



# ORGANISER'S PACK

April 2021

# Organiser's Pack

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Acceptance of the terms and conditions included in the Organiser's Pack, and also the WDC Competition Rules, are valid in their entirety.

## Member Country's Application for WDC recognised Event

Name of Event being applied for : \_\_\_\_\_

The requested Event will be organised in year : \_\_\_\_\_

Representative acting on behalf of: \_\_\_\_\_  
Member Country

\_\_\_\_\_  
National Organisation

By affixing my signature hereto on behalf of my Member Country, I understand that the terms and conditions of this application herein stated are accepted, and if recognition is granted, I will abide by the WDC Competitions Rules as well as regulations set forth in this document . The appropriate application fee is enclosed (as specified in the WDC Competitions Rules – rules 1.3.4 - 1.3.6).

\_\_\_\_\_  
Signature of Country's Representative

\_\_\_\_\_  
National Title    Date

Upon success of this application, the above Country's representative understands that :

- The full recognition fee is payable within 6 months after the date of granting (rule 1.3.9).
- The name and full contact details of the intended Organiser for the above requested event, must be sent to the WDC Head Office by the Member Country's National Organisation 2 years prior to the proposed start date for the event. Failure to do so may result in loss of recognition.
- Notice of date and venue for the Championship must be forwarded to the WDC Head Office for recognition, no later than 1 year prior to the start date of the event. The Championship will be published in the WDC Calendar of events.
- Permission will not be granted within the same time frame as another granted title event, except in exceptional circumstances and only if permitted expressly in writing by the Competitive Dance Committee and the Board of Directors of the WDC.
- The member body applying is not allowed to accept sanction or recognition from any other organisation unless approval is granted by the CDEB.
  - The same time frame will be if the starting date of a Championship is less than 10 days apart from the last day of an existing WDC recognised event.
- Organisers are requested to run Continental Championships during the first 6 months of a year, and World Championships during the last 6 months of a year.
- The WDC must approve the dates of any granted event before organisers proceed with the publicity, advertising or organisation of that event (rule 1.3.10).

## Organiser's Application for WDC recognised Event

Name of Event applied for \_\_\_\_\_

Date and venue of Event \_\_\_\_\_

By affixing my signature hereto, I understand that the terms and conditions of this application herein stated are accepted, and I will abide by the WDC Competitions Rules as well as regulations set forth in this document .

\_\_\_\_\_  
Signature of Individual Organiser

\_\_\_\_\_  
Name of Organiser    Date

Upon success of this application, the above Country's representative understands that :

- The full recognition fee is payable within 6 months after the date of granting (rule 1.3.9).
- The name and full contact details of the intended Organiser for the above requested event, must be sent to the WDC Head Office by the Member Country's National Organisation 2 years prior to the proposed start date for the event. Failure to do so may result in loss of recognition.
- Notice of date and venue for the Championship must be forwarded to the WDC Head Office for recognition, no later than 1 year prior to the start date of the event. The Championship will be published in the WDC Calendar of events.
- Permission will not be granted within the same time frame as another granted title event, except in exceptional circumstances and only if permitted expressly in writing by the Competitive Dance Executive Board and the Board of Directors of the WDC.
- Organisers not allowed to accept sanction or recognition from any other organisation for events unless approval is granted by the CDEB.
  - Organisers must not publish advertising from non-recognised competitive events, nor may they display posters, banners, etc. that advertise such non-recognised events.
  - Events that do not have WDC recognition and are run immediately before or after a Granted title will be considered part of the Granted title and must also comply with these rules unless permission is given by the WDC.
  - The same time frame will be if the starting date of a Championship is less than 10 days apart from the last day of an existing WDC recognised event.
  - Organisers are requested to run Continental Championships during the first 6 months of a year, and World Championships during the last 6 months of a year.
  - The WDC must approve the dates of any granted event before organisers proceed with the publicity, advertising or organisation of that event (rule 1.3.10).

