



# DANCESPORT AUSTRALIA

## **Event Organiser Policy**

### **Introduction**

The Event Organiser is a person, group of people or an organisation delegated to organising, promoting and running an Event registered with DanceSport Australia (DSA).

Event Organisers agree to abide by DSA Rules & Policies and carry an appropriate Public Liability Insurance. Adherence to DSA Rules & Policies creates consistency for competitors, however it is worth noting that there are many features of an Event that Organisers can modify within the existing Rules.

Additionally, Event Organisers must abide by any Local and State Government mandates including health and safety.

Always consult the Event Terms and Conditions, which are summarised on the DSA website, in addition to this document.

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# **GENERAL STANDARDISATION**

## **1. Number of Dances**

- 1.1. The number of dances required per event has been set according to the below schedule. Event Organisers must adhere to the number of dances per event as listed.
- 1.2. For Recreational, Under 16, Amateur and Professional Divisions, the following number of dancers will apply:
  - a) Recreational/Under 16 Individual or Solo – 1 dance
  - b) Recreational Couples – 2 dances
  - c) Juvenile C Grade – 2 dances
  - d) Juvenile B Grade – 3 dances
  - e) Amateur/Junior C Grade – 3 dances
  - f) Amateur/Junior B Grade – 4 dances
  - g) Amateur/Juvenile/Junior Open – 3, 4 or 5 dances (Competition)
  - h) Amateur/Juvenile/Junior Open – 4 or 5 dances (Championship & higher)
  - i) Professional – 5 dances
  - j) For Cross Divisional Events, the following number of dances will apply:
    - k) Coach & Student events (everything other than Pro/Am) – 1 dance
    - l) Pro/Am – 1 to 5 dances

## **2. Graded Events**

- 2.1. For Recreational, Amateur & Cross Divisional events, it is recommended that the dances selected for each grade be the same across all Age Groups.
  - a) If an Event Organiser chooses Waltz, Tango and Quickstep for C Grade Standard, these will be the dances for Under 21 C Grade, Adult C Grade, Masters 1 C Grade, Masters 2 C Grade, and Masters 3 C Grade.
- 2.2. This will assist with event scheduling, to allow for events to be run concurrently on the floor where practical.
- 2.3. Graded competitors can only compete in the Graded events in their nominated Age Group. For example:
  - a) A C Grade couple who has nominated to dance in the Masters 2 Age Group can only compete in the Masters 2 C Grade event.

# **EVENT CLASSIFICATIONS**

## **3. Development Events**

- 3.1. Development Events are designed for 'grass roots' development of DanceSport. As such, Organisers for Development Events may choose to tailor the event to their intended demographic by only offering a selection of Divisions, Age Groups and Grades.
- 3.2. Applications for Development Events are considered by DSA on a case-by-case basis.
- 3.3. No elevations or rankings are considered for Development Events.

## **4. Competitions**

- 4.1. A minimum number of 5 Competition judges are required per panel.
- 4.2. A minimum of 1 Chairperson is required. DSA may allow the Competition Organiser to act as Chairperson; approval for this must be granted by DSA.
- 4.3. Competition Organisers can use their discretion regarding the following matters:
  - a) Whether all official Age Groups can dance across multiple eligible Open events (not graded events).
  - b) The combination of Age Groups per Division and Grades to suit marketplace.
  - c) Additional events (cross divisional etc) may be incorporated if time permits.

## **5. Championships**

- 5.1. A minimum of 7 Championship judges are required per panel. The majority of judges must be of a Championship status.
- 5.2. Minimum of 1 Chairperson is required.
- 5.3. Minimum of 1 Invigilator is required.
- 5.4. Championship Organisers can use their discretion regarding the following matters:
  - a) Whether all official Age Groups per Division can dance across multiple eligible Open events (not graded events).
  - b) Additional events (cross divisional etc) may be incorporated if time permits.

## **6. State Opens**

- 6.1. A State Open is a prescribed event (see 9.2).
- 6.2. A minimum of 9 judges are required per panel. The majority of judges must be of a Championship status.
- 6.3. Minimum of 1 Chairperson is required.
- 6.4. Minimum of 1 Invigilator is required.

