owner(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/Owner 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/Owners 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) only the specific approved date of a Local One-Day Event may be used (or shown) in the advertising/promotions for the event, including, but not limited to, printed and electronic materials, e-mail blasts, web sites, etc.. Indication may be made of a function, such as a welcome dinner dance, that takes place the evening prior, but all advertising and/or promotions must be limited to a display of one date only. If an ancillary function such as a welcome dinner/workshop, etc., is attached to the Local One-Day Event, it may be either the day prior to or the day following the actual One-day event, but not both. Additionally, any specific promotion for an ancillary function may not be added to the approved date of the event, and may only be referenced within the body of text and/or schedule of events. Professional teachers may perform during an event held as part of an ancillary function the day before or after, but no Student Competitor (the Amateur portion of a Pro/Am partnership) may perform in any way during any ancillary function the day before or after.
 - (2) all competitive events must take place during a single day (including solos) even if these events are not judged or charged money for.
 - (a) Under no circumstance may an event be danced on a day other than the date of the Local One-Day Event. Dancing an event, such as a solo, on a day other than the date of the Local One-Day Event, and then providing any kind of assessment at any time on or after this date, such as a score, critique, and/or comments is not allowed. A penalty of not less, but possibly more than, \$1,000.00 - to be determined by the Ballroom Department - for the first organizer infraction. Penalty for subsequent infractions will be a similar or greater fine and/or suspension/revocation of NDCA sanction, to be determined by the Ballroom Department.
 - (3) when two (or more) ballrooms are defined at the same time each assigned ballroom must have it's own dedicated space - couples may not share the same physical space if they are assigned different floors.
 - (4) Different styles of a same or similar dance may not be competed at the same time, even if the tempo is similar, with the exception of the American Rhythm Mambo

and Salsa - these two dances may be danced concurrently provided the floor is split and there are two panels of judges - one for each floor.

- (5) no professional couple events are offered, even if these events are not judged or charged money for.
 - (6) Local One-Day Events are required to use only NDCA registered officials, to include Chairmen of Adjudicators, Adjudicators, Scrutineers, Music Directors, Registrars, Masters of Ceremonies, etc.
 - (7) all organizers of Local One-Day Events are required to be registered with the NDCA as Competition Organizers. 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.
4. COMPETITION SANCTION: A competition ~~organizer~~ owner may apply to the council for sanction of the following: 1) the proposed name of the event, 2) the proposed location (city) of the event, 3) the proposed date of the event. The date of the event shall correspond to a certain day/date within the desired month that can be determined for future years using a clearly defined formula. If an ~~organizer~~ owner wishes to change any of the above, then they may do so only after applying in writing to and receiving written permission from the NDCA Ballroom Director.
- a. NDCA organizers/owners are not allowed to accept sanction or recognition from any other organization unless approval is given by the NDCA.
 - (1) It is the decision of this council that approval under this rule will not be given to WDSF or any other organizational sanctioned events for the foreseeable future.
 - b. Events that do not have NDCA sanction and are run immediately before or after a sanctioned NDCA event in the same location will be considered part of the recognized NDCA event and must also comply with this rule unless approval is given by the NDCA.
5. COMPETITION SANCTION FEE - NEW EVENTS: Events applying for initial sanction shall pay a first-time sanction fee as follows: Local One-Day Events - \$1,000.00, and Multi-Day Competitions (including Championships) - \$4,000.00.
6. ANNUAL SANCTION FEE: Championships already sanctioned by the NDCA must pay an annual sanction fee of \$750.00 dollars, Multi-Day Competitions already sanctioned by the NDCA must pay an annual sanction fee of \$550.00 dollars, and Local One-Day Events must pay an annual sanction fee of \$300.00 when renewal application is made. Events will not appear in the NDCA Calendar unless the application has been made in writing and the appropriate sanction fee has been paid and approved.
- a. The NDCA online calendar shows the approved dates for sanctioned events for up to ten years in advance.
 - (1) An event's listing is grayed out until the Annual Application for Sanction form has been submitted and the sanction fee has been paid, at which point the event is considered approved and will be marked in color as follows: Championships - red, Multi-Day Competitions - blue, and Local One-Day Events - green.

