

CANADA DANCESPORT

DANSESPORT CANADA

CONSTITUTION AND BYLAWS

RÈGLEMENTS GÉNÉRAUX



Revised / Révisé: August 15, 2025 / 15 août 2025
Annual General Meeting / L'Assemblée Annuelle

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SECTION I: NAME AND OBJECTS

Canada DanceSport DanseSport Canada

The objects of the Corporation are:

- a) to improve, encourage and advance DanceSport on a nation-wide basis, at all levels and to provide standards for its member associations;
- b) to provide rules for all DanceSport activities of its member associations;
- c) to determine the status of any athlete in Canada who is a registered athlete of a member association of the Corporation;
- d) to publish and disseminate information concerning DanceSport;
- e) to sanction and regulate all DanceSport competitions as per the competition rules of Canada DanceSport and World DanceSport Federation (WDSF)
- f) to train and regulate all DanceSport officials
- g) to provide DanceSport programs and services to include lectures, workshops, sport programs and safe-sport training for its DanceSport Athletes and member associations
- h) to raise, use, invest and reinvest money to support the activities of the Corporation, provided, however, that no property, funds or income of the Corporation shall inure to the profit of any member or person;
- i) to cooperate with the World DanceSport Federation and its members;
- j) generally, to take all steps necessary or desirable to regulate DanceSport throughout Canada.

SECTION II: BYLAWS

BYLAW 1 – NAME AND REGISTERED ADDRESS {effective March 31, 2013}

- 1.01 The name of the Corporation shall be “CANADA DANCESPORT (DANSESPORT CANADA)” or “CDS”.
- 1.02 CDS is the sole national authority of competent jurisdiction for the administration of DanceSport in Canada.
- 1.03 The Board shall strive insofar as it is reasonably possible to ensure that the maximum possible number of Members of the Corporation shall be incorporated regional DanceSport societies, associations or corporations recognized by CDS as possessing competent jurisdiction over DanceSport in a region of Canada. DanceSport BC, DanceSport Alberta, Ontario DanceSport, and Danse Sport Québec Inc. (hereinafter referred to as the "Regional Associations") shall be Members of CDS for as long as they do all things to remain Members in good standing. Wheel Dance and Breaking Canada shall be Associate Members of CDS for so long as they do all things to remain Associate Member in good standing. {effective May 1 2022}
- 1.04 CDS shall encourage its Members to encourage people to participate in DanceSport.
- 1.05 CDS shall not support or espouse any political cause or party.
- 1.06 The Registered and Head Office of the Corporation shall be located at the place within Canada established therefore from time to time by the Board.

BYLAW 2 – FINANCIAL YEAR {effective April 12 1998}

- 2.01 Unless otherwise ordered by the Board of Directors the financial year-end of the Corporation shall be December 31 of each year.

BYLAW 3 – MEMBERSHIP {effective March 31, 2013}

- 3.01 CDS Members shall be classified and granted as follows:

- a) Active Members

Active Members of CDS shall be incorporated regional DanceSport societies, associations or corporations recognized by CDS as possessing competent jurisdiction over DanceSport in a region of Canada, and no other society, association, corporation or natural person shall be eligible to be a Voting Member of CDS. DanceSport BC, DanceSport Alberta, Ontario DanceSport, and Danse Sport Québec Inc. shall be Members of CDS for so long as they do all things to remain Members in good standing. The right to become a Member may be extended to other societies, associations and corporations if and when the Board considers the same to be convenient and in the best interest of dancing in Canada.

- b) Associate Members and Provisional Members

Societies, associations and corporations which have aims and objectives declared by the General Meeting to be beneficial to the aims and objectives of its Members may be granted the privilege of becoming, or (in the case of unincorporated associations) incorporating a society or corporation which may become, an Associate provided always that if in the opinion of the General Meeting they only partially fulfill membership qualifications, they shall be called and styled "Provisional Members". Wheel Dance and Breaking Canada shall be Associate Members of CDS for so long as they do all things to remain Associate Member in good standing. Each Associate member has 1 vote only if the motion/topic related to their own association. (effective May 1 2022)

c) Honourary Members

Persons who have rendered outstanding service to DanceSport in Canada may be elected to Honourary Membership in CDS provided always that Honourary Membership shall not be construed to confer upon its recipient any right to become a Member of the Corporation.