- 6.5. All Competition Divisions must be represented in the event schedule (Under 16, Recreational, Amateur, Professional).
- 6.6. The following conditions apply to Adult Open and Professional events:
  - a) It is recommended that a warmup round be offered for each event where only a final is scheduled.
  - b) An honours dance be offered for the winners of each event.
- 6.7. State Open Organisers may use their discretion regarding the following matters:
  - a) Whether all official Age Groups per Division can dance across multiple eligible Open events (not graded events).
  - b) It is recommended that visual judging via electronic display be used for the Adult Open and Professional events.
  - c) The events listed in 6.5 the minimum required. Additional events (cross divisional etc) may be incorporated if time permits.

## **7. National Championships**

- 7.1. Applications for National Championship status must be approved by DSA. The benchmark required to run a National Championship is defined as 300 individual participants. The participation numbers will be assessed from the previous event held when considering an event for National Championship status.
- 7.2. A minimum of 9 judges are required per panel. The majority of judges must be of a National Championship status. Panel representation from at least 3 States is required.
- 7.3. Minimum of 1 Chairperson is required.
- 7.4. Minimum of 1 Invigilator is required.
- 7.5. All Competition Divisions must be represented in the event schedule (Under 16, Recreational, Amateur, Professional).
- 7.6. The following conditions apply to Adult Open and Professional events:
  - a) It is recommended that a warmup round be offered for each event where only a final is scheduled.
  - b) An honours dance be offered for the winners of each event.
- 7.7. National Championship Organisers may use their discretion regarding the following matters:
  - a) Whether all official Age Groups can dance across multiple eligible Open events (not graded events).
  - b) It is recommended that visual judging via electronic display be used for the Adult Open and Professional events.
  - c) The events listed in 7.5 are the minimum required. Additional events (cross divisional etc) may be incorporated if time permits.

## **8. Australian Championship**

- 8.1. A minimum of 11 judges are required per panel. The majority of judges must be of a National Championship status. Panel representation from at least 3 States is required.
- 8.2. Minimum of 1 Chairperson is required.
- 8.3. Minimum of 1 Invigilator is required.
- 8.4. All Competition Divisions must be represented in the event schedule (Under 16, Recreational, Amateur, Professional).
- 8.5. Competitors can only compete in their nominated Age Group.
- 8.6. The following conditions apply to Adult Open and Professional events:
  - a) It is recommended that a warmup round be offered for each event where only a final is scheduled.
  - b) An introductory dance be performed by the finalists in each event.
  - c) An honours dance be offered for the winners of each event.
- 8.7. Visual judging via electronic display must be used for the Adult Open and Professional events.
- 8.8. Australian Championship Organisers may use their discretion regarding the following matters:
  - a) The events listed in 8.4 are the minimum required. Additional events (cross divisional etc) may be incorporated if time permits.

## EVENT CLASSIFICATION SUMMARY

	Development	Competition	Championship	State Open	National Championship	Australian Championship
Minimum Judges Required	Events can be tailored to suit the intended demographic.  Applications considered on a case-by-case basis.	5	7	9	9	11
Minimum required Chairperson		1	1	1	1	1
Minimum required Invigilator		0	1	1	1	1
All Divisions Represented		Organiser's Discretion	Yes	Yes	Yes	Yes
Age Divisions can dance all Eligible Open Events		Organiser's Discretion	Organiser's Discretion	Organiser's Discretion	Organiser's Discretion	No
Adult Open/Pro Honours Dance		Not required	Not required	Yes	Yes	Yes
Adult Open/Pro Intro Dance		Not required	Not required	Not required	Not required	Yes
Adult Open/Pro Warm Up if >1 Round		Not required	Not required	Recommended	Recommended	Recommended
Adult Open/Pro Visual Judging		Not required	Not required	Recommended	Recommended	Yes

