



Administrative Rules

ORGANIZATION OF WRRC TOURNAMENTS

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Visa :

on behalf of WRRC Presidium
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Version	Description of modifications
1.0	Original version
1.1	Duration of the event The maximum duration of the event for Children category from the 1 st qualification until the winner ceremony is 5 hours.

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OBLIGATIONS OF ORGANIZER

REQUEST FOR ORGANIZATION OF EVENT

Application documents and forms

For any request to organize a WRRC event, the applicant must fill and send the document named " Official WRRC Application Form " to the WRRC office at least

- for World & Continental Championship, twelve (12) months before the competition or event takes place.
- for all other events, nine (9) months before the competition or event takes place.
- Upon approval of WRRC Presidium (for missing events) also later applications can be accepted

The application must include:

- " Official WRRC Application Form "
- support letter from the national federation
- description and technical data of the sport hall (dancers' capacity, public capacity, number of dressing rooms, characteristics of the floor, ...)
- description of the logistics regarding the organization for visitors (public pathway, type of catering available, ...)
- description of the logistics regarding the organization for the athletes (location of the dressing rooms, warm up areas, ...)

In case of organizing in a new sport hall (where there was no previous WRRC event), the WRRC may ask the organizer to cover the costs of a Presidium member in order to check if the infrastructure is compliant with the type of competition requested.

Combination of categories

- The requested combination of categories must comply with the maximum competition time – see Point 1.4.2
- The WRRC may request that some categories must be combined on one event, this must be clarified before the approval of the event
- When applying for combined tournaments, the organizer understands that a combined judging panel will be assigned based on the valid regulations for the year when the event takes part

Applicable rules

- The application procedures valid on the date of application are applicable for any event request
- All other rules applicable are the ones valid for the year when the event takes part. In practice this means that different rules could be applicable for the event as valid during the application time!
- When signing and sending the Application form the organizer automatically accepts all valid WRRC rules and regulations
- If the requirements for a competition organization are significantly different from the application time to the event time, the WRRC is obliged to find some favourable solution for the organizer

Approval of the events

- WRRC Presidium is responsible for the approval of the events
- The WRRC Office will inform the organizer about the approved event and send the organizer the general contract. The event will be set to status PLANNED. The WRRC must inform the organizer in 15 days after the decision and prepare the initial contract.
- The organizer has 30 days to sign the contract. After the signature the event will be set to status ACTIVE. If the contract is not signed in due time, the event will be deleted from WRRC calendar and open for other organizers
- The basic contract will include general requirements and a reference to this document, all details will be set with Appendix at the beginning of the year of the event.

REQUIREMENTS AND DEADLINES BEFORE THE EVENT

The announcement of a tournament:

1.2.1.1 The Organizer must announce the tournament with all the participation conditions at least 2 months in advance.

1.2.1.2 The announcement must be sent to all member federations and WRRC office by e-mail and over the Internet. The announcement must include appropriate documents to be published on WRRC calendar.

1.2.1.3 The announcement must include:

1.2.1.3.1 Type and title of the tournament

1.2.1.3.2 Location of the event

1.2.1.3.3 Date of the event

1.2.1.3.4 Beginning times of the event (rehearsal, afternoon and evening event)

1.2.1.3.5 Times when the participants, the judges and the observer must be available.

1.2.1.3.6 Closing date for entries is strictly 21 days prior to the tournament.

1.2.1.3.7 At least 2 possibilities of price categories for overnight stays

1.2.1.3.8 Compensations and expenses for participants and officials shall be granted according to the Fee-Scale of the WRRC and shall be precisely detailed in the tournament announcement.

Cancellation of a tournament

1.2.2.1. In case of a cancellation of a tournament less than 3 months prior to a tournament caused by the organizer, the organizer shall be responsible for refunding travel- expenses to participants and officials.

WRRC Tournament report

The organizer must fill in the on-line WRRC tournament report following the deadlines specified by WRRC. The tournament report is used also a tool to help the organizer to accomplish all necessary tasks before the event.

Entries and deadlines

The organizer can only accept participants announced via WRRC registration system entered before the deadline. Closing date for entries is strictly 21 days prior to the tournament. The late Announcements can be accepted only if they are approved by WRRC and the organizer.