## **SAMPLE**

### **WAIVER/RELEASE FOR COMMUNICABLE DISEASES INCLUDING COVID-19 ASSUMPTION OF RISK / WAIVER OF LIABILITY / INDEMNIFICATION AGREEMENT**

In consideration of being allowed to participate on behalf of the **{add name of the organiser}** and related events and activities, the undersigned acknowledges, appreciates, and agrees that:

1. Participation includes possible exposure to and illness from infectious diseases including but not limited to MRSA, influenza, and COVID-19. While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist;  
and,
2. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES or others, and assume full responsibility for my participation.  
and,
3. I willingly agree to comply with the stated and customary terms and conditions for participation as regards protection against infectious diseases. If, however, I observe and any unusual or significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of the nearest official immediately.  
and,
4. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, HEREBY RELEASE AND HOLD HARMLESS the **{add name of the organiser}**, and their volunteers, officials, agents, and/or employees, other participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors of premises used to conduct the event ("RELEASEES"), WITH RESPECT TO ANY AND ALL ILLNESS, DISABILITY, DEATH, or loss or damage to person or property, WHETHER ARISING FROM THE NEGLIGENCE OF RELEASEES OR OTHERWISE, to the fullest extent permitted by law.

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IF FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

Name of participant:

Participant signature:

Date signed:

#### **FOR PARTICIPANTS OF MINORITY AGE (UNDER AGE 18 AT THE TIME OF REGISTRATION)**

This is to certify that I, as parent/guardian, with legal responsibility for this participant, have read and explained the provisions in this waiver/release to my child/ward including the risks of presence and participation and his/her personal responsibilities for adhering to the rules and regulations for protection against communicable diseases.

Furthermore, my child/ward understands and accepts these risks and responsibilities. I for myself, my spouse, and child/ward do consent and agree to his/her release provided above for all the Releasees and myself, my spouse, and child/ward do release and agree to indemnify and hold harmless the Releasees for any and all liabilities incident to my minor child's/ward's presence or participation in these activities as provided above, EVEN IF ARISING FROM THEIR NEGLIGENCE, to the fullest extent provided by law.

Name of parent/guardian:

Parent guardian/signature:

Date signed:

**WDC DISCLAIMER FORM  
FOR ORGANISERS OF  
WDC GRANTED TITLES AND WDC SANCTIONED EVENTS**

Name of title: \_\_\_\_\_

Hotel, venue & City of the event: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_

Title organisers Email address: \_\_\_\_\_

Title organisers Phone-Number: \_\_\_\_\_

Website of the organiser/event: \_\_\_\_\_

Responsible persons:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I (we) accept the terms and conditions for recognition of this WDC granted title or WDC sanctioned event as specified in the current rulebook, including any amendments thereto adopted by the WDC. I (we) also agree to abide by all rules and regulations established for WDC granted titles or WDC sanctioned events as stated in the rulebook, and to conduct this WDC granted title or WDC sanctioned event and any event run by me (us) at the same location immediately before, during or after the WDC granted title or WDC sanctioned event in full compliance with all applicable national, regional and local laws, statutes, ordinances, rules, regulations or orders, including, without limitation, those relating to health, sanitation and safety.

By submitting this application I (we) agree to indemnify and hold the WDC and its officers, directors and agents (collectively "Indemnitees") harmless from all claims, actions, demands, losses, damages, liabilities or judgements (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 at the same location before, during or after the event for which the sanction application is submitted, and to pay all and any legal expenses incurred by any Indemnatee, including reasonable attorneys' fees any Indemnatee incurs in defending against any Claims.

In the event of a dispute with the WDC, its rules or decisions, any member organisation (or agent or representative of any member organisation), any registrant, or other person who agrees to be bound by these rules, agrees that any dispute, controversy or claim which cannot be amicably resolved through the avenues of appeal made available within the WDC, shall be submitted to a binding arbitration body. In the event that the parties cannot agree on the arbitrator, the final decision will be referred to the President of the Law Society of England and Wales who shall make the appointment.

Submitted and signed by:	Date:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



# World Dance Council

Competitive Dance Office:  
**tel:** +41 (0) 43 540 96 25  
**fax:** +41 (0) 43 540 96 25  
**e-mail:** [competitivedance@wdcdance.com](mailto:competitivedance@wdcdance.com)  
**www.wdcdance.com**

Registered Address: Ibex House, 162-164 Arthur Road, Wimbledon, London SW19 8AQ, England

## **WDC DISCLAIMER FORM FOR WDC LICENSED COMPETITOR / ADJUDICATOR OF ALL WDC GRANTED TITLES AND SANCTIONED EVENTS.**

Name of Competitor /Adjudicator: \_\_\_\_\_

WDC License Number: \_\_\_\_\_

Contact E-mail address: \_\_\_\_\_

As a licensee of the World Dance Council (WDC) I hereby agree to abide by all rules and regulations outlined in the WDC rules, as well as any special notices set forth by the WDC. In the event of a dispute with the WDC, its rules or decisions, I agree to pursue all avenues of appeal within the Council. If an appeal cannot be resolved by the council, I agree to submit the matter to an outside arbitration body. In the event that the parties cannot agree on the arbitrator, the final decision will be referred to the President of the Law Society in England, whose decision will be full and final.