# **REGISTRATION AND LICENCING OF EVENTS**

## **9. Licenced Events**

- 9.1. DSA Reserves the right, at its absolute discretion, to licence, refuse to licence, or to withdraw a licence for the conduct of any prescribed event.
- 9.2. The following events are prescribed events:
- a) Events which include a prescribed title.
  - b) Events which include the word international, national or any variation thereof.
  - c) Events which are regulated by the WDSF.
  - d) Events which are regulated by the WDC.
  - e) Events which are regulated by the WDO.
  - f) Events which are regulated by Freedom to Dance.
  - g) Selection events for WDC and WDSF regulated events.
  - h) DanceSport Australia National Championships (as registered).
  - i) The Queensland Open, New South Wales Open, Victorian Open, South Australian Open, Tasmanian Open, Northern Territory Open, West Australian Open and Australian Open.
- 9.3. The licence for a prescribed event shall include all of the terms and conditions that apply to registered events, together with such other terms and conditions as set down by the DSA Managing Committee and/or DSA National Council.
- 9.4. Licenced events must be announced as being licenced by DanceSport Australia and organisers must, in their notices and advertisements, declare that the event is so licenced.
- 9.5. Prescribed titles include but are not restricted to any title which implies the award of:
- a) Official status as DSA National, State, Territory or Regional Champions in any style of dance associated with DanceSport.
  - b) Australian or International representative.
  - c) Membership of an Australian representative team.
- 9.6. Prescribed titles shall always remain the property of DSA and cannot be permanently granted or assigned to any third party.
- 9.7. Events may not use the term 'National,' 'Open' and/or 'Championship' unless registered as such by DSA.

## **10. Registered Events**

- 10.1. Application for registration must be made for any DanceSport event which is not specifically exempted from registration under these rules.
- 10.2. DSA reserves the right, at its absolute discretion, to register, or refuse to register, or to withdraw the registration of any event for which a registration application is made.



- 10.3. Registered events must be conducted in accordance with the Rules of DanceSport. A registration may be withdrawn if the promoter or organiser fails to abide by the terms and conditions of registration as set out in the Rules of DanceSport.
- 10.4. Event registration shall not be granted unless an electronic application is made via the Event Registration System on the DSA website. An application for a new event registration, or change of name for any event, must be submitted for Branch Board approval not later than 2 months prior to the proposed date of the event.
  - a) New Championship registrations may only be approved by DSA National Council or DSA Managing Committee, following a non-binding recommendation from the relevant Branch Board.
  - b) Applications for renewal of Competition or Championship registration not involving a change of date do not require Branch or National approval. Applications for the renewal of Championship registrations must be submitted online not less than 2 calendar months before the date of the event.
  - c) A registration application is not approved until the CEO or his/her appointed nominee issues an advice that it is approved.
- 10.5. Application for event registration shall only be considered if made by the promoter.
  - a) Where the promoter is a partnership, all of the partners must sign the application form.
  - b) Where the promoter is a body corporate, an authorised officer of the company must sign the form 'for and on behalf of (the body corporate).'
  - c) Event registration is not transferable or assignable. Any change of promoter will require a new registration application.
- 10.6. The following information must be submitted in the Event Registration Application:
  - a) Full name, address and contact details of the promoter and the organiser.
  - b) Whether it is a new or previously registered event.
  - c) Proposed classification of the overall event (Championship or Competition).
  - d) Overall event title.
  - e) Location and date of the event.
  - f) Syllabus of events, including dances for each event.
  - g) Confirmation of insurance cover.
  - h) Bank account details for the transfer of Event Entry & Admission Fee Income.
- 10.7. In addition to the information disclosed in the official event registration application, or if the information submitted is not clear, the Branch Board or Branch Managing Committee may request additional information in considering the application for event registration:
  - a) Confirmation of any transfer from a previous promoter and/or organiser.
  - b) Whether the promoter and organiser has ever been previously refused registration or had an event registration withdrawn.
  - c) Any other information which the promoter in good faith believes would be relevant in considering the application.

- d) Such other information which DSA National Council or DSA Managing Committee may from time to time prescribe.
- 10.8. Once the event registration application is submitted, it will be reviewed by DSA Administration. Once the application has been approved, the entry system will be opened, and the word 'Proposed' will be removed on the DSA Calendar. Notification will be provided to the Organiser once the application is approved.
- 10.9. Any change to any word and/or the addition or deletion of a word or words (other than a sponsor's name or the year of the event) in a previously registered event title, shall constitute a new event for which a new registration application must be made.
- 10.10. A registration application may be refused where the event title does not match the profile of the event.