ESSENTIAL REQUIREMENTS ON THE EVENT

AREAS IN THE HALL

Competition area:

- The competition area must be ideal to allow the best performance of each athlete. It must be protected from cold and weathering.
- The dance floor must be a sports floor (wooden floor, parquet or "Taraflex" type).
- In case of competition of couples only, the dance floor must have a minimum size of 20m² (5m broad and 4m deep) per couple.
- When planning RR Children/Juveniles/Junior World Cups, the stage must be big enough for 5 couples to dance on the same time.
- For formations, the minimum dance floor size is (12) meters x twelve (12 meters). No obstacles are allowed in this area.
- If the dance floor is on elevated stage, a security border of 1m on all edges must be added to the sizes mentioned above
- For Rock'n'Roll Main Class Free and Contact Styles, and Formation Main Class, a minimum of 6 m free height over the overall area of the dance floor is required.
- The lights must never disturb the dancers. The organizer must accept the requirement from Supervisor to change the light settings if necessary.
- **It is recommended that the floor has no lines, pictures or other markings. For Championships and World cup Final lines, pictures or other markings on the floor are not allowed without the special approval of the WRRC Presidium.**
- A background scenery suitable for the event organized should be prepared.
- WRRC and WDSF logos, as well as logos of WRRC official sponsors, must be published in competition's brochure and be visible on the scene, and all other visual materials. WRRC will define the order of logos.
- The official name of the competition must be published on the scene or shown clearly on the big screen.
- The temperature in the competition hall should be between 20°C and 27°C to enable safe performances of all participants

Warm up area

- The capacity of the warmup area must be in accordance with the competition organized. In case of combined events with couples and formations, separate/separated warm up areas must be available.
- The floor must be a sports floor (wooden floor, parquet or Taraflex type), and ideally the same as competition dancefloor.
- In case of Acrobatics in the same time with other categories, a special area, reserved for Acrobatics categories, delimited and signalized must be organized.
- The ways between the dressing rooms, the warm-up area and the competition area must be protected from cold and weathering.

Audience area

- The capacity of the audience area must be in accordance with the event organized and expected number of visitors
- The area must be protected from the cold and weathering. The people from audience should not have access to the dressing rooms, to the warm-up and competition areas.

- A reserved space must be provided in audience area for all competitors and coaches who have finished the competition. The area must enable them to watch the competition till the end.

Leaders/coaches area

- Official leaders/coaches of each nation must have a free access to the dressing rooms, the warm-up and competition areas. The organizer must provide a specific location called "Coaching area" in order to allow to each leader/coach to properly see her/his athletes' performance.
- This area should not create a discomfort for the judges nor to the audience.
- A leader/coach will only be allowed to access to this "Coaching area" during the performance of her/his athletes and will have to leave just after the end of it. One (1) coach is allowed per competing couple/formation.

Officials area

- The best way possible, the officials should be completely isolated from the dancers, the coaches, the audience, and in general from all non-official people.
- The judging places must be positioned in central location in front of the dance floor.
- Every judge must have a desk and chair. All judges' desks must be equipped with electrical power outlet (if the local system is non-Schuko compatible adapters need to be provided) and LAN connection if protocol desk demands it.
- The organizer must provide a suitable "barrier" to ensure that the judges are not disturbed during their work.
- The judges judging formations must be placed higher than the dance floor and about ten (10) meters away. The area must be free of other people (audience) and the judges must have a clear view to the dance floor.

Office area

- WRRC Office with its scrutineer team must have a big enough table with requested number of chairs and equipment defined in Technical requirements area.
- The organizer must provide a suitable "barrier" to ensure that the scrutineers are not disturbed during their work.

Dressing rooms for competitors

- The capacity of the dressing rooms must be in accordance with the competition organized (max. 4 persons per square meter)
- The dressing room(s) must be separate from the public area and the competition area in order to preserve intimacy of athletes.
- The temperature inside the dressing room(s) should be at least 15°C.

Dressing room for officials

- It is obligatory to provide a special dressing room for officials.
- The capacity of the dressing -rooms must be in accordance with the competition and the number of the appointed officials.
- Power outlets and working toilets are obligatory.

Restrooms

- According to the number of people expected (athletes + officials + leaders/coaches + audience), the organizer must provide the number of restrooms required by the legislation of the organizing country.
- The restrooms must be clean, with enough toilet paper available during the whole competition day.

Doping controls

- A room dedicated to doping control with independent toilet for women and men must be provided and made available to the appointed doping control agency (approved by WADA) in case of (un)scheduled control.

Tournament music and sound system

- The organizer can only use the WRRC approved music for preliminary rounds and the music received by WRRC Office for all final rounds and formations.
- The organizer is responsible and liable to comply with musical rights valid by the legislation of the country where the event is organized.
- The organizer is responsible to provide a professional sound system suitable for the hall size and its structure; and the number of participants expected.
- The quality of the sound must be good at all places of the competition area and in the areas reserved for the judges (also on special positions for formations), the athletes and the audience. The sound volume range must be between 80 and 85 db.