BYLAW 4 – ADMISSION {effective March 31, 2013}

4.01 Subject to these Bylaws, the qualifications and membership fee of an Active Member shall be determined by the Annual General Meeting of CDS.

4.02 Applications for Active Membership

- a) Applications for Active Membership shall be restricted to incorporated regional DanceSport societies, associations or corporations recognized by CDS as possessing competent jurisdiction over DanceSport in a region of Canada, and no other society, association, corporation or natural person shall be eligible to be a Voting Member of CDS.
- b) Each Region shall be defined by the General Meeting and shall be entitled to be represented by only one Active Member.
- c) Application for Active Membership shall be in writing signed by the duly authorized representative of the applicant and shall contain such information as the Board may from time to time require, including:
 - i) a copy of the applicant's Constitution;
 - ii) a list of the applicant's members;
 - iii) names and addresses of the applicant's board of directors or other duly authorized legal governing body or bodies; and
 - iv) a copy of the applicant's latest financial statement signed by the duly authorized representative of the applicant and containing sufficient information to clearly identify the person who authorized the said financial statement and provide sufficient information for the Board to determine the qualifications, if any, of that person to authorize such a financial statement.
- d) A candidate for Active Membership must prove to the satisfaction of the Board that it does not compete or propose to compete in any way with an existing Member of CDS. Any applicant for Active Membership shall be sponsored for the same by being duly proposed for Active Membership by Special Resolution of the General Meeting, seconded in writing by two (2) Regional Associations whose geographical jurisdictions are closest to the applicant's proposed geographical jurisdiction. In the event that any applicant for Active Membership is unable to obtain sponsorship as aforesaid, then its unsponsored application shall be forwarded to the President, who shall forward details of same to the Chairman of an Investigative Committee which shall be appointed by the Board under such circumstances within thirty (30) days of a request from the President to do so. The Investigative Committee shall elect a Chairman. The Committee shall make recommendations to the Board of Directors with respect to the application.

BYLAW 5 – RESIGNATION {effective March 31, 2013}

5.01 Any Member may withdraw from membership in CDS by mailing to CDS written notice of resignation by prepaid registered post. Such resignation shall not release such Member from payment of annual dues, including those for the current year, or any other Indebtedness to the Corporation. Upon resignation as aforesaid a Member becomes disqualified to be a Member of the Corporation.

BY LAW 6 – SUSPENSION OR EXPULSION FROM MEMBERSHIP {effective April 20, 2014}

6.01 Any Member may be suspended or expelled from CDS by a Special Resolution of the General Meeting that it has:

- a) failed to abide by the rules and regulations of the Corporation; or
- b) engaged in conduct injurious to DanceSport.

Upon such suspension or expulsion a Member becomes disqualified to be a Member of the Corporation.

6.02 Membership fees shall be due and payable from the Regional Associations to the Corporation for the ensuing year on December 1st of previous year as set forth in Schedule A to these Bylaws.

6.03 Any Member whose fees are not paid by December 31st shall be notified in writing by the President of CDS of such default by double registered mail, and if such fees together with a ten (10%) percent penalty are not paid within thirty (30) days after the date of the mailing of such notice, and such Member fails to provide proof of payment of such fees, then such Member shall cease to be a Member and shall become disqualified to be a Member of the Corporation.

6.04 Any Member delinquent in the payment of fees may be reinstated to membership and become qualified to be a Member again upon payment of delinquent fees without meeting the requirements of being proposed for membership and if it makes payment in full of delinquent dues and penalties thereon prior to the date of the next Annual General Meeting of CDS. Upon such reinstatement and requalification, it shall thereafter be deemed never to have ceased to be a Member or have been disqualified to be a Member of the Corporation.

