

INTERNATIONAL DANCE FEDERATION

NORMATIVE REGULATIONS

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Section 1

COMPETITIONS

1. COMPETITIONS

- 1.1 In order to compete in the IDF events a dancer of each affiliated nation is obliged to possess his/her own International Technical Card;
- 1.2 Draft of IDF Competition Calendar is prepared by the President or General Secretary and approved by the IDF Directive Council. It is published at the beginning of each sporting season;
- 1.3 Competitions start in October as Ranking Competition and finish in June with the World Championship;
- 1.4 Competitions can be organized either by the IDF General Secretary Office or by the member countries. The member country may receive permission for organizing the event when the General Secretary has checked that the applicant is capable of undertaking such a project. Both sides would sign a Collaboration Agreement;
- 1.5 The competitions are: divided as follows:
 - **The World Championship**
 - **The European Championship**
 - **The European Cup**
 - **The World Cup (Ranking Competition)**
 - **The World Cup Open**
- 1.6 In order to organise IDF competition, each nation needs to present to the President and General Secretary a written application, using a suitable IDF form. The application should be presented to the President and General Secretary no later than on 31st March each year to hold the competition during the next sporting season. The President or General Secretary is obliged to inform the applicant if the request has been accepted or rejected no later than on 31st May;
- 1.7 The Federation's official language is English.

2. THE WORLD CHAMPIONSHIP

- 2.1 The World Championship is the greatest competition organized by IDF;
- 2.2 The competition is held once a year. It must be held in May or June;
- 2.3 Every Nation has its right to apply for hosting the World Championship. In order to organise IDF World Championship, each nation needs to present to the President and General Secretary a written application, using a suitable IDF form. The application, if it will be accepted after inspection of logistic structures, inspection of the structure where it will be held, the competition, evaluation of warranties offered by the organizer, will be ratified by the IDF Directive Council;
- 2.4 The Nation that has been accepted to host and organize the World Championship is obliged to pay a deposit when it will be signed the contract to the General Secretariat Office. It is also obliged to pay Homologation Fee. The payment of Homologation Fee needs to be made to the IDF General Secretariat Office no later than forty five (45) days before the Opening of the event. The Organizer (National Federation for organization of

- the event), is obliged to pay travel costs, accommodation and boarding for IDF President or General Secretary for the inspection;
- 2.5** The organizer (National Federation responsible for organization of the event) is obliged to pay travel costs, accommodation and boarding of the following: IDF President (1), IDF Vice-President (1), IDF General Secretary (1), Competition Directors (3/6), Technical Co-ordinator (3), Adjudicators' Co-ordinator (1), members of the secretary office (3/6); Fourteen/Nineteen (14/19) in total. The organizer is also obliged to pay accommodation and boarding for two (2) or more, if need, Adjudicators from each Nation;
 - 2.6** The World Championship can last more than one (1) day. The Opening Ceremony will be held the day before the competition and the Closing Gala needs to be finished no later than at 6 p.m. on the last day of the competition;
 - 2.7** Each dance discipline presented in the World Championship is regulated by separate IDF Regulations;
 - 2.8** Competitors participate in the following categories: Solo, Duo, Couple, Small Group, Formation and Production;
 - 2.9** Each Nation affiliated in the IDF is allowed to select its height (8) representatives in each of the following categories: Solo, Duo, Couple, Small Group, Formation and Production. The national selections should be regulated by separate national regulations;
 - 2.10** Each nation is allowed to use the total number of ten (10) Wild Cards that can be used to select dancers in the following categories: Solo, Duo and Couple. Nation who organize World Championship is allowed to use the total number of fifteen (15) Wild Cards. It's allowed to use, by buying them, ten (10) additional Wild Cards. For each Category is allowed to use a maximum of three (3) wild Cards;
 - 2.11** Dancers who got two (2) highest scores in each discipline in Ranking Competition do not need to be selected by their National Federation as they have right to participate in the World Championship automatically;
 - 2.12** In order to participate in the World Championship each Nation must pay annual IDF Affiliation Fee. The amount is decided on yearly basis by the IDF Directive Council;
 - 2.13** In order to participate in the World Championship each dancer needs to pay for his/her Technical Card. The payment must be made no later than forty five (45) days from the beginning of the event;
 - 2.14** World Championship Dancers' Registrations and nominations will be made online. General Secretariat office will provide to send to each Nation Username and Password to register dancers. In order to participate, each Nation is obliged to provide directly for registrations. Deadline will be 30 days before the beginning of the event. No later than twenty five (25) days before the beginning of the event General Secretariat Office will provide to send to each Nation the total cost of Technical Cards and registrations. Registration will be automatically re-open for five days and in this time Nations can do Cancellations, Added and Changes. After five days program automatically closed registrations and no other nominations will be accepted. Possible cancellations can be made no later than twenty (20) days before the event. Anyone wishing to make a cancellation after last deadline, can do it no less than three (3) days before the event and it will be

- obliged to make a full participation fee payment for the cancelled dancers.
- 2.15 Each nation is obliged to pay participation fee. The payment needs to be made no later than twenty (20) days before the event;
 - 2.16 Each participating Nation is obliged to forward to the Organizing Committee hotel booking forms. The forms must be delivered to the organizer no later than forty five (45) days before the event. Possible cancellations can be accepted no later than fifteen (15) days before the event. Anyone (Club or Federation) wishing to cancel booking less than fifteen (15) days before the event will be obliged to make the full payment;
 - 2.17 First three (3) best competitors should be rewarded with trophies, while the six (6) best with diplomas. This rule applies to all dance and age categories;
 - 2.18 Prize giving is held at the end of each competition day;
 - 2.19 Final results must not be displayed before the prize giving.