- (2) The annual application and sanction fee for the next year must be submitted and paid within 30 days following the conclusion of an event or it will be marked as cancelled on the NDCA online calendar.
 - b. Any sanctioned event which is not held for two consecutive years will lose NDCA sanction.
7. MILEAGE AND DATE CONSTRAINTS: No Multi-Day Competition (including Championships), and/or Local One-Day Events, may be granted NDCA sanction unless they comply with the following:
- a. The sanctioned event is at least 3 weekends from the date of any other existing NDCA sanctioned event that is within one hundred and fifty miles.
 - (1) If the sanctioned event is on the same weekend as an existing NDCA sanctioned Championship, then the two events are at least nine hundred miles apart.
 - (a) In the event a Championship wishes to request a one-year or permanent date or location change they may waive the 900 mile requirement as applied to sanctioned Multi-Day Competitions or Local One-Day Events, in which case the 150 mile requirement only would apply. However, the reverse would not apply if a Multi-Day Competition or Local One-Day Event wishes to apply for a one-year or permanent date or location change.
 - b. The distance calculations for mileage requirements shall be determined by the distance in driving miles via automobile between locations (comparing both directions) using <http://maps.google.com>. If multiple driving routes are shown by Google Maps then the Ballroom Department will use the "fastest" route option.
 - (1) All NDCA events that received sanction prior to the July 2012 meeting of the NDCA Board of Governors remain approved even if they do not comply with established mileage requirements under <http://maps.google.com>. However, all future approvals requiring mileages from the July 2012 meeting onward must at that point comply with this rule.
 - (2) All NDCA sanctioned events that received their approved date formula and location prior to the January 2011 meeting of the NDCA Board of Governors remain approved even if they do not comply with the one-hundred fifty/nine-hundred mile requirements. However, all future approvals for new events, one-year date or location changes, ~~or permanent date or location changes~~ must at that point comply with these rules.
 - (3) All NDCA sanctioned Local One-Day Events that received their approved date formula and location prior to the July 2014 meeting of the NDCA Board of Governors remain approved even if they do not comply with the one-hundred fifty - 3 weekend requirement. However, all future approvals for new events, one-year date or location changes, ~~or permanent date or location changes~~ must at that point comply with these rules.
8. APPROVED DATE AND LOCATIONS FOR SANCTIONED EVENTS
- a. Sanctioned events must be held on their approved date(s) and at their approved location as displayed on the NDCA online calendar and in the receipt letters that they

receive when paying sanction fees. Future dates and locations are projected for up to ten years ahead.

9. COMPETITION APPLICATION CRITERIA:

- a. The Owner(s) or Organizer(s) may apply for sanction of a competition as early as three (3) years prior to the proposed start date of the event. Existing owners/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 Owner/Organizer supply information that is in addition to that required by these rules or specified on the application form, each owner/organizer (and if an owner/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; (Owners/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 Owners/Organizers as well as the individual principals of corporate Owners/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 Owner/Organizer has a net worth of at least \$50,000, and is not now and has not been at any time during the eight (8) years immediately preceding the date of the application, insolvent by reason of inability to pay debts as they mature, or judged bankrupt, or subject to a petition in bankruptcy, reorganization or similar proceeding under the bankruptcy laws of the United States, or subject to the decision of a receiver, permanent or temporary, appointed for his, her or its business, assets or property;

- (e) That the title of the competition does not infringe on any common law, state registered, or federally registered trademark held by any person, entity, business, association, or organization;
 - (f) That to the best of the given person's knowledge the competition will not conflict with another NDCA registered event per NDCA Rules.
 - (g) That the organization of the competition does not violate any contractual agreements the applicant may have with third parties.
- c. The failure of the application to contain all of the information required by these rules, by the application form, or by the Ballroom Department Committee; the submission of false information in an application; the failure of an Owner/Organizer or principal of a corporate Owner/Organizer to make any of the representations required by these rules, by the application form, or by the Ballroom Department Committee; or the making of a misrepresentation in an application shall in each instance constitute sufficient grounds for rejection of the application and the refusal of the Council to grant sanction to the competition. Provided, however, that for good cause shown, as judged in the absolute discretion of the Ballroom Department Committee, and based on the first, second, fourth, and seventh criteria or factors (listed below) all favoring sanction, the Ballroom Department Committee may excuse any such deficiency in an application.
- d. Upon timely receipt of a completed application, the Ballroom Department Committee shall evaluate the application in conjunction with the following criteria or factors, and shall either grant or refuse to grant sanction in accordance with such evaluation:
 - (1) the business experience of the Organizer;
 - (2) the dance experience of the Organizer;
 - (3) the financial means of the Organizer;
 - (4) the reputation of the Organizer;
 - (5) whether the Organizer is a Member Organization or a Member of a Member Organization;
 - (6) the history of the given competition;
 - (7) whether granting sanction will further or obstruct the goals of the Council; and
 - (8) whether denying sanction will further or obstruct the goals of the Council
- e. In the course of the evaluation, the Ballroom Department Committee reserves the right, but shall have no obligation, to require clarification of any information contained in the application, to require information in addition to that contained in the application, to require representations in addition to those made in the application, and to investigate or otherwise verify the information contained or representations made in the application.
- f. In granting sanction, the Ballroom Department Committee may in its absolute discretion qualify such sanction on the satisfaction of certain conditions, including, but not limited to, the Owner's/Organizer's supplying additional information, the Owners/Organizer's making additional representations, or the Owner's/Organizer's establishing an escrow account, as directed by the Ballroom Department committee, to administer the finances of the given competition.
- g. A decision of the Ballroom Department Committee to deny sanction may be appealed by the Owner(s)/Organizer(s) of the competition to the Executive Committee of the

council. Such an appeal shall be made by written notice from the Owner(s)/Organizer(s) to the Ballroom Director, which notice must set forth all the reasons why the Owner(s)/Organizer(s) feel that sanction should be granted. The Executive Committee shall review both the application and the notice of appeal, and shall determine, based upon the rules and regulations of the Council, whether or not to grant sanction, which determination shall in all events be final.