6.05 The Corporation shall maintain a Canadian Registry of Athlete Dancers (herein referred to as "CRAD"). Fees for registering in CRAD are set forth in Schedule A to these Bylaws, and are due and payable by the Regional Association and Professional Division to which such an Athlete to be listed in CRAD belongs, within thirty (30) days of request by the President or the Treasurer, and no Athlete shall be registered in CRAD unless the registration fees for such registration have been paid. A list of the Athlete Dancers must be included with the CRAD fees.

6.06 Dues and fees payable under this Bylaw may be revised at any General Meeting by Ordinary Resolution.

BYLAW 7 – SUBSCRIPTIONS {effective May 1 1994}

7.01 Members shall be required to pay an annual subscription according to the Financial Regulations passed by an Ordinary Resolution of the General Meeting.

BYLAW 8 – GENERAL MEETING {effective April 21, 2024}

8.01 The General Meeting is composed of two (2) delegates elected by each Active Member to represent it at that meeting, the President, one (1) representative from the the CDS Professional Committee, one (1) director from Wheel Dance, one (1) from Breaking, and a National level athlete representative.

8.02 A person who is not:

- a) duly authorized to vote on behalf of that Active Member;
- b) a member in good standing of that Active Member;
- c) a Canadian Citizen;
- d) of the full age of eighteen (18) years; and
- e) a registered athlete of that Active Member

is disqualified to vote at the General Meeting on behalf of that Active Member.

- 8.03 Each Active Member shall by written notice, signed by one (1) of its Directors, notify the President in writing no less than seven (7) days prior to the date of the General Meeting of the names and addresses of its delegates thereto, including a statement that each delegate is:
- a) authorized to vote on behalf of that Active Member;
 - b) a member in good standing of that Active Member;
 - c) a Canadian Citizen;
 - d) of the full age of eighteen (18) years; and
 - e) a registered athlete of that Active Member.
- 8.04 Each Active Member has two (2) votes at the General Meeting but no delegate may cast any such vote unless he or she holds and presents at the meeting authorization in writing to do so. A delegate representing an Active Member may not cast more than one (1) vote thereat on behalf of that Active Member without written authorization to do so by two (2) of that Active Member's directors duly authorized to do so, and in any event may cast a total of no more than two (2) votes on behalf of that Active Member. Each Associate member has one (1) vote at the General Meeting only on matters related to its own association.(amended effective May 1 2022)
- 8.05 A representative from the CDS Professional Committee shall be entitled to attend and speak at the Annual General Meeting of the Corporation, but shall not be entitled to vote.
- 8.06 An Annual General Meeting must be held in every financial year.

BYLAW 9 – CONVOCAION OF THE GENERAL MEETING {effective April 20, 2014}

- 9.01 The Annual General Meeting of the Corporation shall be held within the limitations prescribed by the Canada Not-for-profit Corporations Act (NFP Act) on the Thursday before, or on a different day determined by the Board, at or close to the venue of the Canadian Closed Championships in that year. {amended April 8, 2018}
- 9.02 Any other General Meeting of the Corporation shall be held at the direction of the Board within the limits prescribed by the *Canada Not-for-profit Corporations Act (NFP Act)*. {amended April 8, 2018}
- 9.03 The President shall notify all Members and the Professional Division Executive Director of the Date, Venue, Agenda and proposed Special Resolutions for any General Meeting in writing by ordinary mail, courier, facsimile or electronic mail transmission; during a period of 21 to 60 days before the day on which the meeting is to be held; and in the case of the Annual General Meeting, by no later than February 15 in the year of the Annual General Meeting. {amended April 8, 2018}
- 9.04 Motions for the Agenda of the General Meeting, and Special Resolutions to be proposed thereat, shall not be heard thereat unless submitted by the proposer to the President or the Secretary of CDS in writing on the letterhead of the proposer by ordinary mail, courier, facsimile or electronic mail transmission during a period of 40 to 80 days before the day on which the meeting is to be held and accompanied by a brief background; and in the case of the Annual General Meeting, by no later than January 31 in the year of the Annual General Meeting. Any motions that propose an alteration to the Constitution, Bylaws, or a Schedule to the Bylaws must include both the original text that is the subject of any proposed amendment or deletion, and the text that is being proposed as a modification or addition. {amended April 8, 2018}