3. THE EUROPEAN CHAMPIONSHIP

- 3.1 The European Championship is the second most important event organized by the IDF;
- 3.2 It is held once during the sporting season;
- 3.3 Every Nation has its right to apply for hosting the European Championship. In order to organise IDF European Championship, each nation needs to present to the President and General Secretary a written application, using a suitable IDF form. The application, if will be accepted after inspection of logistic structures, inspection of the structure where will be held the competition, evaluation of warranties offer by the organizer, will be ratified by the IDF Directive Council;
- 3.4 The Nation that has been accepted to host and organize the European Championship is obliged to pay a deposit when will be signed the contract to the General Secretariat Office. It is also obliged to pay Homologation Fee. The payment of Homologation Fee needs to be made to the IDF General Secretariat Office no later than forty five (45) days before the Opening of the event. The Organizer (National Federation for organization of the event), is obliged to pay travel costs, accommodation and boarding for IDF President or General Secretary for the inspection;
- 3.5 The organizer (National Federation responsible for organization of the event) is obliged to pay travel costs, accommodation and boarding of the following: IDF President (1), IDF Vice-President (1), IDF General Secretary (1), Competition Directors (3/6), Technical Co-ordinator (3), Adjudicators' Co-ordinator (1), members of the secretary office (3/6); Fourteen/Nineteen (14/19) in total. The organizer is also obliged to pay accommodation and boarding for two (2) or more, if need, Adjudicators from each Nation;
- 3.6 European Championship can last more than one (1) day. The Opening Ceremony will be held the day before the competition and the Closing Gala needs to be finished no later than at 6 p.m. on the last day of the competition;
- 3.7 Each dance discipline presented in European Championship is regulated by separate IDF Regulations;
- 3.8 Competitors participate in the following categories: Solo, Duo, Couple, Small-Group, Formation and Production;

- 3.9** Each nation affiliated in IDF is allowed to select its height (8) representatives in each of the following categories: Solo, Duo, Couple, Small Group, Formation and Production. The national selections should be regulated by separate national regulations;
- 3.10** Each nation is allowed to use the total number of ten (10) Wild Cards that can be used to select dancers in the following categories: Solo, Duo and Couple. Nation who organize World Championship is allowed to use the total number of fifteen (15) Wild Cards. It's allowed to use, by buying them, ten (10) additional Wild Cards. For each Category is allowed to use a maximum of three (3) wild Cards;
- 3.11** In order to participate in the European Championship each Nation must pay annual IDF Affiliation Fee. The amount is decided on yearly basis by the IDF Directive Council;
- 3.12** In order to participate in the European Championship each dancer needs to pay for his/her Technical Card. The payment must be made no later than forty five (45) days from the beginning of the event;
- 3.13** European Championship Dancers' Registrations and nominations will be made online. General Secretariat office will provide to send to each Nation Username and Password to register dancers. In order to participate, each Nation is obliged to provide directly for registrations. Deadline will be 30 days before the beginning of the event. No later than twenty five (25) days before the beginning of the event General Secretariat Office will provide to send to each Nation the total cost of Technical Cards and registrations. Registration will be automatically re-open for five days and in this time Nations can do Cancellations, Added and Changes. After five days program automatically closed registrations and no other nominations will be accepted. Possible cancellations can be made no later than twenty (20) days before the event. Anyone wishing to make a cancellation after last deadline, can do it no less than three (3) days before the event and it will be obliged to make a full participation fee payment for the cancelled dancers;
- 3.14** Each nation is obliged to pay participation fee. The payment needs to be made no later than Twenty (20) days before the event;
- 3.15** Each participating Nation is obliged to forward to the Organizing Committee hotel booking forms. The forms must be delivered to the organizer no later than forty five (45) days before the event. Possible cancellations can be accepted no later than fifteen (15) days before the event. Anyone (Club or Federation) wishing to cancel booking less than fifteen (15) days before the event will be obliged to make the full payment;
- 3.16** First three (3) best competitors should be rewarded with trophies, while the six (6) best with diplomas. This rule applies to all dance and age categories;
- 3.17** Prize giving is held at the end of each competition day;
- 3.18** Final results must not be displayed before the prize giving.

4. THE WORLD CUP (CUP OF *name of the country* IDF RANKING COMPETITION)

- 4.1** The World Cup competitions are held on yearly basis between October and April;
- 4.2** The World Cup is a series of competition with the maximum number of six (6) events held during one (1) sporting season;

- 4.3** Each dance discipline presented in World Championship is regulated by separate IDF Regulations;
- 4.4** Competitors participate in the following categories: Solo, Duo, Couple, Small-Group, Formation and Production;
- 4.5** Every Nation has its right to apply for hosting the World Cup. In order to organise IDF World Cup, each nation needs to present to the President and General Secretary a written application, using a suitable IDF form. The application will be accepted after evaluation of warranties offer by the organizer.
- 4.6** The Nation that has been accepted to host and organize the World Cup is obliged to pay Homologation Fee. The payment needs to be made to the IDF General Secretary Office no later than forty five (45) days before the Opening of the event;
- 4.7** The organizer (national federation responsible for organization of the event) is obliged to pay travel costs, accommodation and boarding of the following: IDF President, IDF General Secretary and IDF Supervisor as well as two (2) Competition Directors, if they would be coming;
- 4.8** The World Cup can last more than one (1) day. The Closing Gala needs to be finished no later than at 6 pm on the last day of the competition;
- 4.9** Each dance discipline presented in World Championship is regulated by separate IDF Regulations;
- 4.10** Competitors participate in the following categories: Solo, Duo, Couple, Small Group, Formation and Production;
- 4.11** There are no restrictions concerning the number of dancers from each country that would participate in the World Cup. The national selections should be regulated by separate national regulations;
- 4.12** In order to participate in the World Cup each Nation must pay IDF Annual Affiliation Fee. The amount is decided on yearly basis by the IDF Directive Council;
- 4.13** In order to participate in the World Cup each dancer needs to pay for his/her Technical Card. The payment must be made no later than forty five (45) days from the beginning of the event;
- 4.14** Dancers' Registrations and nominations will be made online. General Secretariat office will provide to send to each Nation Username and Password to register dancers. In order to participate, each Nation is obliged to provide directly for registrations. Deadline will be 30 days before the beginning of the event. No later than twenty five (25) days before the beginning of the event General Secretariat Office will provide to send to each Nation the total cost of Technical Cards and registrations. Registration will be automatically re-open for five days and in this time Nations can do Cancellations, Added and Changes. After five days program automatically closed registrations and no other nominations will be accepted. Possible cancellations can be made no later than twenty (20) days before the event. Anyone wishing to make a cancellation after last deadline, can do it no less than three (3) days before the event and it will be obliged to make a full participation fee payment for the cancelled dancers. Registrations can be also made through organizer;
- 4.15** First three (3) best competitors should be rewarded with trophies, while the six (6) best with diplomas. This rule applies to all dance and age categories;

4.16 Prize giving is held at the end of each competition day;

4.17 Once the series of the World Cup competitions have finished, the points that were assigned to each dancer after each World Cup event are summed up and a Ranking List is created. Each dancer can participate in one (1) or many World Cup competitions. After each World Cup competition dancers are assigned the following number of points:

- **1° place - 15 points**
- **2° place - 12 points**
- **3° place - 10 points**
- **4° place - 08 points**
- **5° place - 06 points**
- **6° place - 05 points**
- **7° place - 04 points**
- **8° place - 03 points**
- **9° place - 02 points**
- **10° place - 01 point**

Apart from the points for the best ten (10) presentations, each dancer/couple/duo/small-group/formation that take part in the Ranking Competition gets points for participation. The number of points is proportional to the number of competitors that entered the competition.