10. SANCTION

- a. The granting of "Sanction" by the Council obligates the Owner/Organizer to adhere to the NDCA Rules and Regulations described herein, and to conduct a NDCA-sanctioned Event and any event run by the Owner/Organizer at the same location immediately before or after the NDCA-sanctioned Event in full compliance with all applicable federal, state, and local laws, statutes, ordinances, rules, regulations or orders, including, without limitation, those relating to health, sanitation, and safety.
- b. The granting of "Sanction" by the Council obligates the owner/organizer to adhere to the NDCA Rules and Regulations described herein. The organizer may specify additional rules for his event at his discretion, provided they do not conflict with NDCA rules. Non-sanctioned competitions and other activities held in association with NDCA sanctioned competitions shall be conducted in such a manner as not to conflict with NDCA Rules and Regulations.
- c. Upon the granting of "Sanction" by the Council, the owner/organizer will receive notification of the sanction from the ballroom director. Only NDCA sanctioned events are to be listed in the NDCA Bulletin-Calendar.
- d. Virtual events/competitions are not sanctioned by the NDCA.
- e. No virtual events/competitions may be attached to any NDCA sanctioned Local One-Day Event, Multi-Day Competition, or Championship.

11. CHAMPIONSHIP STATUS

- a. NDCA CHAMPIONSHIP POINT RATING SYSTEM: The following point rating system will be used in granting, denying, or removing championship status for NDCA Multi-Day Events. NDCA Championships must average 1,000 points over the most recent three consecutive years.
 - (1) Floor Size: 3% of total square footage
 - (2) Practice Floor: 3% of total square footage
 - (3) Hotel Rating: 25 points per star (using Tripadvisor.com)
 - (4) Total Entries: 10% of total danced entries (Multi-Dance Events constitute 1 entry)
 - (5) Total Competitors: 1 point per competitor
 - (6) Longevity: 5 points per year of sanction by NDCA
 - (7) Event Quality: 100 point penalty for any NDCA rule violations
 - (8) Competitor NDCA registration violations (100 points per penalty)
 - (a) 85-100% licensed - no penalty
 - (b) 70-84% licensed - one penalty applied
 - (c) 69% and below - all points earned to be lost

- b. AWARD DECISION: The awarding of Championship Status is subject to review by the Ballroom Department, whose decision shall be based upon current criteria set forth by the NDCA.
 - (1) No owner/organizer requests for Championship Status will be accepted at this time (January 10, 2004).
- c. CLOSED CHAMPIONSHIP: Member Organizations of the Council may apply immediately for Championship Status of their own annual organizational "Closed Championship". Such Championships must be limited to members of that organization. Competition Organizers who wish to hold any other "Closed Championship" must apply in writing to the Ballroom Director for approval. No "Open" competitions may be entitled or advertised as a "Championship" without express permission of the NDCA. Full member organizations who wish to run their own closed organizational events may only advertise to their own members.
- d. SANCTION - PROVISIONAL AND FINAL: All NDCA sanction of events shall, in the first instance, be granted on a PROVISIONAL basis. Provided that all the NDCA Rules enumerated herein are complied with, and that the NDCA Observer, Registrar, and Scrutineer reports substantiate that the event was satisfactorily conducted, then (and only then) will FINAL sanction be awarded. Failure to comply with NDCA Rules for a sanctioned event may result in the withholding of Final Sanction. This sanction is awarded to the Owner/Organizer making application and is not transferrable without permission from the NDCA.
 - (1) Sanctioned events are required to submit the electronic files (CMPMGR or NDCA Premier) or a copy of the program and scrutineering sheets to the Ballroom Department within a 10 day period following the conclusion of their event.
- e. RE-ACCREDITATION: Each NDCA sanctioned championship shall be re-evaluated every third year for continued accreditation as a championship.
- f. TRANSFER OF OWNERSHIP: When a Championship changes ownership the "championship" classification does not automatically accompany this transference of ownership. However, the new owner of the NDCA registered event may apply to the NDCA Ballroom Department Committee for continued status of this event as a "championship."
- g. CHAMPIONSHIP TITLES: Championship Titles are restricted to use by the Owner/Organizer making application and are not transferable without permission from the NDCA.
 - (1) If for any reason a championship is not run, championship status will be revoked. If the event is run the following year and complies with the criteria for a championship, then the championship status will be reinstated.