EVENT FLOW

Registration of announced dancers

- The registration must be organized in the afternoon on the day preceding the event, possibly between 17:00 and 22:00; and on the date of the event at least 2hrs before the start of the event
- During the registration the organizer must check in all present dancers/couples and formations, mark the missing ones, distribute the starting numbers and accreditation passes and collect the starting fee when applicable
- Generally, the starting fee is collected in EUR. If the organizer decides to collect the fee in local currency, this must be clearly written in the competition documentation. In any case the WRRC part of the starting fee is only payable in EUR.

Duration of the event:

- The whole duration of the event cannot exceed 12 hours
- There must be a short break (15 minutes) at least every 2 hours
- There must be a lunch break between qualification and finals (evening part). The break should last between 1 and 2 hours,
- The evening part of the competition should not exceed 4 hours.
- Final round must end no later than 23.30.
- The presentation ceremony must end no later than 00.00.
- The competitions for children, juveniles and juniors must end by 22.00 at the latest.
- The maximum duration of the event for Children category from the 1st qualification until the winner ceremony is 5 hours.

Direction of the tournament:

- Correct direction of tournament in cooperation with WRRC Supervisor and scrutineer(s) must be guaranteed.
- All active dancers shall be informed about the schedule (division of rounds, rehearsals etc.) clearly and in time.
- The official language for all information is English.

First aid – medical assistance:

- For the duration of the whole tournament a first aid medical team must be present and ready for duty.
- For all RR Main Class (Contact, Free, Formations) events also the emergency vehicle must be present at the location of the event.

Prizes:

- The organizer must provide certificates for all active participants.
- The organizer must provide trophies for all finalists (1 per person) in each category
- The organizer must provide the Prize Money when applicable following the WRRC Fee Scale valid on the date of event.
- The organizer can provide Prize Money also for events where this is not obligatory.

The Opening ceremony

- The presentation of all countries and dancers must be organized. Each country must be presented with written inscription in English or local language with a flag or name table of the country
- The officials must be presented individually by names.
- The oath of athletes and officials is obligatory on Championships.
- WRRC President or another appointed WRRC Presidium member must be invited to officially open the Championships. After the opening the national anthem of organizing country should be played.
- Other speakers are allowed following the culture of the organizing country

The winner ceremony

- The winner ceremony must take place immediately after each final round.
- The organizer shall pronounce the results of the final couples in order from 7th to 1st place.
- The podium for places 1, 2, 3 must be organized.
- On World or Continental championships, the national anthem must be played for the winning couple/formation in all categories.
- WRRC President or another appointed WRRC Presidium member must be invited to award the WRRC Medals on Championships.
- **Exception:** On WRRC World cup final the Winner ceremony shall be organized only for the Top 4 couples per category.

WRRC OFFICIALS ON THE COMPETITION:

- The organizer is obligated to accept the judges appointed by the WRRC for the tournaments including voluntary judges. This also applies to the tournament Observers, Supervisor and the Scrutineers appointed by the WRRC.

- The Organizer is obligated to pay the expenses for all officials according WRRC Fee Scale valid on the day of event. The organizer is also obliged to pay all possible specials costs (e.g. visa for all WRRC appointed officials).
- The Organizer is obliged to offer refreshments and light meals to all officials and lunch/dinner during the break between afternoon and evening part of the event.
- The number of judges is decided by WRRC Presidium following the number of requested categories and valid tournament regulations for the year of the event. In case of an event with multiple disciplines the organizer must be aware about the possibility of a double judging panel.
- For the World Championship the organizer must invite the President of WRRC as Official guest and is obliged to pay his/hers overnight stay during the event and the transport from/to airport/hotel/competition venue.
- In case the organizer invites any other Presidium member (except the one already appointed in points a), b) or e) to attend the event; the reimbursement of expenses is to be covered by the organizer in the amount not exceeding official WRRC Fee Scale.
- The organizer is not allowed to give any gifts or to pay special costs for any officials exceeding the regular hospitality amount.

ACCOMODATION AND TRANSFER

- The organizer should provide for the active participants 2 – 3 hotels (various categories) and offer these to the couples in good time with the booking address and booking date as well as prices. Alternatively, the organizer can inform the participants of other booking options in the area.
- The organizer must provide a good hotel (at least 2nd category) for the officials and pay for their overnight stays in accordance with the WRRC Fee Scale. If the hotel is not located in the vicinity of the venue, the organizer must provide a bus transfer.
- A fee can be requested for the transfer for the participants, but it must be published on the invitation documents for the competition otherwise the transfer must be organized free of charge.
- The organizer can offer to pay the transfer for active participants and coaches outside requested amount specified in the Fee Scale valid on the date of event.