Example:

A dancer classified on the first place in the competition with fifty (50) participants would be assigned:

- Fifteen (15) points for the first place + 0,50 points for the number of participants (15,50 points in total)

A dancer classified on the third place in the competition with twenty two (22) participants would be assigned:

- Ten (10) points for the third place + 0,22 points for the number of participants (10,22 points in total)

Dancers who were classified on the eleventh position or lower would be assigned only the points for the number of participants.

Example:

A dancer classified on the twenty second place in the competition with sixty (60) participants would be assigned the following points:

- 60 (number of participants) – 22° (position on which the dancer has been classified) (60-22) (00,38 points in total)

A dancer classified on the thirtieth place in the competition with forty five (45) participants would be assigned the following points:

- 45 (number of participants) – 30° (position on which the dancer has been classified) (45-30) (00,15 points in total)

In the case of a draw (the same result) between two (2) or more dancers, the Secretary Office would consider participants' positions, or if that would not bring the solution, the winner would be chosen by draw.

4.19 Final results must not be displayed before the prize giving.

5. THE EUROPEAN CUP

5.1 The European Cup is an independent competition, it may be held between October and April;

- 5.2** Each dance discipline presented in European Championship is regulated by separate IDF Regulations;
- 5.3** Competitors participate in the following categories: Solo, Duo, Couple, Small-Group, Formation and Production;
- 5.4** Every Nation has its right to apply for hosting the European Cup. In order to organise IDF European Cup, each nation needs to present to the President and General Secretary a written application, using a suitable IDF form. The application will be accepted after evaluation of warranties offer by the organizer.
- 5.5** The Nation that has been accepted to host and organize the European Cup is obliged to pay Homologation Fee. The payment needs to be made to the IDF General Secretary Office no later than forty five (45) days before the Opening of the event;
- 5.6** The organizer (national federation responsible for organization of the event) is obliged to pay travel costs, accommodation and boarding of the following: IDF President, IDF General Secretary and IDF Supervisor as well as two (2) Competition Directors, if they would be coming;
- 5.7** The European Cup can last more than one (1) day. The Closing Gala needs to be finished no later than at 6 pm on the last day of the competition;
- 5.8** Each dance discipline presented in European Championship is regulated by separate IDF Regulations;
- 5.9** Competitors participate in the following categories: Solo, Duo, Couple, Small-Group, Formation and Production;
- 5.10** There are no restrictions concerning the number of dancers from each country that would participate in the European Cup. The national selections should be regulated by separate national regulations;
- 5.11** In order to participate in the European Cup each Nation must pay IDF Annual Affiliation Fee. The amount is decided on yearly basis by the IDF Directive Council;
- 5.12** In order to participate in the European Cup each dancer needs to pay for his/her Technical Card. The payment must be made no later than forty five (45) days from the beginning of the event;
- 5.13** Dancers' Registrations and nominations will be made online. General Secretariat office will provide to send to each Nation Username and Password to register dancers. In order to participate, each Nation is obliged to provide directly for registrations. Deadline will be 30 days before the beginning of the event. No later than twenty five (25) days before the beginning of the event General Secretariat Office will provide to send to each Nation the total cost of Technical Cards and registrations. Registration will be automatically re-open for five days and in this time Nations can do Cancellations, Added and Changes. After five days program automatically closed registrations and no other nominations will be accepted. Possible cancellations can be made no later than twenty (20) days before the event. Anyone wishing to make a cancellation after last deadline, can do it no less than three (3) days before the event and it will be obliged to make a full participation fee payment for the cancelled dancers. Registrations can be also made through organizer;
- 5.14** First three (3) best competitors should be rewarded with trophies, while the six (6) best with diplomas. This rule applies to all dance and age categories;

5.15 Prize giving is held at the end of each competition day;

5.16 Final results must not be displayed before the prize giving.

6. THE WORLD CUP OPEN

6.1 The World Cup competition can be organized in an Open formula;

6.2 Dancers who participate in the Open Cup are not obliged to be in posses of IDF Technical Card. However, their results would not be included into the Ranking List.



Section 2

ORGANISATIONAL ISSUES

1. ORGANISATIONAL ISSUES

- 1.1 The Organising Committee is obliged to respect all the norms and regulations and do its best to provide the infrastructure that would allow to organise the highest level of competition.
- 1.2 The Organiser is responsible for:
- Providing the right venue
 - Advertising the event using the logos of IDF and the Federation that would host the event
 - Displaying the competent bodies;
 - Providing medical service
 - Sorting out the payment of the Authors' Rights regarding publishing and distribution of musical recordings (if applies)
 - Provide three (3) or more presenters (whatever necessary). They have to speak a good English
 - Providing three (3) or more interpreters (whatever necessary) for the Competition Director and/or the Supervisor
 - Arranging for Security men to control dressing rooms, entrances, stages
 - Arranging a good scenography for each stage
 - Arranging proper Audio devices and Lightning
 - Arranging video recording for each stage; once the competition has finished the recording of the whole competition should be forwarded to the IDF General Secretary/President or another appointed person
 - Arranging the competition office (Secretariat) in a quiet and discreet place
 - Arranging the IDF President Office
 - Providing sufficient number of staff
 - Arranging a separate room for the Supervisors, the Competition Directors and the Adjudicators
 - Arranging a room for the Competition Management Team
 - Prize giving
- 1.3 Venue/s where the competition is to be held must fulfill the requirements necessary to host such an event. The minimum size of a dance-floor must not be smaller than 144 square meters (12 x12 m). The dance-floor should have a nice set. Tables and chairs for the adjudicating panel should be placed at least one (1) meter from one another, at least four (4) meters from the audience and at least 1,50 meters from the stage. There should be a separate table or stand for the Competition Director of Stage, All obstacles (Loudspeakers, lights stands, plants, stands, hurdles, tables, exc.) must be minimum at mt. 1,50 of distance from the dance floor, duly segnalated and protected. Competition Director of Judges and the Supervisor as well as for displaying the trophies. There must be tables and chairs provided for the reserved Adjudicators. There must be also additional chairs and tables for