By choosing to license with the WDC, I understand that some of my information will be published in the WDC directory, including WDC license number, first and last name, gender, status as a competitor, adjudicator, organiser.



I wish my personal information NOT to be shown in the WDC Online Directory of licensed competitors /adjudicators

Submitted and signed by  
the competitor / adjudicator:

Date:

\_\_\_\_\_

# **Organiser's Checklist regarding Competitors and Officials**

This document is intended to be a helpful checklist, in alphabetical order, of items that an organiser of a WDC recognised event must cover.

Please refer to the WDC Competition Rules for further details.

## **1 ADJUDICATORS**

- a) The Competitive Dance Executive Board will confirm the nominated adjudicators for the granted events.

## **2 CLOSING DATE**

- a) No later than one month prior to the event, contact must be made with the WDC Head Office to ascertain the accuracy of the list of competitors, and adjudicators forwarded from the WDC.

## **3 ENTRY CONDITIONS**

- a) Each country that is a member organisation of the WDC is entitled to send two couples to compete (rule 3.2.3).
- b) Entries must be completed by the member organisations, not the couples, and returned to the WDC Competitive Dance Office. All entries will be forwarded from the WDC Competitive Dance Office.
- c) Open entries are permitted from any currently Registered WDC couple. Registrations must be checked & approved by the WDC Competitive Dance Office.

## **4 EXPENSES AND PROFESSIONAL FEES**

- a) Expenses and fees to be paid to Adjudicators, Scrutineers and Stewards must be paid in full on the first day of the competition, or upon arrival at the hotel or venue. Payment of subsistence and travel expenses at the conclusion of a two, or three-day event is unacceptable.

No Taxes shall be deducted without prior notice. Competitor's subsistence expenses (where applicable) must be paid on arrival or on the first day.

## **5 GENERAL INFORMATION**

- a) Any other general or special information for competitors and officials not covered here must be made available upon arrival.

## **6 HOTEL**

- a) The hotel selected to house competitors and officials must be comfortable and easily accessible to the competition venue. 24-hour food facilities are preferable.

Meal arrangements must be made for competitors and officials. The name, address, telephone and e-mail of the hotel must be available to competitors and officials well in advance.

## **7 INSURANCE**

- a) It is strongly recommended that comprehensive insurance coverage be obtained to cover the organiser and all participants, particularly in the area of personal injury.
- b) Any claims will vest solely between the claimant and the organiser concerned. The WDC will not be legally liable in any circumstances.

## **8 MUSIC**

- a) Whether music is provided by Pre-recorded method or by live orchestra, correct tempi and length of music must be as specified by the WDC.

## **9 NATIONAL ANTHEM**

- a) The Organiser must make every effort to be able to play the national anthem of the winning couple at the end of the prize presentation – before the honour dance.

## **10 OFFICIALS**

- a) Upon receiving notification of names and addresses of adjudicators the organiser must make contact outlaying travel arrangements to be considered as well as fees to be paid.
- b) A qualified Scrutineer registered with a Member Country National Organisation must be employed for the event.
- c) An experienced Master of Ceremonies must be employed.
- d) Ample help in the form of stewards must be available to competitors, adjudicators and other officials.
- e) First Aid personnel shall be in attendance at all competitions (rule 3.1.3).
- f) A qualified Chairman of Adjudicators must be nominated by the Organiser and approval must be granted by the CDEB.

## **11 PRIZES**

- a) The minimum prize money paid to the couples must be as specified by the WDC.
- b) Medals to be presented to the top three couples will be provided by the WDC.

- c.) Diplomas must be issued to all Finalists of the WDC Championship by the organiser detailing the exact placing achieved.

## **12 PROGRAMME**

- a) Although the organiser is free to solicit any and all advertising, all competitive couples must be represented in the programme in an equal and unbiased manner (rule 3.1.1).

## **13 RULES AND FORMAT**

- a) All Rules and Regulations of the WDC must be strictly adhered to.