B. SELECTION OF OFFICIALS

- 1. REQUIRED NUMBER OF 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 NDCA certified Scrutineer must officiate. The need for additional scrutineers will be based on the following and in coordination with the organizer and contracted scrutineers:
 - (1) The maximum number of consecutive hours a Scrutineer should work is 6 hours.
 - (2) For events with first rounds or quarterfinals danced back-to-back using 9 or more adjudicators a second Scrutineer should be present.
 - (3) For events that include multiple checks/vouchers to be completed between finals a second Scrutineer should be present.
 - (4) For events using split floors with more than five adjudicators per floor a second Scrutineer should be present.
 - f. When a single Scrutineer is engaged for an event, there must be a back-up Scrutineer (may be chairman, adjudicator or organizer or any other qualified scrutineer present), computer and printer available.
 - g. All NDCA events are required to hire a minimum of 2 NDCA registered Invigilators.
 - h. Two registered invigilators will be required whenever there are two floors being utilized that require invigilation, as well as any event session with more than 2,000 entries.
 - i. 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.
 - j. The NDCA recommends that owners/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. Owners/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."
 - k. It is recommended that two Chairmen and two scrutineers be employed at competitions with over 4,000 entries or that extend over a period of four or more days.

2. SCRUTINEER QUALIFICATIONS & PROTOCOL

- a. Scrutineers must pass the NDCA Scrutineering Exam on the Skating System with 100% accuracy to become certified.
 - (1) If a candidate is unsuccessful on their exam, they may retake the exam. After a third failed attempt, a 60 day waiting period will be enforced before a candidate may request another exam.

- b. There shall be multilevel qualifications awarded to scrutineers as follows:
 - (1) Level 1 (S1): Has successfully passed a scrutineering exam administered by the NDCA. An S1 scrutineer may be hired at an event as long as an S2 or S3 scrutineer is working simultaneously.
 - (2) Level 2 (S2): Has successfully passed a scrutineering exam administered by the NDCA 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 computer scrutineering software and some computer experience. Scrutineers with these qualifications in CMPMGR will receive designation S-C2, Scrutineers with these qualifications in PREMIER will receive designation S-P2.
 - (3) Level 3 (S3): Has successfully passed a scrutineering exam administered by the NDCA and is fully computer capable in scrutineering software and has experience in all areas of scrutineering. Scrutineers with these qualifications in CMPMGR will receive designation S-C3, Scrutineers with these qualifications in PREMIER will receive designation S-P3.
 - c. 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 in order to sit with the Scrutineer to observe and learn.
 - d. The Scrutineers shall have blank scrutineer sheets available in case unanticipated needs occur.
 - e. During the course of an event, any question from a competitor regarding judge's marks must be directed to the attention of the Chairman, not the Scrutineer.
 - f. Discrepancies in judge's marks (duplicate numbers, missing recalls, competitor numbers not in events, etc.) must be brought immediately to the attention of the Chairman and/or the appropriate judge. The Chairman and/or judge, not the Scrutineer, will direct the course of action to address these discrepancies.
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. There shall be multilevel qualifications awarded to Chairmen of Judges as follows:
 - (1) LEVEL CH1 - Holds at least Associate Level judging qualifications in all 4 styles plus Invigilator and has judged for at least 2 years and hold an active minimum S1 Scrutineer License. When Licensed, a CH1 Chair may act as chairman at Local One-Day Events and small Multi-Day Competitions.
 - (2) LEVEL CH2 - Holds at least Membership (Licentiate) or Fellowship level judging qualifications in all 4 styles plus Invigilator. They have judged for at least 3 years and will also hold an active minimum S1 Scrutineer License. When Licensed, a CH2 Chair may act as chairman at all NDCA sanctioned events: Championships, Multi-Day Competitions, and Local One-Day Events.
 - (3) LEVEL CH3 - Is recognized as a National or International judge by the NDCA and may be appointed to chair all recognized National and Championship Events as sanctioned by the NDCA. In order to be considered for CH3 level the candidate must have 5 years of Championship judging and chairing experience. International Chairmen must also be registered with the World Dance Council. WDC requires registration with WDC in continuity of 3 years prior to accepting any nominations as a Chairman for WDC events.
 - (4) All Licensed Chairman holding the existing Chairman qualifications, and currently registered with NDCA as a Chairman on December 31st 2023, will be 'grandfathered' at their current level and will be listed under the appropriate CH definition in the same manner as with all credentials CH1 CH2 CH3 for 2024.
 - b. 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 thirty 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 Owner/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
 - a. On the front page of all promotional material and the events Official Program (printed or electronic) the words "Sanctioned by the National Dance Council of America, Inc." and the NDCA approved logo must be included. An NDCA sanctioned Competition or Championship shall not accept or advertise the sanction or implied sanction, or any suggested liaison of any other dance organization not affiliated with the NDCA, without the prior approval of the Ballroom Department.
 - b. All Entry Blanks and Programs must include the following text:
 - (1) "No responsibility for loss or theft of articles left in Changing Rooms, Ballrooms or Hotel Rooms can be accepted by the Organizer, or by the National Dance Council of America, Inc., and neither can they be held liable for injury sustained by persons attending this event. Everyone attending does so at his or her own risk".
 - (2) "All persons attending this event, whether as spectators, competitors, officials, or guests of the organizer, shall be bound by the National Dance Council of America, Inc. rules, and by participating in this event automatically become obligated to adhere to them."
 - (3) All closed events will be invigilated as per the NDCA rule book.
3. SPECIFICATION OF EVENTS: In promotional material, the organizer must include a full list of categories and divisions offered, dances, dress requirements, and any additional rules. The organizer may introduce further subdivisions in the various categories listed in Section II, but must clearly define these and enumerate them in advance publicity (see also Section III, D Rule 3).
 - a. The Competition Organizer has the responsibility to inform all competitors of the rules under which their competitions will be conducted. Syllabus and/or Costuming requirements must be spelled out correctly and completely on the appropriate entry forms. When syllabus competitions are held the organizer must use the NDCA APPROVED FIGURES, ELEMENTS AND RESTRICTIONS.
 - b. Information as to how infractions of syllabus and/or costuming requirements will be penalized must be included in writing in the organizer's promotional material and/or entry forms.
 - (1) Invigilator
 - (a) A qualified invigilator must be A+B+C+D+ championship certified by a member organization of the NDCA.