- VIPs, celebrities and other guests. General Secretary or other IDF manager, have to control the respect of those rule and give the clearance.
- 1.4 In the case when a dance-floor is up-lifted the organiser must make sure that the distance between the end of the dance-floor and the edge is not shorter than 1,50 m.;
 - 1.5 Dressing rooms need to be of a good standard and satisfy dancers' needs, clean and in service;
 - 1.6 The Organising Committee is obliged to pass to the IDF General Secretary Office detailed description of the venue and planned services (refreshments and catering services, name and address of the venue, hotel arrangements (if apply), programme of the competition etc.). The information needs to be confirmed no later than sixty (60) days before the beginning of the competition (for the World Cup competitions) and no later than ninety (90) days for the World Championship. The information should be communicated to all member countries and published on the IDF official website;
 - 1.7 Promotional and advertising campaign must include information about the event, information about the member country that organises the competition and information about the IDF (including the official IDF logo);
 - 1.8 Preferably, the promotional and advertising campaign should be led using the following media: Internet, Television, Radio, Press, Volunteering etc.;
 - 1.9 It is required that through the whole duration of the competition medical services must be in place;
 - 1.10 It is required that a Presenter (one (1) for each dance-floor) is well prepared and capable of leading the competition. He/She is obliged to be fluent in English, as this is the Federation's official language;
 - 1.11 Audio devices must be of a good standard and fulfill technical requirements of the competition. Each Audio stand (if there are more than one) needs to be equipped in one (1) CD players, one (1) Notebook, head-phones and two (2) microphones;
 - 1.12 Dancers 'own' music must be sent via internet to the dedicated email address. The tracks to be submitted strictly in MP3 format and no later than 5 days before the start of the competition. The music should include the dancer's start number starting with '00'. The Music Co-ordinator will be responsible to receive, control and downloading the music on the USB (one per each stage) and for uploading it onto the DJ's notebook as well as ensuring that the DJ is explained and confident how the system works and how correct tracks should be found and played. One day before the competition the final check of the submitted tracks will be made in order to verify any cancellations or changes.
 - 1.12 It is required that there is a one (1) DJ and one (1) Pace-keeper for each dance-floor;
 - 1.13 **It is OBLIGATORY that the whole event is video recorded.** Once the competition has finished the recording of the whole competition should be forwarded to the IDF General Secretary or another appointed person;
 - 1.14 It is required that no later that seven (7) days after the competition has finished the General Secretary receives an article (similar to press release) with photos that would be published on the IDF website;
 - 1.15 The organiser must provide sufficient staff and Security men. Staff must supervise, dance-floor/s, dancers' entry and exit. Security men must

supervise Dressing-rooms, the flow of audience (enter and exit), corridors, prize giving ceremony exc.;

- 1.16** The staff manager is obliged to report to the Competition Director, the Supervisor and the Competition Manager on all administrative and organisational issues. If possible, after the competition has finished he/she should send a written report;
- 1.17** First three (3) best competitors should be rewarded with trophies, while the six (6) best with diplomas. This rule applies to all dance and age categories;
- 1.18** Prize giving is held at the end of each competition day.



Section 3

COMPETITION MANAGEMENT STRUCTURE

1. IDF PRESIDENT

- 1.1 co-ordinate and supervise the organisation, all the organisational aspects and relationals.

2. IDF VICE-PRESIDENT

- 2.1 To assist the President in his/her duties and to cover the President's duties in his/her absence.

3. IDF GENERAL SECRETARY

- 3.1 To check the venue and the stages set-up, to check security and health and safety aspects both before and during the competition (each stage to be a minimum of 12m x 12m with a minimum of one (1) metre distance between the edge of the stage and the closest object).
- 3.2 To work with the Adjudicators Co-ordinator to check the set-up of the judging panel.
- 3.3 To control the running of the competitions against the original timetable.
- 3.4 To oversee, alongside the Technical Co-ordinators, that the competition rules are respected to ensure, together with the Technical Co-ordinators and Adjudicators' Co-ordinator, that Competition Directors are clear about the rules.

4. IDF ADJUDICATORS CO-ORDINATOR

- 4.1 To appoint Competition Directors and Judges;
- 4.2 To organize Judging panel;
- 4.3 To call a technical meeting with the Judges, Competition Directors Technical Co-ordinators and the General Secretary;
- 4.4 To instruct, together with the stage Competition Director, staff/volunteers responsible for preparing and entering competitors;
- 4.5 To supervise, during the competition, the correct rotation of the Judges as well as provision of their refreshments (coffee, water exc.);
- 4.6 To cover, if necessary, the Competition Director (Stage or Judge one) if the Director requires to leave his/her position for a short period of time.

5. IDF TECHNICAL CO-ORDINATOR/S

- 5.1 To ensure both the Judges and the Competition Directors are aware of any innovations / modifications to the rules.
- 5.2 To explain the judging system.
- 5.3 To follow the competition, each Co-ordinator to take care of the disciplines of their competence, and to signal and report the Competition Director any discrepancies or violances.

6. IDF MUSIC CO-ORDINATOR

- 6.1 To ensure at least one day before the start of the competition, that each stage is equipped with the adequate sound system. This should include mixer, professional CD Player (with Bpm Counter), laptop for accessing tracks sent via email and stored on a USB key, headphones for pre-listening and two (2) radio microphones with batteries;
- 6.2 To receive tracks sent by email and to save them on a USB stick making sure each track is correctly numbered and marked;
- 6.3 To check the federation music and the national anthems. To download dancers' own music, federation music and national anthems onto the laptop on each stage and to explain the system of how the tracks should be searched for and used;
- 6.4 To provide DJ with a list of disciplines that require dancers' own music, own music in the final rounds and the federation music;
- 6.5 To explain to the DJ that in the situation when a dancer lacks his/her own music in the final (Disco Dance, Disco Freestyle, Disco Slow, Jazz Funk, Dance Pop, Hip Hop, House etc) federation music should be used;
- 6.6 To ensure that DJs are aware to make notes of music pace (BPM) for each presentation where own music is used and where music pace restrictions apply.

7. IDF VIDEO/MEDIA CO-ORDINATOR

- 7.1 To ensure, one day before the start of the event, that each stage is equipped with a video camera that will record the whole duration of the competition (as required by the contract).;
- 7.2 To download/ manage downloading of the footage from the camera onto the external hard drive which will then be submitted to the IDF President at the end of the competition;
- 7.3 To ensure, in the situation of a dispute, that the adequate video is found to allow for verification;
- 7.4 In the situation when the video cameras have not been provided, the Video Co-ordinator to immediately contact the organiser. In the situation of further difficulties, the Video Co-ordinator should ask the intervention of the IDF President who will assess the situation with regards to the signed contract;

8. IDF IT CO-ORDINATOR

- 8.1 To manage/monitor the dedicated network. The network will be composed of a PC server and a 'customer' for each stage.;
- 8.2 To download/ manage downloading of the footage from the camera onto the external hard drive which will then be submitted to the IDF President at the end of the competition;
- 8.3 To explain to the Competition Directors the use of the competition software, including information on how to change the order of dancers, cancellations, 'on stage' function, opening and closing the competition, results printing, use of tablets and what to do in case of the tablet malfunction;
- 8.4 To instruct IT staff allocated for each stage;

