

## **WDSF OPERATING POLICY**

# **Duties and obligations of WDSF Chairpersons**

1. The main function of a WDSF Chairperson is to observe strict compliance with WDSF Rules, Regulations, Policies and Operating Policies before, during and after WDSF-granted Competitions. Chairpersons shall be familiar with the WDSF Competition Rules, WDSF Dress Regulation, and Regulation for WDSF World Ranking Tournaments, Management of the WDSF World Ranking Tournaments, WDSF Code of Conduct and Standard of Ethics, WDSF Computer Ranking List, Format of the final, List of age groups and Skating System, current WDSF Chairperson's Handbook and all relevant WDSF policies and Operating Policies.
2. A Chairperson is responsible to the WDSF Presidium.
3. A Chairperson must hold a valid WDSF Chairman's Licence.
4. A Chairperson may serve only in a non-voting capacity.
5. A Scrutiny may not act as Chairperson.

### **Duties before the competition**

1. The chairperson shall request the first provisional timetable of the competition and request information about the floor size at least 2 weeks before the competition.
2. The chairperson shall control and if necessary correct this provisional timetable.
3. The chairperson shall request the list of couples at least 10 days before the competition.
4. The chairperson shall advice the scrutiny to check all entries whether the athletes and couples are fully compliant with the WDSF data base and whether the couples can participate in the registered age group / category. Any problems shall be solved by the organizer (going into contact with couples and/or their federation) before the competition day  
The chairperson shall advice the scrutiny for final check at the competition day.

5. The chairperson has the right to correct the time table before the start of the competition depending on the number of couples.
6. The Chairperson shall decide about the star couples and instruct the organizer to publish the Star Couples (Exemptions) according to the Star Couples regulations.
7. Remind the organizer to the WDSF Championship Protocol (if applicable) particular to the following subjects:
  - rules for order the start list
  - rules for assigning the numbers
  - naming of the championship
  - Time limits for speeches
  - rules for prize giving ceremony
8. Request the following information from the organizer:
  - name of scrutineer and scrutiny system used
  - responsible person for opening and prize giving ceremony
  - name of the MC
  - name of the DJ
  - name of head of organization
  - list of adjudicators per competition (incl. changes if any)
  - check if WDSF official is present to open WDSF Championship officially (of applicable)

## **Duties at the venue before the competition**

### Technical Requirements

1. The Chairperson shall control the following technical requirements:
  - 1.1 Examine and monitor competition floor dimensions and quality.
  - 1.2 Control and monitor readiness of check-in team and correctness of registration forms, including the Anti-Doping Forms of Consent.
  - 1.3 Check and monitor readiness of scrutineers and computer team and check all forms used by judges and scrutineers.
  - 1.4 Check and monitor presence of First Aid personnel at the venue.
  - 1.5 Check and monitor lighting and ensure that it is sufficient.
  - 1.6 Examine and monitor condition of changing rooms for athletes to ensure that their condition is satisfactory.
  - 1.7 Examine and monitor Adjudicators' changing rooms and ensure that VIPs and other guests have a separate room.
  - 1.8 Check and monitor the sound system and ensure that it has pitch control.
  - 1.9 Instruct the DJ about correct tempi and duration of music.
  - 1.10 Check and monitor the assigned places for the Adjudicators and ensure that they have optimal conditions for their job.

- 1.11 Check the positioning of the display board (screen or pin board) for all the results and heat allocations.
- 1.12 Ensure that the scrutineering team is separated from the audience and any unauthorized visitors.
- 1.13 Study and monitor the competition and timetable and ensure that breaks between rounds are not less than 20 minutes / 30 minutes (depending on the type of competition).
- 1.14 Check and ensure the correct results for rounds and finals are handled to WDSF Communication Team or the TV Crew for competition involving TV Broadcasting.

## Adjudicators

2. The Chairperson shall:
  - 2.1 Ensure that all Adjudicators are present at the venue and find a qualified substitute if necessary.
  - 2.2 Meet with the Adjudicators before the start of the competition and instruct them about the competition and their duties.
  - 2.3 Ensure that Adjudicators are on duty in the competition hall 5 minutes before each round.
  - 2.4 Ensure that during breaks Adjudicators remain in the assigned room or a separate area in the competition hall.
  - 2.5 Observe and monitor the behaviour of Adjudicators in regard to the Code of Conduct and Standards of Ethics.
  - 2.6 Prevent any unethical conduct on the part of athletes, coaches or spectators towards adjudicators.
  - 2.7 Ensure that all officials are dressed following the dress rules for officials.

## **During Competitions**

3. The Chairperson shall:
  - 3.1 Determine the number of heats and number of couples in each heat for every Round, according to WDSF Rules, Regulations, policies and Operating Policies.
  - 3.2 Ensure that mixed heats are used from heats comprised of 96 couples or less onwards in WDSF Ranking Competitions and from the first round including re-dance in WDSF Championships.
  - 3.3 Limit the number of couples in a heat if there is potential danger to the athletes' safety.
  - 3.4 Inspect the marks and confirm the number of couples qualified for the next round.
  - 3.5 Ensure that competitors dance in their assigned heats, and that all couples are on the floor for their heat.
  - 3.6 Ensure that the list of couples qualified for the next round is compiled according to starting number and is visibly displayed on the result board or/and

a screen together with heat assignment before the beginning of the next round.

- 3.7 Check the work of the scrutineers during breaks.
- 3.8 Make decisions on questions or issues that might arise during the competition.
- 3.9 Check the competition dress of all athletes before the start of the first round if possible or during the first round and ensure that all are in accordance with WDSF Dress Regulation, and if any violation of the WDSF Dress Regulation is detected, to instruct the athlete to comply with the Regulation or face a disqualification in the next round.
- 3.10 Ensure that only the Chairman and the scrutineers have access to the marks until they are delivered to the Organizers at the end of the competition.
- 3.11 Supervise and instruct the scrutineer continuously

### **After the Competition**

4. The Chairperson shall:

- 4.1 Instruct the Scrutineer to upload the competition results onto the WDSF Website and to "close" the competition. The Scrutineer must print out one set with all marks to hand over to the Chairperson.
- 4.2 Write a report following the official layout about the competition and send to the following e-mail address: [cp-reports@wdsf.org](mailto:cp-reports@wdsf.org)
- 4.3 Instruct the Organizer and the Scrutineer to keep the original record of the competition results such as the marking sheets and make available for a period of 30 days after the end of the competition.

Version 2.0/July 2018