## **SERVICES PROVIDED BY DANCESPORT AUSTRALIA**

### **11. DSA Services**

- 11.1. The following services are provided by DSA to all registered events:
- a) Accident Insurance for officials, volunteers and competitors (please note this is different to Public Liability Insurance);
  - b) Use of the Online Entry System on dancesport.org.au;
  - c) Access to the Event Organiser Portal;
  - d) Advertising Displayed on dancesport.org.au and dancesportlive.com websites;
  - e) Event marketing to DSA members via blogs and newsletters;
  - f) Sponsor & Advertiser marketing displayed on dancesportlive.com;
  - g) Event email service;
  - h) Event ticketing for competitors and spectators;
  - i) Provision of certificates and back numbers;
  - j) Grading and ranking (if applicable);
  - k) A unique DanceSportLive Magazine to display information relevant to your event;
  - l) Access to DSA's Vimeo account for the purpose of Live Streaming or displaying recorded video.

## **EVENT FEES AND CHARGES**

### **12. Entry Fees**

- 12.1. All events registered with DanceSport Australia utilise a 'Pay Per Entry' system. Competitors will pay an entry fee for each event they enter.
- 12.2. Event entry fees are set by the Organiser. Minimum entry fee must be \$2 per event.
- 12.3. The following fees are suggested for each event:
  - a) Under 16 Division - \$5 per event
  - b) Recreational Division & Coach/Student - \$10 per event
  - c) Amateur Division Graded - \$15 per event
  - d) Amateur Open, Professional & Pro/Am - \$20 per event (\$15 per event for Competitions)
- 12.4. Organisers of Development Competitions and the Australian Championship may make application to DSA to vary the event entry fees to suit their event. Applications will be considered on a case-by-case basis.
- 12.5. Entries are not valid unless paid for in full.
- 12.6. DanceSport Australia will retain \$2 from each Event Entry Fee.

### **13. Venue Admission Fees**

- 13.1. Venue Admission fees are set at the discretion of the Organiser.
- 13.2. The Organiser can elect to set a reduced Competitor Venue Admission Fee based on the income received from Event Entry Fees.
- 13.3. Venue Admission Fee income will be paid to the Organiser.

### **14. Payment of Income to Organisers**

- 14.1. The DanceSport Australia PayPal account will be utilised for all income collected through the DSA Event Entry System (Event Entry Fees & Admission Fees).
- 14.2. Event income will be transferred to the Organiser's elected bank account as negotiated with the Organiser.
- 14.3. The following fees will be deducted from income received by the Organiser:
  - a) DSA Administration Charges (\$2 per event entry fee); and
  - b) PayPal Fees.
- 14.4. A remittance will be provided to the Organiser supplying a detailed breakdown of income received and charges incurred for record keeping purposes.

## **TERMS & CONDITIONS**

### **15. Terms and Conditions for Promoters and Organisers**

- 15.1. Promoters/organisers must ensure that registered events are announced as being registered by DanceSport Australia and organisers must, in their notices and advertisements, declare that they are so registered.
- 15.2. Event Organisers must abide by any Local and State Government mandates including health and safety.
- 15.3. It is a condition of registration that the promoter undertakes to meet the payment of advertised prizes and expenses of competitors, adjudicators and officials as well as any other benefits claimed or offered in advertisements or invitations to participate in the event.
- 15.4. If an event is cancelled for any reason, the organiser is liable for any charges incurred for that event (i.e. PayPal fees).
- 15.5. It is a condition of registration that a promoter shall hold current Public Liability Insurance covering the registered event and that the promoter shall indemnify DSA for any and all claims (other than claims covered by DSA members insurance) or liabilities arising out of the conduct of the event.
- 15.6. The promoter shall be held responsible for all actions, including any breach of the terms and conditions of registration and any other breach of these rules by the Organiser/s.
- 15.7. Promoters shall take all reasonable steps to ensure that they are able to maintain control of the venue and of the competitors, officials and spectators so as to ensure the safe and orderly conduct of the registered event.
- 15.8. Organisers must take all reasonable steps to ensure that the Rules of DanceSport are not breached during the conduct of the registered event for which they are responsible.
- 15.9. Organisers must draw the attention of the visiting overseas competitors and adjudicators to the provisions of the Rules of DanceSport and competitors' and adjudicators' Codes of Conduct, including the rules regarding TV and video recording of events.
- 15.10. Where a complaint is validly made to an organiser regarding an alleged breach of competitor restrictions (for example dress rules), an organiser must not make a decision on the complaint knowing the decision is contrary to DSA rules. An organiser may decline to make a decision on a complaint.
- 15.11. Promoters and/or their organisers who do not take reasonable steps to ensure that these rules are not breached shall have their registration withdrawn and may have a new application denied or granted subject to a review of additional exceptional conditions.
- 15.12. It is a condition of registration that the promoter does not damage the reputation of DSA or bring DanceSport into disrepute, either by improper or unprofessional conduct or poor commercial practice.
- 15.13. A promoter shall not use a photo, image, or likeness of DSA members to advertise an event unless the permission of the member or members is obtained.