9. IDF COMPETITION OFFICE CO-ORDINATOR

- 9.1 To manage preparation of folders and paperwork for the Judges and the Competitor Directors. The folders need to include: plain paper, pens (at least two (2)), competition programme for each stage and information on the Judging Panel for all competition days. The folders need to be given out in the morning in the Judges' Room and collected at the end of the competition day in order for the next competition day programme to be inserted;
- 9.2 To ensure that each competition office, including those on each stage, are supplied with enough toner and paper;
- 9.3 To ensure that the official competition programme for the upcoming day has been displayed in the allocated places;

10. IDF BURSAR

- 10.1 To collect competition entry fees during the event, which then need to be transferred to the competition organiser, technical cards payments and membership fees;
- 10.2 To prepare and provide teams with 'Competition Packs' including dancers' and Team Leaders' passes as well as pre-ordered and pre-paid competition entry tickets;

11. IDF COMPETITION DIRECTOR (JUDGES)

- 11.1 To ensure correct rotation of the judges;
- 11.2 To ensure that choreographies are in line with the competition rules;
- 11.3 To activate the 'on-stage' mode in the competition software once the competitors are ready to perform;
- 11.4 To monitor judges voting and to intervene whenever one or more tablets lose connection;
- 11.5 To foresee and manage any cancellations or changes in order of dancers if they perform on a different stage;

12. IDF COMPETITION DIRECTOR (STAGE)

- 12.1 To monitor the staff/volunteers at the stage entry in order to co-ordinate their work. To ensure that all dancers are present and to maintain eye contact with the presenter resulting in smooth running of each round;
- 12.2 When required, to supervise monitoring of the music pace (BPM) and, if different to the rules to apply in accordance with the Competition Director (Judges) the adequate penalty;
- 12.3 To ensure that during the competition no objects that could affect dancers' safety are positioned within at least one (1) meter from the boundaries of the stage;
- 12.4 To ensure stage decorations are stored in the allocated area and to monitor the area entry. To ensure that no elements of the decorations pose health and safety risk or risk of damaging the stage floor;
- 12.5 To ensure that DJ, staff/volunteers at the stage entry and the presenter have got the updated list of dancers who are due to perform in the upcoming round;

- 12.6** To ensure the stage is clean and safe to perform and to liaise with the cleaners whenever any intervention is needed.
- 12.7** To ensure that first aid is available within the specific stage area or in a designated location within the venue.



Section 4

THE TECHNICAL COMMITTEE

1. APPOINTMENTS

- 1.1 The members of the IDF who have been appointed by the IDF Directive Council to be responsible for technical issues work in the following structures:
- **The Technical Committee;**
 - **The Restricted Technical Committee (The Reduced Council of the Technical Committee);**
 - **The Adjudicators' Committee;**
 - **The Restricted Adjudicators' Committee (The Reduced Council of the Adjudicators' Committee);**
 - **Supervisors;**
 - **Competition Directors;**
 - **Adjudicators;**

2. THE TECHNICAL COMMITTEE

- 2.1 The Technical Committee is appointed by the IDF Directive Council;
- 2.2 The Technical Committee consists of:
- **The President or General Secretary**
 - **The Technical Co-ordinator/s;**
 - **The Technical Specialist (one (1) for each member country);**
- 2.3 The **Technical Committee** assembles at least once a year, usually on the occasion of the General Meeting;
- 2.4 The Technical Committee introduces modifications into technical rules and regulations. After the modifications have been introduced they are evaluated by the IDF General Secretary and ratified by the IDF Directive Council;
- 2.5 The Technical Committee's competencies are as follows:
- To modify technical rules and regulations;
 - To introduce new disciplines;
 - To introduce changes into the Adjudicating Sheets;
 - To introduce changes into the Technical Booklet;
- 2.6 The requests and proposals should be approved by the General Secretary and by the Restricted Technical Committee and voted by the Technical Committee;
- 2.7 After being approved by the Technical Committee, the requests and/or proposals should be ratified by the IDF Directive Council. They come in force from the European/World Championship held the next year after the approval.

3. THE RESTRICTED TECHNICAL COMMITTEE

- 3.1 The Restricted Technical Committee (The Reduced Council of the Technical Committee) consists of:
- **The President or General Secretary**
 - **The Technical Co-ordinator/s;**
 - **Three (3) members of the Technical Committee;**

- 3.2 Members of the Reduced Council of the Technical Committee propose a **Vice-Co-ordinator**. The President or General Secretary and the Technical Co-ordinator/s should approve the proposal;
- 3.3 The Restricted Technical Committee assembles only when called by the President or General Secretary;
- 3.4 The Restricted Technical Committee, together with the President or General Secretary evaluates and approves, technical proposals, before they are voted by the Directive Council;
- 3.5 The Restricted Technical Committee, after all the relevant procedures have been completed, decides on acceptance or rejection of new disciplines;
- 3.6 The Restricted Technical Committee is obliged to communicate, on regular basis, with the Technical Co-ordinator/s by e-mail;
- 3.7 Every two (2) months the Technical Co-ordinator/s is obliged to report to the President or General Secretary about the progression that has been made;
- 3.8 The Restricted Technical Committee is legitimate to attend General Meeting, however does not have voting right. The only representative of the Restricted Technical Committee with the right to vote is the Technical Co-ordinator/s or in the case of his/her absence the Vice-Technical Co-ordinator;
- 3.9 The Restricted Technical Committee accepts music pieces.



Section 5

THE ADJUDICATORS' COMMITTEE

1. THE ADJUDICATORS' COMMITTEE

- 1.1 The Adjudicators' Committee is appointed by the IDF Directive Council;
- 1.2 The Adjudicators' Committee consists of:
 - **The President or General Secretary**
 - **The Adjudicators' Co-ordinator;**
 - **One (1) Adjudicator from each member country;**
- 1.3 The **Adjudicators' Committee** assembles at least once a year, usually on the occasion of General Meeting;
- 1.4 The Adjudicators' Committee prepares, suggests and evaluates issues that concern only and exclusively the Adjudicators and adjudicating.