BYLAW 10 – GENERAL MEETING PROCEDURE (effective March 31, 2013)

- 10.01 The General Meeting shall be chaired by the President, the Vice-President or a delegate appointed by the Meeting.
- 10.02 At every Annual General Meeting, in addition to any other business that may be transacted or is required to be transacted by law, the report of the Directors, the Financial Statements and the report of the Auditor shall be presented, and a Board of Directors elected, and an Auditor appointed for the ensuing year. Subject to prior compliance with the notice provisions set out above, the delegates thereto may consider and transact any business either special or general at any

meeting of the Members. The Board or the President or Vice-President shall have power to call at any time, a General Meeting of the Corporation.

- 10.03 Members present at a meeting shall constitute a quorum. Questions arising at any meeting shall be decided by a majority vote, in case of equality of votes, the vote is lost.
- 10.04 For purpose of sending any notice to any Member, Director, Officer or the representative from the CDS Professional Committee for any meeting or otherwise, the address of the Member, Director, Officer or the representative from CDS Professional Committee shall be his or her last address recorded on the books of the Corporation.
- 10.05 These Bylaws may only be amended by Special Resolution. A Special Resolution means a resolution passed by a majority of not less than two thirds of the votes cast on that resolution as defined in the *Canada Not-for-profit Corporations Act (NFP Act)*. {amended April 8, 2018}
- 10.06 Voting shall be by a show of hands, or by electronic mail transmission unless one-third (1/3) of the Members present request a secret ballot. The President may give notice and set a reasonable timeframe of no less than 48 hours from the date and time of such notice for votes to be cast when such voting was conducted by electronic mail transmission. If a director fails to cast his or her vote within the given timeframe, then his or her vote would be counted as an abstain vote. All votes by electronic mail transmission shall be subject to the procedure as set out in Bylaw 10.11. {amended April 21, 2019}
- 10.07 Minutes shall be taken at every General Meeting by the Secretary or other person appointed to do so by the General Meeting. All Minutes so taken shall be sent to the President and all Members by ordinary mail, courier, facsimile or electronic mail transmission, without delay. All Motions passed for Bylaws and Rules changes at a General Meeting shall take effect on the Sunday following the date of the General Meeting unless otherwise agreed to at the General Meeting.
- 10.08 Notwithstanding any other provision to the contrary in these Bylaws, Active Members of the Corporation may vote at General Meeting of the Corporation by a proxy holder, who is not required to be a delegate, within the limitations prescribed by law, provided always that no proxy holder may hold or exercise more than three (3) proxies at any meeting or adjournment thereof. The management of the Corporation shall, concurrently with giving notice of a General Meeting of the Corporation, send a form of proxy in the prescribed form to each Regional Association, and the General Meeting shall only accept proxies granted and duly completed in such form. All questions with respect to proxies shall be resolved by reference to the *Canada Corporations Act* where its terms are not inconsistent with the terms of these Bylaws.
- 10.09 Proxies shall be in the form set out in Schedule E to these Bylaws.
- 10.10 All proxies shall be delivered to the Secretary prior to the commencement of the General Meeting and shall be available for inspection by delegates thereto for at least fifteen (15) minutes prior to and after the commencement thereof, and in the event of any challenge to any proxy, the delegates present at the meeting shall decide the challenge by Ordinary Resolution.
- 10.11 General matters including any Special or Ordinary Resolutions which require voting by electronic mail transmission shall be conducted as follows: {effective April 21, 2019}
- a) The proposer who wishes to submit or suggest a subject matter for voting must first present the subject matter in writing to the Board.
 - b) The proposer must identify its position on the subject matter.
 - c) A minimum of 7 days must be given for purpose of discussion ("Discussion Period") by the Board on the subject matter prior to voting. The proposer shall establish the number of days proposed for the Discussion Period with its submission. The Discussion Period may be extended should it become necessary ("Extended Period").
 - d) Immediately following the expiry of the Discussion Period or Extended Period, the Directors shall cast his or her final vote on the subject matter.