PHOTOS and LIVE STREAM

- 1.7.1 The organizer must take good quality photos of stage, and all winning ceremonies – winners, and deliver them to the WRRC Office immediately after competition.
- 1.7.2 If WRRC nominated photo-team is present on the event the organizer has to enable them to access all competition and backstage areas required to take good photos
- 1.7.3 For the World/Continental Championships and World Cup Final the live stream is obligatory. The organizer is responsible to guarantee that the signal will not be blocked because of the musical copyrights.
- 1.7.4 In case WRRC.TV will be present on the event a special contract appendix will be negotiated and signed between WRRC and the organizer

WRRC GENERAL SPONSOR(S)

- The organizer is obligated to accept additional requirements regarding publishing WRRC official sponsor LOGOs, videos or similar, providing that such does not require any extra expenses from the organizer
- The organizer and WRRC will negotiate additional services requested for the potential sponsorship activation during the event

OBLIGATIONS OF WRRC

- The WRRC is responsible to answer all event applications in 30 days and to prepare the contract and possible additional documents 30 days after the approval of the events. The deadlines start after the complete documentation is received from the organizer including possible clarifications, changes and extra documents.
- The WRRC must provide all necessary information for the organizer
- The WRRC is responsible to publish all valid rules and regulations on time and to inform the organizer of any changes applicable for the approved event
- The WRRC is responsible to inform all members about event calendar and publish all received event documentation received by the organizer
- The WRRC must provide the full equipment for competition office (server and other office PCs, tablets for the judges, components for the wi-fi intranet)
- The WRRC must nominate all officials following the rules and regulations and inform the organizer about the names and contacts at least three months before the event
- The WRRC Office, WRRC Sports Director and WRRC Supervisor appointed to the event are responsible to offer the full support and answer all questions regarding the approved event
- The WRRC is responsible to provide WRRC medals for top three couples/formations for all World and Continental Championships
- The WRRC is responsible to provide Trophies for World Cup Champions – 1 couple per category

1) TECHNICAL REQUIREMENTS IN THE HALL FOR SCRUTINEERING SERVICES

REQUIREMENT	DESCRIPTION
1. Internet Connection in the hall, on the protocol desk	<p>Possible solutions:</p> <ul style="list-style-type: none"> • Secure WLAN, without public access, or • LAN connection, per Ethernet cable <p>The <u>organizer must provide full access to internet</u> (unrestricted upload/download), also via FTP-protocols</p>
2. Printer for the protocol 2.1. Spare toner(s) 2.2. Printer paper (2 blocks x 500 sheets) 2.3. USB connection cable 2.4. CD (or USB stick) with drivers for Windows 8 (64 bit)	<p>Normal fast laser printer, for example:</p> <ul style="list-style-type: none"> • HP LaserJet of newer generation <p>Preferably NO multifunction printers, NO big professional copy-machines with printer functionalities, NO complicated network printers.</p> <p>The organizer has to announce to the assigned protocol persons the maker/type of the printer at least 2 weeks in advance.</p>
3. Electric power on the desks for judges	Electric connection for judging tablets is needed FOR EACH JUDGE and each OBSERVER

REQUIREMENT	DESCRIPTION
<p>4. Beamer for the presentation of couples/formations and results</p> <p>5. Screen for the presentation of the results</p>	<p>Powerful light-output needed, minimal resolution 1024x768 pixels</p> <p>Minimal dimensions: 4 x 3 m</p> <ul style="list-style-type: none"> • Beamer and the presentation screen can be replaced with the video-wall of the same minimal dimensions, minimal resolution: 1024x760 pixels. • Connection to the presentation computer of the WRRC: VGA or HDMI cable, on the scrutineers' desk • If the connection cable to the WRRC computer cannot be provided on the scrutineers' desk, the organizer must provide separate computer for the connection of the beamer/video-wall (standard notebook PC with Windows 7/8/10) with wired connection over Ethernet-cable (LAN) from the scrutineers' desk to the presentation computer
<p>6. Scrutineers desk</p>	<ul style="list-style-type: none"> • The desk must be placed near the judging panel, with unrestricted visual contact and possibility to reach the judges desks as quick as possible • At least 3 m long with chairs for 2 protocol persons and 1 supervisor • Electric connection on the desk, with possibility to connect at least 8 individual items (printer, computers, routers) • The desk must be secured from the public access with the physical barrier, at least 70 cm high, and 2 m away from the desk



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