2. THE RESTRICTED ADJUDICATORS' COMMITTEE

- 2.1 The Restricted Adjudicators' Committee (The Reduced Council of the Adjudicators' Committee) consists of:
 - **The President or General Secretary**
 - **The Adjudicators' Co-ordinator;**
 - **Three (3) members of the Adjudicators' Committee;**
- 2.2 Members of the Reduced Council of the Adjudicators' Committee propose a **Vice-Co-ordinator**. The President or General Secretary and the Technical Co-ordinator should approve the proposal;
- 2.3 The Restricted Technical Committee assembles only when called by the President or General Secretary;
- 2.4 The Restricted Technical Committee is obliged to communicate, on regular basis, with the Technical Co-ordinator by e-mail;
- 2.5 Every two (2) months the Adjudicators' Co-ordinator is obliged to report to the President or General Secretary about the progression that has been made;
- 2.6 The Restricted Adjudicators' Committee is legitimate to attend General Meeting, however does not have voting right. The only representative of the Restricted Adjudicators' Committee with the right to vote is the Adjudicators' Co-ordinator or in the case of his/her absence the Vice-Adjudicators' Co-ordinator.

Section 6

THE SUPERVISOR

1. THE SUPERVISOR

- 1.1 The **IDF Supervisor**, needs to have qualifications of the **IDF International Competition Director**. He/She needs to have profound knowledge of IDF Technical Rules, IDF General Regulations (dance-floor, changing-rooms, health and safety issues, tribunes, refreshment and catering points etc.) and the Federation's Statute. He/She is obliged to have theoretical and practical knowledge of the IDF Competition Management Software. The IDF Competition Director is required to have long experience both as an adjudicator and the International Competition Director;
- 1.2 The Supervisor is appointed by the IDF General Secretary and confirmed by the IDF President;
- 1.3 During competition the Supervisor has the following competencies:
- Verifies and reports on the following:**
- **Changing-rooms (tidyness and sufficient capacity);**
 - **Health and Safety Issues (dancers and audience);**
 - **Dance-floor (size and paving);**
 - **Adjudicators' tables positioning;**
 - **Audio Devices and Lightening;**
 - **Acustics;**
 - **Set;**
 - **Capacity of tribunes;**
 - **Presence of medical services;**
 - **Presence of catering services;**
 - **Staffing;**
 - **Competence of the competition office;**
 - **DJ and Pace-keeper;**
 - **Presenter;**
- 1.4 The Supervisor verifies the correct application of technical regulations. In the case when any irregularity has been noticed, he/she is obliged to immediately inform the Competition Director. The Supervisor decides on steps that should be taken and his/her decision is final;
- 1.5 No later than seven (7) days after the competition has finished the Supervisor is obliged to send to the General Secretary a detailed report summarising the event.

Section 7

THE COMPETITION DIRECTOR

1. INTERNATIONAL COMPETITION DIRECTOR

- 1.1 The **IDF International Competition Director**, needs to have qualifications of **IDF Official International Adjudicator**. He/She needs to have profound knowledge of IDF Technical Rules, IDF General Regulations (dance-floor, changing-rooms, health and safety issues, tribunes, refreshment and catering points etc.) and the Federation's Statute. He/She is obliged to have theoretical and practical knowledge of the IDF Competition Management Software. The IDF Competition Director is required to have long experience as an adjudicator. In order to perform his/her duties the Competition Director is required to pass practice test;
- 1.2 In order to acquire qualifications of the IDF Competition Director a candidate needs to present to the IDF President and General Secretary a written application. The application should correspond with candidate's curriculum;
- 1.3 After the application has been received, it will be evaluated by the President and General Secretary. The main evaluation criteria are candidate's curriculum and experience. No later than thirty (30) days after the application has been presented, a candidate will be informed if it was accepted or rejected. In the case when the application has been accepted, the candidate will be offered a possibility to seat his/her practice test at the first available opportunity;
- 1.4 Once the practice test and apprenticeship has been completed, if with positive result, the candidate receives qualifications of the IDF Competition Director;
- 1.5 During competition the Competition Director/s (Judges and Stage) has the following competencies:
 - **Supervises correct execution of the competition;**
 - **Is responsible for communication with the Adjudicators, DJ, Pace-keeper, Presenter, Competition Organiser and Site-Manager, Competition Office and staff that manages a dance-floor;**
 - **To ensure correct rotation of the judges;**
 - **To ensure that choreographies are in line with the competition rules;**
 - **To activate the 'on-stage' mode in the competition software once the competitors are ready to perform;**
 - **To monitor judges voting and to intervene whenever one or more tablets lose connection;**
 - **To foresee and manage any cancellations or changes in order of dancers if they perform on a different stage;**
 - **To monitor the staff/volunteers at the stage entry in order to coordinate their work. To ensure that all dancers are present and to maintain eye contact with the presenter resulting in smooth running of each round;**

- **When required, to supervise monitoring of the music pace (BPM) and, if different to the rules to apply in accordance with the Competition Director (Judges) the adequate penalty;**
 - **To ensure that during the competition no objects that could affect dancers' safety are positioned within at least one (1) meter from the boundaries of the stage;**
 - **To ensure stage decorations are stored in the allocated area and to monitor the area entry. To ensure that no elements of the decorations pose health and safety risk or risk of damaging the stage floor;**
 - **To ensure that DJ, staff/volunteers at the stage entry and the presenter have got the updated list of dancers who are due to perform in the upcoming round;**
 - **To ensure the stage is clean and safe to perform and to liaise with the cleaners whenever any intervention is needed.**
 - **To ensure that first aid is available within the specific stage area or in a designated location within the venue.**
 - **Whenever necessary applies modifications into the execution of the competition. Gradually, his/her decisions and their explanation must be reported to the General Secretary and the Technical Committee;**
 - **Collects letters of complaint;**
 - **After the competition has finished, he/she prepares a detailed report;**
 - **In the case when a Supervisor has been absent, the Competition Director takes over his/her duties;**
- 1.6 The Competition Director is obliged to obey the technical rules of each discipline;
- 1.7 The Competition Director is allowed to decide on dancer's/ couple's/duo's/ small-group's/formation's last position without previous consultance with the General Secretary, the Technical Committee and the Adjudicators. However, such a decision may be taken only and exclusively in the following situations:
- **Dancer/ Couple/Duo/ Small-group/Formation executes Acrobatic Elements that have not been permitted;**
 - **Dancer/ Couple/Duo/ Small-group/Formation uses a music piece which is not in accordance to the requirements (music duration is not respected);**
 - **Dancer/ Couple/Duo/ Small-group/Formation uses a music piece which is not in accordance to the requirements (music pace (BPM) is not respected);**
 - **Dancer/ Couple/Duo/ Small-group/Formation does not remain in the right sector while performing on a dance-floor;**
 - **Dancer/ Couple/Duo/ Small-group/Formation does not appear on a dance-floor after the third (3) call;**
 - **One presents inappropriate behaviour towards dancers, Adjudicators or anyone else representing the Federation and its values;**

- **Quantity of dancers in small-groups or formations is not in accordance to the requirements;**
- **Scenography and/or props is used, where it's not allowed;**

In the case when last position has been assigned, the Competition director is obliged to immediately inform the competition office. Gradually, whenever possible he/she should inform about his/her decision and its reasons the General Secretary, the Technical Co-ordinator and the Adjudicators. In the case when the Competition Director notices violation of rules, in the cases different than listed above, he/she is obliged to immediately pause the competition and explain the situation to the Adjudicators, the General Secretary and the Technical Co-ordinator who all make a decision;

- 1.9 The Competition Director is allowed to decide on the Adjudicator's substitution when he/she shows signs of tiredness or when his/her adjudications are evidently different from the adjudications presented by the others;
- 1.10 The Competition Director is obliged to act sensibly.