- (b) The Invigilator shall watch all rounds of all events, which have a restricted syllabus and shall report any violations of that syllabus to the Chairman of Adjudicators.
- (c) Penalties for invigilation infractions will be enforced by the Chairman.
- (d) In multi dance events the scrutineer shall perform all calculations for the result in accordance with the rules of the Skating System and then adjust the result to reflect any penalties that have been applied.
- (e) The Invigilator may serve as an adjudicator but may not invigilate and judge the same round.
- (f) Invigilators may not be the costume check person for Pre-Teen competitors.
- (g) When syllabus competitions are held the organizer must use an invigilator for all closed syllabus competitions. For events over 2000 entries and all Championships the organizer must use an official NDCA Invigilator.
- (h) For competitions numbering less than 2000 entries the organizer may use the chairman of adjudicators as the invigilator.
- (i) The invigilator must use the Official NDCA Syllabus Infraction Form for recording each violation.
- (j) Any competitor who is warned or penalized shall be provided with a copy of this infraction form.
- (k) The invigilator shall submit a written or electronic report using the Official NDCA Syllabus Infraction Report to the Chairman and the Organizer at the conclusion of the event. The chairman will submit a copy of this record with the Official NDCA Observer's report to the NDCA within 10 days of the conclusion of the event.
- (l) Invigilators should not be required to work more than 2 hours per shift with a minimum of 2-hour break between shifts.
- (m) Invigilator Conduct - While on duty an Invigilator:
 - i) Shall stand or be seated apart from other officials and at such locations that they do not interfere with the competitors.
 - ii) Shall not converse with other officials, especially while the music is still playing.
 - iii) The use of personal electronic devices is allowed only for invigilation purposes.
 - iv) May move about freely in order to see all the couples.
 - v) Shall fill out and sign the Official NDCA Syllabus Infraction Form.
- (n) No Couple in a closed syllabus event may be exempt from invigilation.
- c. NDCA Organizers are required to have the following statements in BOLD typeface on all syllabus entries forms.
 - (1) ALL CLOSED SYLLABUS EVENTS WILL BE INVIGILATED USING THE CURRENT NDCA LIST OF ELEMENTS AND RESTRICTIONS.
 - (2) PENALTIES MAY BE GIVEN WITHOUT WARNING FOR ANY SYLLABUS INFRACTIONS.
- d. For events over 2,000 entries and all Championships the organizer must print and provide the Invigilator with 2-part carbonless "Official NDCA Syllabus Infraction Forms".