## **14 SHOWDANCE EVENTS - REHEARSALS**

- a) Before every Showdance event, rehearsal time for the competitors must be allocated at the competition venue with the Chairman of Adjudicators in charge. The organiser must time this to give the couples enough time to prepare for the competition afterwards. The rehearsal can be done the day before the event, and shall include a meeting with information for the couples, chairman, music and video personnel. At this meeting there will be a ballot drawing for the rehearsal order, which will be the same for the first round.
- b) At the rehearsal the music and video personnel must be in attendance and operating their respective equipment. The rehearsal time for each couple can be up to 6-8 minutes. The couples must be ready and available 15 minutes before their rehearsal time and before that give the organiser/music personnel their music and necessary instructions.
- c) The rules must be distributed to the couples in advance, together with information about time and place for the rehearsal.

## **15 SPONSORS**

- a) Please refer to Appendix 1 (WDC Competition Rules) concerning Sponsorship.

## **16 TIMETABLE**

- a) A comprehensive timetable must be made available to all competitors and officials in advance, and every effort must be made to maintain the schedule.

## **17 TRANSPORT**

- a) Transportation to and from the airport, hotel and venue for officials must be comfortable and be timed conveniently.

## **18 VENUE**

- a) At the venue, a good quality floor must be provided.
- b) Changing facilities with adequate room, cleanliness and comfort must be provided. Toilet facilities must be clean and convenient.
- c) Facilities to brush shoes, and good access to the floor must be available.
- d) There must be No Smoking Allowed in any competitor areas. Smoking is banned in the auditorium during events granted recognition by the WDC (rule 1.2.6).
- e) If competitors and officials are required to stay at the venue for a prolonged amount of time, food and drink must be catered.
- f) Good lighting must be provided.

## **19 VIDEO**

- a) If any Video/Film recording is anticipated, all competitors must be notified well in advance and a copy of the Video Authorisation form must be sent and returned. If there are to be any special fees or royalties, all negotiations must be complete prior to event.
- b) Video format must be applied for and granted by the WDC a minimum of 6 months before the event (rule 1.4.2)

For further details refer to WDC Competition Rules, section 1.4

## **20 OTHER INFORMATION**

- a) Adjudicators' marks will only be displayed following the Prize Presentation (rule 3.5.7).
- b) Be sure to accommodate any attending VIPs with professional courtesy (rule 3.4.4).
- c) There should be a reasonable amount of couples on the floor in relation to size of floor.

## Video Authorisation

We, the undersigned, are of legal age and have read this authorisation and release prior to its execution and are fully familiar with its contents.

We hereby grant permission to the World Dance Council, their successors, assignees and those acting under their authority and permission, to film, publish, copyright and/or use photographic portraits or motion pictures of us.

This also applies where and in which we may be included, in whole or in part, in conjunction with our own names, or reproduction of or printed reproduction of comments, statements or conversations made, pursuant to our participation in a film/videotape of the [ Name of Event ] which may be distributed and shown worldwide.

We hereby waive any right that we may have to inspect and/or approve the finished product or the printed, taped or filmed material that may be used in conjunction therewith, or use to which it may be applied.

Couple's names:

---

Man's Signature      Lady's Signature

---

Man's Name (please print clearly)      Lady's Name (please print clearly)

# World Dance Council

## Report of the Chairman of Judges

Title of Event \_\_\_\_\_

Venue \_\_\_\_\_

Date(s) \_\_\_\_\_ No. of Entries \_\_\_\_\_ Name of Chairman \_\_\_\_\_

	Man	Lady		
Results	First Name	Surname	First Name	Surname

1	_____	_____	_____	_____
---	-------	-------	-------	-------

2	_____	_____	_____	_____
---	-------	-------	-------	-------

3	_____	_____	_____	_____
---	-------	-------	-------	-------

4	_____	_____	_____	_____
---	-------	-------	-------	-------

5	_____	_____	_____	_____
---	-------	-------	-------	-------

6	_____	_____	_____	_____
---	-------	-------	-------	-------

Please tick/check appropriate boxes:

Did you have to intervene in any problems during the event? If so give details. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Was the published Judging Panel present? Yes \_\_\_\_\_ No \_\_\_\_\_

Are there any comments that you wish to give to assist the Dance Sport Committee or the Organiser for future events?