Section 8

THE IDF OFFICIAL ADJUDICATOR

1. THE IDF ADJUDICATOR

- 1.1 **The IDF Adjudicator** needs to acquire proper qualifications through attending courses and passing exams organised by the Federation. The IDF Adjudicator is obliged to know all IDF Technical Rules and Regulations. He/she needs to have profound knowledge of dance styles and dance techniques. He/she needs to know the structure of the Federation;
- 1.2 In order to acquire qualifications of the IDF Competition Adjudicator the President of National Federation needs to present to the IDF President and General Secretary a written application for candidate. The application should correspond with the candidate's curriculum. The President of National Federation should also state in which discipline/s he/she would like to obtain his/her qualifications;
- 1.3 After the application has been received, it will be evaluated by the IDF President and General Secretary. The main evaluation criteria are candidate's curriculum and experience. No later than thirty (30) days after the application has been presented, a candidate will be informed if it was accepted or rejected. In the case when the application has been accepted, the candidate will be offered a possibility to seat his/her exam at the first available opportunity. Having passed the examinations, the candidate will obtain the qualifications of the IDF Official Adjudicator and his/her name will be put into the IDF Official Adjudicators' List. The new adjudicator will be issued his/her own licence (IDF Technical Card) that will state:
 - Name of the National Federation of which the Adjudicator is a member;
 - Grade obtained during the examination;
 - Name of a discipline/s in which the Adjudicator is qualified;
 - Number and type of competition that the Adjudicator was adjudicating;
 - Any disciplinary issues, if occurred;
- 1.4 Examination's programme and content will be decided by the IDF President and General Secretary, the IDF Restricted Technical Committee and the IDF Restricted Adjudicators' Committee. The candidates will be inform about their decision no later than Thirty (30) days before the examination;
- 1.5 Each Adjudicator is allowed to adjudicate only and exclusively the discipline/s in which he/she obtained his/her qualifications;
- 1.6 In order to present professionalism and proper image of the IDF Official Adjudicator, as well as to make sure that all adjudications are fair and unbiased the following rules need to be respected:
 - **Adjudicator must be present the day before the competition (if it will be asked) for briefing. The day of competition, Adjudicators must be present at least fifteen (15) minutes before begin the competition;**
 - **During the competition none of the Adjudicators for any reason may leave the adjudicating area;**

- **During the competition the Adjudicator is not allowed to speak or consult other Adjudicators;**
- **During the competition the Adjudicator is not allowed to speak to anyone apart from the Competition Director. If the Adjudicator needs to consult the Competition Director he/she should raise his/her hand;**
- **The Adjudicator, during the competition, cannot use cameras, video-cameras, phones;**
- **The Adjudicator, during the competition, cannot have on the table, papers with write the name or numbers of the dancers in competition;**
- **The Adjudicator, while being in an adjudicating panel or while on waiting must not contact or perform any actions towards dancers and audience;**
- **During the competition the Adjudicator should always remain in the adjudicating area in case the Competition Director needed substitution;**
- **The Adjudicator should wear smart clothing and display IDF official logo;**
- **During intervals the Adjudicator is prohibited from stopping in front of results display and making any comments on them or the voting system to dancers, instructors, coaches, group and team leaders, parents and carers;**
- **The Adjudicator is prohibited to contact competition office, unless asked;**
- **The Adjudicator is not allowed to adjudicate discipline in which competes his/her family member (son, daughter, brother, sister, husband, wife etc.). It's Adjudicator's responsibility to inform the Competition Director when such a situation takes place, so he could find a substitution;**
- **The Adjudicator is obliged to have profound knowledge of all technical rules that concern the discipline he/she adjudicates;**
- **The Adjudicator is obliged to know restrictions concerning time and pace of music pieces for each discipline he/she adjudicates;**
- **The Adjudicator is obliged to know restrictions concerning acrobatic and gymnastic elements for each discipline he/she adjudicates;**
- **In preliminaries and semi-finals the Adjudicator is obliged to know dancers' positions on a dance-floor;**
- **The Adjudicator is obliged to have profound knowledge of the Skating System;**
- **The Adjudicator is obliged to have profound knowledge of Tridimensional System;**
- **The Adjudicator is obliged to have profound knowledge of voting system;**
- **The Adjudicator must NOT participate in any IDF competition as a dancer.**