BYLAW 11 – CONVOCAION OF UNUSUAL GENERAL MEETING {effective May 1 1994}

11.01 A General Meeting shall be convened immediately by the Board if at least one-third (1/3) of the Active Members of the Corporation request such a meeting in writing stating reasons therefore.

BYLAW 12 – UNANIMOUS RESOLUTIONS AND TELEPHONE MEETINGS {amended April 21, 2019}

12.01 Resolutions and Special Resolutions may be passed by unanimous resolution or consent resolution in writing under the *Canada Not-for-profit Corporations Act (NFP Act)*. A conference telephone meeting or meeting by electronic mail transmission or virtual meeting of all the Members constitutes a 'meeting' under these Bylaws. Voting may be conducted by electronic mail transmission. The President may give notice and set a reasonable timeframe of no less than 48 hours from the date and time of such notice for votes to be cast when such voting was conducted by electronic mail transmission. If a director fails to cast his or her vote within the given timeframe, then his or her vote would be counted as an abstain vote. All votes by electronic mail transmission shall be subject to the procedure as set out in Bylaw 10.11.

BYLAW 13 – BOARD OF DIRECTORS {amended February 26, 2025}

13.01 The Board of Directors of the Corporation (herein referred to as the "Board") shall consist of the President of the Corporation and the two (2) aforesaid delegates from each Regional Association. One (1) such delegate shall be the President or another member of that Regional Association and the other shall be any member in good standing elected for such purpose by that Regional Association and one (1) Breaking Athlete Representative, who shall be an active or recently retired (within four years) athlete, elected or appointed to ensure athlete representation in governance and decision-making.

13.02 The property and business of the Corporation shall be managed by the Board, of which two-thirds (2/3) shall constitute a quorum.

13.03 The office of Director shall be automatically vacated:

- a) if a Director resigns his or her office by delivering a written resignation to the Secretary of the Corporation; or
- b) if he or she ceases to be qualified as a Director, delegate or member of his or her Regional Association; or
- c) if the General Meeting passes a Special Resolution removing him or her from office.

13.04 A retiring Director who has not ceased to be a Director for any reason set out in Bylaw 13.03 above shall remain in office until the dissolution or adjournment of the meeting at which his or her retirement is accepted and his or her successor is elected.

13.05 Directors and the representatives from the CDS Professional Committee shall not be entitled to receive any compensation for traveling expenses with the exception of the President. Expenses incurred by the Delegates and the representative from the Professional Committee for attending the Annual General Meeting shall be the responsibility of their respective Regional Association and Professional Committee in each Region.. The President's expenses shall be paid by CDS subject to any adjustment that may result from his or her acting as Presiding President under Schedule B, Championship Rule 16. Should it become necessary to call a Special Meeting of the Board of Directors, the Board may, by Special Resolution, pay the expenses associated with their attendance at such a meeting, to be charged to the general expenses of CDS.

13.06 The Board may appoint such agents and engage such employees as it deems necessary from time to time. Such persons so appointed or employed shall have the authority to perform such duties as may be prescribed by the Board, provided always that the Board may not delegate its responsibilities or the responsibilities of any of its Members to such agents or employees.

- 13.07 The remuneration of all officers, agents and employees and committee members shall be fixed by the Board.
- 13.08 Directors shall serve without remuneration, and no director shall directly or indirectly receive any profit from his or her position as such, provided that a director may be reimbursed for reasonable expenses incurred in performing his or her duties. A director shall not be prohibited from receiving compensation for services provided to the corporation in another capacity.
- 13.09 The Board shall encourage the development of a diverse and inclusive Board of Directors which reflects the principles of the Corporation's Inclusion policy by:
- a) Maintaining gender balance to the greatest extent possible, ensuring that no one gender holds more than 60% of the Board positions.
 - b) Promoting equity by actively seeking representation from underrepresented groups,
 - c) Ensuring that any vacancy on the Board shall be filled with due consideration for maintaining the Board's diversity and equity objectives. If a seat is vacated by either an Athlete Representative, gender-specific quota or equity-designated person, the Board shall give priority to filling the position with another individual meeting the same criteria.