- e. Member organizations are required to publish to their membership which syllabus figures are in compliance with the NDCA Approved Figures, Elements & Restrictions. This must be done at least once per calendar year.
4. PRIZE MONEY: It is mandatory that in all events where cash purses and/or scholarships are offered, the organizer must state the amount in all advertisements as follows:
 - a. General announcements require only an over-all amount to be stated.
 - b. A breakdown by individual events shall be published on the competition website.
 - c. Minimum criteria for Professional Events:
 - (1) Competitions: at least \$600.00 in total prize money must be awarded for each separate Professional Division.
 - (2) Championships: at least \$1,000 in total Prize Money must be awarded for each separate Championship Division.
 - d. Minimum Criteria for Professional Championships: all finalists through eighth place must receive Prize Money.
 - e. Where an organizer offers prize money and/or scholarships at their event, full details of any and all restrictions pertaining to those prizes and/or scholarships must be spelled out in the primary information packets. Any potential reduction or non-payment in advertised awards due to participation levels not being met must also be clearly stipulated in the primary advertising.
 - (1) Top teacher prize money may not be reduced for any teacher who has met all requirements for their placement, even if any other teachers do not meet their particular requirements.
 5. ENTRY BLANKS: The organizer shall provide competitors with an entry blank which, in addition to the published statements previously mentioned, includes space for the name and address of each partner and their current NDCA registration numbers. For Juniors, the consent signature of a parent or guardian must also be obtained.
 6. NDCA OBSERVER: This will be the Chairman of Adjudicators (except when the Chairman is also the Competition Organizer). The observer's name is to be printed in the program and is to be announced at every session. The NDCA observer is to be available to the organizer and give every assistance he can. The observer should ensure that all amateurs and professionals participating in the event are currently registered with the NDCA. The observer will also be responsible for submitting a report on the prescribed form at the end of the event.
 - a. The Ballroom Director will appoint two observers for competitions with over 4,000 entries or that extend over a period of four or more days.
 7. NDCA registered organizers may not publish advertising from non-registered competitive events, nor may they display posters, etc, advertising such non-registered competitive events.
 8. Organizers will provide a printed copy of NDCA APPROVED FIGURES, ELEMENTS AND RESTRICTIONS for use by the invigilator(s).

9. WEBSITE: The following must be posted on the competition website at least thirty days prior to the competition:
 - a. The complete list of officials, which are, Organizer(s), Chairman/Chairmen of Judges, Adjudicators, Scrutineer(s), Registrar(s), Master(s) of Ceremonies, and Music Director(s). The officials in each of these categories are to be listed in alphabetical order of their last name.
 - b. The total amount of prize money that will be offered at the competition, listed as one figure. This includes all scholarships and prize money for that competition, but not any additional prize money that may be associated with circuits the competition may be part of.
 - c. This information must be posted on a website on the internet.
10. LATE ENTRY FEES: Organizers should publish and enforce a late entry fee for any entries submitted after their program has been created and heat lists posted.

D. CONDUCT OF COMPETITION

The Organizer is responsible for observance of the following:

1. The Organizer shall draw up a timetable and make it available to all competitors prior to the competition. The organizer is responsible for adhering accurately to this timetable so that the individual events do not start more than thirty (30) minutes earlier nor run more than thirty (30) minutes later than the scheduled time. The first event of the day shall not start ahead of the scheduled time. Organizers must appoint all adjudicating panels before the event commences, and these panels should be strictly adhered to except in cases of emergency.
 - a. The last final of the evening must take the floor before 1:00 a.m.
 - (1) The organizer shall be penalized \$200 per couple for every round of every event taking the floor after 1:00 a.m. This penalty will be imposed by the NDCA and distributed to the couples impacted.
2. The Organizer shall arrange for suitable and separate changing room facilities for male and female competitors.
3. The Organizer is required to adhere to all categories, dances and levels specified in their promotional material. The Organizer is also responsible for enforcement of all NDCA rules regarding Syllabus and/or Dress, particularly for the "Pro/Am, Pre-Teen, Junior and Youth" categories as well as applying penalty marks for infractions.
 - a. Competitors whose figures are determined by the Invigilator (or Chairman of Adjudicators) not to be within the prescribed level shall be warned and penalized as follows:
 - (1) Early round violation - A warning from the Chairman of Adjudicators or the Invigilator.
 - (2) Subsequent round repeated violation - All recalls or marks for that dance erased (at the discretion of the Chairman of Adjudicators).
 - (3) Final round violation:

- (a) Where no previous infraction has been made, marked down one place in that dance at the discretion of the Chairman of Adjudicators.
 - (b) When a competitor has already been warned and repeats the same infraction in a final round they will be marked down one or more places in the dance(es) where the repeated infraction occurred at the discretion of the Chairman of Adjudicators.
4. No Competing Professional or Pro/Am Professional Competitor shall be permitted to dance unless registered with the NDCA. No Pre-Teen, Junior, Youth, Adult Amateur competitor, or Pro/Am Student Competitor shall be permitted to compete unless registered with the NDCA.
5. No Organizer, Chairman of Judges, Adjudicator, Scrutineer, Registrar, Master of Ceremonies or Music Director shall officiate unless registered with the NDCA.
6. At least two (2) couples must participate in any featured event for it to be accepted as a bona-fide competition. For Championship Competitions, at least six (6) couples must participate.
7. In events where only one couple is entered the following are offered as guidelines:
 - a. When the event is a one dance event and the category is at medalist level, the adjudicators may judge the couple against an accepted standard and the couple's placement be determined by majority opinion of the adjudicators.
 - b. When the event is a multiple dance event, i.e. two or three dances, each dance may be treated as in (a) above with the overall placement determined by the overall adjudicators' marks. Alternatively, the organizer may choose to allow the couple to dance without evaluation and automatically award the couple first place.
8. During the same competition session in all professional and "championship amateur" competitions an intermission of not less than twenty (20) minutes, nor in the absence of reasonable circumstances, not more than sixty (60) minutes must be granted to couples in between rounds. It is recommended that for other multi-dance amateur and Pro/Am competitions that an intermission of five (5) minutes per dance (up to twenty minutes total) be granted.
 - a. The organizer is permitted to allow 10 minutes between rounds when the prior round had been danced in 2 or more heats.
9. The order to be danced in all Theater Arts/Cabaret Divisions shall be determined by draw. A Professional competitor can only dance one solo entry. Couples must dance the same Theatrical/Cabaret program for all rounds of the competition.
10. In all NDCA sanctioned events, the Skating System of score evaluation shall be used, with the exception of Formation Teams and Team Matches, which may be judged on a cumulative point system. The use of the Repechage call back system is not permitted.