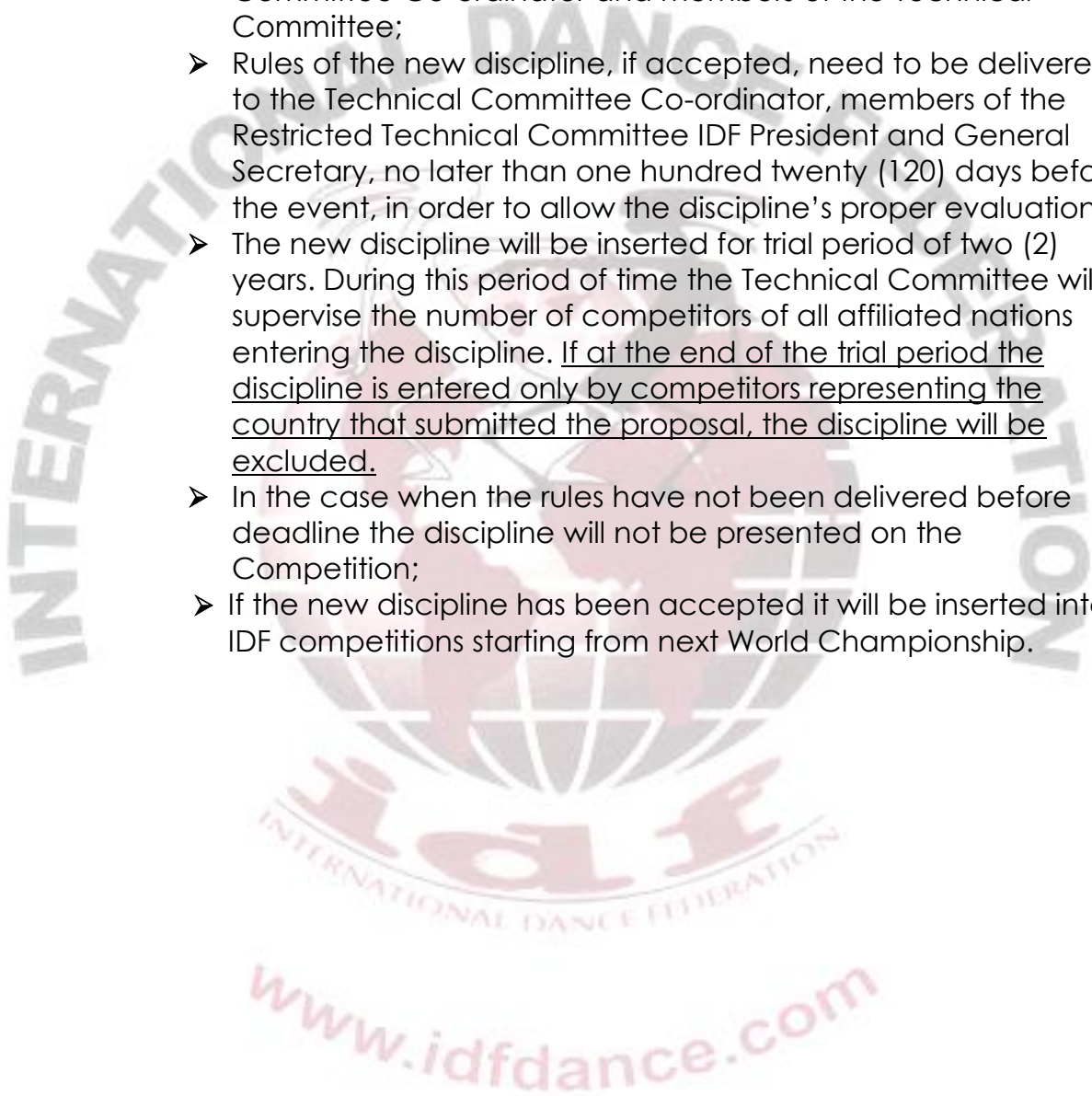
Section 9

INTRODUCTION OF NEW DISCIPLINES

1. NEW DISCIPLINE REQUEST

1.1 Request for Introduction of a New Discipline should be followed by the following procedure:

- New Discipline needs to be presented to the Technical Committee Co-ordinator and members of the Technical Committee;
- Rules of the new discipline, if accepted, need to be delivered to the Technical Committee Co-ordinator, members of the Restricted Technical Committee IDF President and General Secretary, no later than one hundred twenty (120) days before the event, in order to allow the discipline's proper evaluation;
- The new discipline will be inserted for trial period of two (2) years. During this period of time the Technical Committee will supervise the number of competitors of all affiliated nations entering the discipline. If at the end of the trial period the discipline is entered only by competitors representing the country that submitted the proposal, the discipline will be excluded.
- In the case when the rules have not been delivered before deadline the discipline will not be presented on the Competition;
- If the new discipline has been accepted it will be inserted into IDF competitions starting from next World Championship.



Section 10

GENERAL DISCIPLINARY REGULATIONS

1. GENERAL DISCIPLINARY REGULATIONS

- 1.1 Disciplinary Regulations is a set of norms and rules which must be obeyed by dancers, coaches and trainers, adjudicators, Presidents and sport clubs principles as well as all other members and bodies within the IDF, in order to make sure the Federation and all its projects are run at its best and succeeds in promoting respect and fair-play values.
- 1.2 **Every intemperance, incorrect attitudes and behaviors of Public, Dancers, Teachers, Representatives of Clubs, Judges and Executives to all the levels** that can negatively engrave on the organization or that they injure the image of the I.D.F., they will be submitted at **judgment** of a **Disciplinary Committee**;
- 1.3 **For the Regulation detailed of the “Disciplinary Normative” to see the “Disciplinary Rules I.D.F.”**



Section 11

COMPLAINTS

1. COMPLAINTS

- 1.1 Nation's Manager that recognize a violation, a misconduct or not to act according to the Regulations Rule , may submit **written complaint**;
- 1.2 The Complaint is made in occasion of Competition or Officers Sports Events IDF with Competitive character;
- 1.3 The appeal of Complaint can be introduced in two ways:
 - **First appeal Complaint:** It is introduced in writing 30 minutes from the deadline of competition to Competition Director, however before awards;
 - **Second appeal Complaint:** It is introduced in writing 10 days after the deadline of Competition. It will be sent to General Secretariat I.D.F.;
- 1.4 Every Complaint must be accompanied by the **Tax of Complaint** established by the I.D.F. Directive Council;
- 1.5 The Complaint has to be well legible to be accepted , it has to clearly specify the terms of confrontation and the **precise reference** to the regulations not respected of the Technical Rules. If the motivations doesn't result clear or is not made precise reference to the discordance with the regulations, the Complaint cannot be granted;
- 1.6 Tax of Complaint will be refunded if the Complaint will be granted;
- 1.7 The aforesaid regulations are necessary for guaranteeing to everybody the mutual respect and the good operation of the competitions.

Section 12

PROFESSIONAL DEVELOPMENT SECTOR

1. PROFESSIONAL DEVELOPMENT SECTOR

- 1.1 The main purpose of the Professional Development Sector is to make sure that the IDF Official Adjudicators receive high quality professional development in order to be able to improve their qualifications and stay up-dated;
- 1.2 In order to improve own experience and keep the high work ethos, the IDF Adjudicators are obliged to show their professionalism through constant drive towards their own professional development;
- 1.3 In order to provide professional development opportunities the IDF organises regular theoretical and practical courses that are obligatory and target all IDF Official Adjudicators, qualified in all the disciplines and specialities;
- 1.4 Courses (seminars, stages, conferences, etc.) are fundamental part of the IDF professional development programme and are divided as follows:
 - **Educating courses:** Courses that aim to prepare participants to examinations that would allow them to obtain qualifications of the IDF Official Adjudicator;
 - **Up-dating courses:** Courses that aim to develop existing qualifications and courses that would allow participants to obtain (after proper examinations) qualifications of the IDF Competition Director;
- 1.5 Courses can be organised as a one (1) day courses, as well as weekend courses or intensive over a week courses depending on type of the course and material taught;
- 1.6 In order to get qualifications of the IDF Competition Director the applicant needs to complete a multi-level course. The applicant who is interested to enter such a course is obliged to be in posses of the qualifications of the IDF Official Adjudicator.