- 15.14. It is a condition of registration that an organiser shall refuse entry to any person who has been banned from attending DSA registered events.
- 15.15. It is a condition of registration that a promoter shall not participate in or provide support or cooperation to any organisation or individuals seeking to undermine DSA's role as the governing body of DanceSport in Australia.
- 15.16. It is a breach of this policy for a promoter or organiser to provide support, cooperation or assistance to the promoter or organiser of an unregistered DanceSport event or to knowingly commit or connive in any breach of these rules in respect of any registered event.
- 15.17. It is the organiser's responsibility when engaging an adjudicator to check that such persons hold a current valid adjudicator's licence (or is exempted under these rules from holding an adjudicator's licence) and that the adjudicator holds the minimum accreditation level required for the events he/she is to judge. It is a breach of these rules for an organiser or promoter to:
  - a) Allow an unlicensed adjudicator to judge an event; or
  - b) To allow an adjudicator whose accreditation level is below the minimum required for an event to adjudicate that event.
- 15.18. Organisers may rely on the current DSA adjudicators' online listing as prime facie evidence of the relevant adjudicator's accreditation level.
- 15.19. It is the responsibility of the promoter or organiser of an event to ensure that the correct details of eligibility to contest any one event on the program are announced prior to the commencement of that event and that such details are notified to the Scrutineers.
- 15.20. Advertising on competitor back numbers is limited to 20% of the size of the competition number and to a height of 5cm and a length of 21cm in one single line.

## **16. Appeals Against Event Registration Decisions**

- 16.1. A promoter may, on lodgement of a non-refundable fee of \$250, appeal to the DSA Ethics and Compliance Commission against any refusal of registration, withdrawal or suspension of registration, or imposition of additional special conditions on the registration of any event, other than a refusal based solely on the proposed event date.
- 16.2. Such appeal must be submitted in writing by the promoter to the DSA Ethics and Compliance Commission within 30 days of the date on which the promoter was notified by the DSA CEO of the refusal, withdrawal or special conditions.
- 16.3. Hearings may be conducted by telephone or other conference facility.
- 16.4. Hearings are to be conducted with as little formality and technicality, and with as much expedition, as proper consideration of the matter before the Ethics and Compliance Commission permits.
- 16.5. No interim registration may be granted while a matter is under appeal.
- 16.6. The DSA Ethics and Compliance Commission may take the commercial considerations faced by the promoter into account but shall not be obliged to give any particular weighting to this. The main consideration for the DSA Ethics and Compliance Commission shall be that the complainant is treated equitably compared to other promoters.

- 16.7. In considering an appeal by a promoter, the DSA Ethics and Compliance Commission shall take into consideration any Sports Development Policy which has been adopted by DSA, the Branch Board or its Management Committee, which may include restrictions on the number of registered events in a city, state or region.
- 16.8. After the hearing of an appeal, the DSA Ethics and Compliance Commission at its absolute discretion may:
- a) Uphold or overrule a decision of the Branch Board or Branch Managing Committee; or
  - b) Vary any condition imposed by the Branch Board or Branch Managing Committee.
- The DSA Ethics and Compliance Commission shall not be required to give reasons for its decision.
- 16.9. The DSA Ethics and Compliance Commission shall not defer or adjourn consideration of such an appeal without proper reason and without giving notice of such deferment or adjournment to the promoter concerned.