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Chairman of Judges Date Signature of Presidium Member Date

This form must be completed and posted within seven days by the Chairman of Judges to:  
**World Dance Council**

# World Dance Council

## Official Observer's Report Form

Title of Event \_\_\_\_\_

Venue \_\_\_\_\_

Approx. No. Name of  
Date (s) \_\_\_\_\_ of Spectators \_\_\_\_\_ Observer \_\_\_\_\_

1. Number of sessions: Daytime \_\_\_\_\_ Evening \_\_\_\_\_ Total Days Held \_\_\_\_\_

2. Did event start at advertised scheduled time? \_\_\_\_\_ If "No" please give comments \_\_\_\_\_

3. Did the preliminary and final rounds run within 30 minutes of advertised scheduled time? \_\_\_\_\_

If "No" please give comments \_\_\_\_\_

4. Were there suitable and separate changing facilities for Male and Female contestants? \_\_\_\_\_

5. Did the Organiser adhere to specified WDC tempi? \_\_\_\_\_

6. Did the Organiser adhere to the WDC Rule Book regarding order of dances? \_\_\_\_\_

7. Were there sufficient judges as per WDC Rules? \_\_\_\_\_

8. Were the judges approved by the WDC for this event? \_\_\_\_\_

9. Did all officials conduct themselves in a professional manner? \_\_\_\_\_

Comments \_\_\_\_\_

10. Were all officials under contract by the Organiser with an understanding as to the fees to be paid, expenses for travel, hotel, etc.? \_\_\_\_\_ Comments \_\_\_\_\_

11. Did the Organiser pay all officials for services rendered before the end of the last session of the event? \_\_\_\_\_ Comments \_\_\_\_\_

12. Was the total Prize money and break down of prize monies adhered to as advertised and required by the WDC? \_\_\_\_\_

13. Was the Scrutineer registered with a Member Organisation? \_\_\_\_\_

14. Were the marks displayed for public inspection after the results had been announced? \_\_\_\_\_

15. Were the Scrutineer sheets signed by the Scrutineer, Chairman of Judges and the Organiser? \_\_\_\_\_

16. Were the Judges listed appropriately on the Scrutineer sheets? \_\_\_\_\_
17. To your knowledge, were the marks entered from the Judges sheets \_\_\_\_\_
18. Were there any problems that required your intervention? \_\_\_\_\_ If "yes" give details \_\_\_\_\_
- 
19. To your knowledge, were there any complaints from any participants concerning the conduct of this competition? \_\_\_\_\_
20. To your knowledge, were there any infractions of the WDC Rules not covered above? \_\_\_\_\_
- 
21. Do you have any suggestions for the Organiser to assist in improving the quality of an event in the future? \_\_\_\_\_
22. Would you recommend that approval be given to this Organiser for a future similar event? \_\_\_\_\_

Signed \_\_\_\_\_  
Observer      Date

Signed \_\_\_\_\_  
Company Secretary      Date received

This form must be completed and posted within seven days by the Official Observer to:  
**World Dance Council**

1. Upon request of the Member Country, a copy of the "Member Country's Application" is dispatched. The application together with application fee must be returned to the Dance Sport Office for inclusion on the agenda.

If an application is made verbally before or at the meeting, the representative must fill out the application form at that time, and the application fee must be paid immediately. This option only exists if no applications have been made for that particular championship, in the proper way, prior to the agenda being closed.

2. If payment of full registration fee has not been paid at the end of 6 months after the date of granting, the WDC will attempt to collect this fee from the Member Country. If after 30 more days, fee is still outstanding, matter will be turned over to the Competitive Dance Executive Board for resolution.
3. 2 years prior to a granted event, notification of the name, address, etc. of the intended organiser must be received from the Member Country. At that time, the "Organiser's Application" together with additional documents (including current copy of Competition Rules) will be sent to that organiser.
4. Upon receipt of the completed application, investigation of the documentation, (where applicable) and acceptance (or denial) of the individual organiser, notification will be made in writing to the organiser with copy to the Member Country.
5. No later than 3 months prior to the event, WDC Head Office will send to the Organiser a complete list of adjudicators (Showdance).
6. No later than 1 month prior to the event, WDC Head Office will send to the Organiser a complete list of couples officially entered for the event.
7. No later than 1 month prior to the event, WDC Head Office will send Chairman of Judges the blank "Chairman's Report".
8. No later than month prior to the event, WDC Head Office will send Official Observer the blank "Observer's Report".
9. No later than month after the event, WDC Head Office will check that the Chairman and Observer's reports have been returned. If not they will be traced.