11. Each adjudicator shall mark and sign a score card for each heat judged. The organizer shall appoint a steward who shall be responsible for collecting the adjudicators' score cards and delivering them to the Scrutineer.
12. For Open Amateur, Rising Star Professional and Open Professional events the length of music must be as follows:
 - a. Other than for the International Style Viennese Waltz and Paso Doble the music shall be played for a minimum of one minute and thirty seconds to a maximum of two minutes (1:30 - 2:00).
 - b. In the International Style Viennese Waltz the music shall be played for a minimum of one minute and fifteen seconds to a maximum of one minute and thirty seconds (1:15 - 1:30).
 - c. For the International Style Paso Doble the music may stop at the second crash (approximately 1:17) for all preliminary rounds. For a final round of six couples or more, the complete song must be played (approximately 2:05).
13. For contested Pro/Am events the length of music must be as follows:
 - a. Single dance events: 1:00 - 1:10 plus a fade
 - b. Multi-dance events: 1:10 - 1:20 plus a fade
14. For Pro/Am Night Club events the music may fade as early as the 50-second point in the music, or may be played for up to 1:05 plus a fade. Musical cross fades for "Night Club" sessions are allowed but not required.
15. Only the Chairman of Adjudicators and Scrutineer shall have access to the marks until the end of the competition.
16. Master scrutineer sheets, or copies, shall be publicly posted in a conveniently accessible area, for public inspection, only after they have been certified correct by the Scrutineer and Chairman of Adjudicators, and immediately after the results have been announced and the prizes awarded.
17. Before the marks are posted the Master Scrutineer Sheets should be certified by the Scrutineer and Chairman of Adjudicators.
18. No smoking or vaping will be allowed in the ballroom or any designated competitor assembly area at any time.
19. NDCA recognizes that competition/championship owners organizers own the television and/or video rights to their events.
 - a. Guidelines for Video Production during dance events:
 - (1) During any contested competitive event, no Videographers or Photographers shall be permitted on the dance floor. This does not restrict the person from filming from the corner areas of the dance floor, as long as the person filming is not on the floor and does not restrict the couples movements from entering and exiting the

floor. Off floor filming locations shall be designated and determined by the event Organizer.

- (a) Exceptions: One Videographer may enter the dance floor during a single couple "Dance On" only. The Videographer must be affiliated with the events official video crew and must obtain permission from the event Organizer before doing so.
- (b) Awards Presentations: During awards presentations, only one official Videographer and one official Photographer are permitted on the dance floor. This is limited to official event video and photo crew members only. Any other persons entering the dance floor for the purposes of obtaining photos or video, must take positions on the floor that do not interfere with the awards process.

20. The NDCA official observer must be satisfied that all competitors are registered.
21. At all NDCA events, the owners, organizers, chairmen of judges, adjudicators, masters of ceremonies, scrutineers, music directors, and demonstrators are not permitted to compete in any competition. No individual that competes in any sanctioned event is permitted to appear in any show, presentation, showcase, demonstration, or performance at any time prior to, during or immediately following that competition. Honor dances are permissible, immediately following the prize presentation for that session.
 - a. One farewell performance for a professional couple wishing to announce their retirement as professional competitors is permissible at an event of the couple's choosing. This retirement dance is a one-time allowance and may not be repeated at additional events.
22. Floors for Competitions must be a minimum of 60 feet long and a minimum of 36 feet wide, or 2,160 square feet. Floors for Championship events must be a minimum of 66 feet long and a minimum of 42 feet wide. In all cases the dance floor must be free of obstructions or impediments. Exceptions for Competitions only may be approved by the Ballroom Department Committee upon written application.
23. The ceiling height for all sanctioned events must be a minimum of ten feet above the dance floor. When theatrical/cabaret events are held the minimum ceiling height must be twelve feet.
24. Organizers must pay all officials for services rendered, at that event, before the end of the last session on the last day, provided the officials have submitted the proper receipts, etc in a timely manner.
25. Unless prior agreement is made with the organizer and/or Chairman of Adjudicators, all officials and adjudicators must be available until the conclusion of the competition as stated in the program of events.

26. If organizers wish to add Country Western competitions during their event, ~~than~~ then all NDCA Rules must be adhered to in regards to length of music, skating system, and all other applicable rules.
27. In the event a couple is entered in Rising Star and Championship events in the same style on the same weekend, at the same event, and the Championship division is held prior to the Rising Star, such couple on winning the Championship division will remain eligible to dance the Rising Star division at that event.
28. To ensure that the competitors of an NDCA event receive an "elegant" presentation of awards, all advertised purse awards must be presented from on stage or the competition floor. This is to include; Professional, Rising Star, Open Amateur and Pro/am Scholarships. All awards must be presented no later than the conclusion of each session.
29. In all competition rounds (excluding cabaret, formation team and team matches) all couples in each heat, including the final, must dance against each other concurrently. Organizers who wish to follow an alternate format may refer to the "Show Dance" rules listed in section XI. However, any organizer who wishes to follow the Show Dance rules (or any other format) must apply in writing and in advance for permission from the Ballroom Department.
30. An on-deck area for competitors is required for championships and strongly recommended for competitions. It ~~if~~ is further recommended that an on-deck captain be provided during sessions with a large number of entries and/or heats.
31. Once a final round commences, if it becomes necessary for a couple to withdraw from the competition (due to injury or illness) then that couple will be awarded last place for any dances in which they did not dance.
32. If a couple withdraws from a competition after any round and before the commencement of the next round, then the chairman may at his discretion replace this couple with the next eligible couple.
33. Organizers who anticipate that their events will be video taped with the intent of distribution to television must clearly outline in their publicity whether the event has actually been contracted to appear on television or if the filming is being done "with the intent" of being placed on television.
34. In Pro/Am events where "multiple competitions" are danced at the same time, no more than eight (8) couples may be judged at the same time.
 - a. Organizers are allowed to "split" the dance floor into two or more "ballrooms", in which case each panel of adjudicators can judge a maximum of 8 couples at the same time.
 - b. When the dance floor is split for Pro/Am events no "ballroom" may be smaller than 1,080 square feet.

- c. If a couple registers late for a Pro/Am event or changes their entry and the number of couples on the floor would exceed eight (8) then up to ten (10) couples may be placed on the floor provided at least two of the entries are uncontested.
35. Grand Championships. For all Grand Championships conducted at NDCA events:
- a. the judging criteria must be published in advance.
 - b. For professional grand championships prize money must be awarded to all participating couples.
36. In a "Ten-Dance" Competition each dance shall be a separate competition. The skating system of scrutineering shall be applied to all ten dances together to determine the winner. The number of call-backs from the Semi-final (and Quarter-final if necessary) shall be used to determine placements for couples not making the finals.
- a. In the event that a Ten-Dance result is determined as part of two separate events where some couples are not doing all ten dances, the couples doing only one style will be removed from the final placements in each style and the placements for the ten-Dance couples shall be determined with respect to each other.
37. It is recommended that a "Good Samaritan" kit be available at all Competitions.
38. When scholarships are presented at NDCA events the terms of these scholarships should be clearly stated by the organizer in writing.
39. In Pro/Am nine-dance or ten-dance championships the Pro/Am Student Competitor must be partnered by the same professional for both events involved in that particular championship.
40. Confirmation that all amateur, Pro/Am Student Competitors, and professional dancers competing at their event are currently registered with the NDCA.
- a. If any amateur, Pro/Am Student Competitor, or professional dancer is not currently registered with the NDCA then the Competition Organizer is responsible to ensure that the competitor has registered online and then shown an email receipt.
 - b. Any owner/organizer who is found negligent in the enforcement of NDCA registrations may be subject to loss of NDCA sanction for further events, and/or loss of Championship Status (if a Championship).
41. Competitors and officials are not permitted to conduct or give media interviews, including live streaming, at any time during a competitive round in which they are taking part.
- a. Any such interviews may be done between rounds provided the interviews are not broadcast to those present in the ballroom. Interviews conducted following the completion of the final round of the competition may be broadcast to those present.

42. Officials may not post comments on any interactive social media website regarding any competitor's performance or conduct until after the conclusion of the entire weekends competitions. Failure to comply will result in disciplinary action.
43. Adjudicators, officials, owners, 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).
44. 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.
45. 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.
46. 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.
47. A Chairman of Judges, at every NDCA event, must conduct a mandatory Adjudicators meeting prior to the first session of competition to review the NDCA Judging rules, ethics, and appropriate conduct at an event. In the event that a judge arrives after this meeting, that official cannot judge before holding a private meeting with the Chairman to review these items.

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.