BYLAW 14 – INDEMNITIES OF DIRECTORS AND OFFICERS {effective May 1 1994}

- 14.01 Every Director or Officer of the Corporation or other person who has undertaken or is about to undertake any liability on behalf of the Corporation or any company controlled by it, their respective heirs, executors, administrators, estate and effects, shall from time to time and at all times, be indemnified and saved harmless out of the funds of the Corporation, from and against:
- a) all costs, charges and expenses whatsoever which such Director, Officer or other person sustains or incurs in or about any action, suit or proceedings which is brought, commenced, or prosecuted against him or her, or in respect of any act, deed, matter or thing whatsoever, made, done or permitted by him or her in or about the execution of duties of his or her office or in respect to any such liability, except such costs, charges or expenses as are occasioned by his or her own willful neglect or default; and
 - b) all other costs, charges and expenses which he or she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his or her own willful neglect or default.

BYLAW 15 – POWERS OF DIRECTORS {effective March 31, 2013}

- 15.01 The Board shall administer affairs of the Corporation in all things and make or cause to be made for the Corporation in its name, any kind of contract which the Corporation may legally enter into and, save as hereinafter provided, generally, may exercise all such other powers and do all such other things as the Corporation may by its charter or otherwise be authorized to exercise and do.
- 15.02 The Board shall have power to authorize expenditures on behalf of the Corporation from time to time and to make expenditures for the purpose of furthering the objects of the Corporation. It shall have the power to enter into a trust arrangement with a trust company for the purpose of creating a trust fund in which the capital and interest may be made available for the benefit of promoting the interest of CDS in accordance with such terms as the Board of Directors may prescribe.
- 15.03 The Board shall take such steps as it may deem requisite to enable the Corporation to acquire, accept, solicit or receive legacies, gifts, grants, settlements, bequests, endowments and donations of any kind whatsoever for the purpose of furthering the objects of the Corporation.
- 15.04 The Board may appoint and dismiss members of a Council of Advisors of up to fifteen (15) members to advise and assist it to engage in public relations for DanceSport in any part of Canada.

BYLAW 16 – OFFICERS {amended April 8, 2018}

- 16.01 All Officers shall be Directors of the Corporation and shall hold office for a period of two years unless they are removed by a majority of the Board. The election for the positions of President and Treasurer shall be held in the same year and the election for the positions of Vice- President and Secretary shall be held in the next following year. If for any reason an officer is unable to serve out his or her term, then the Board may elect or appoint another Director to fill such vacancy and the person so elected or appointed shall only serve for the remainder of the term for the position so vacated.
- 16.02 The Officers of the Corporation shall be the President, Vice-President, Treasurer, and Secretary and any such other Officers as the Board may determine.
- 16.03 The Officers of the Corporation shall be elected at the Annual General Meeting of the Corporation. The President shall, upon election, resign from any office or administrative position in his or her Regional Association.
- 16.04 The Officers of the Corporation shall hold office for two (2) years from the date of appointment or election or until their successors are elected or appointed in their stead by the Board. Any Officer is eligible for re-election to any office subject to his or her standing in his or her own Regional Association.
- 16.05 Members of the CDS PD are not eligible to stand for election as Officers of the Corporation.

BYLAW 17 – MANAGEMENT AND REPRESENTATION {amended April 8, 2018}

- 17.01 The President shall be the Chief Executive Officer of the Corporation, shall preside at all meetings of the Corporation and of the Board, shall have the duty and authority of general and active management of the affairs of the Corporation, and shall, to the best of his or her ability, do all things to carry into effect all orders and resolutions of the General Meeting or the Board.
- 17.02 The Vice-President shall, in the absence or disability of the President, perform the duties and exercise the powers of the President and shall perform such other duties as may be prescribed by the President or the Board.
- 17.03 The Treasurer shall have custody of the funds and securities of the Corporation and shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the Corporation in the books belonging to the Corporation and shall deposit all moneys, securities and other valuable effects in the name and to the credit of the Corporation in such chartered bank or trust company, or, in the case of securities, with such registered dealer in securities as may be designated by the Board from time to time. The Treasurer shall issue a receipt for any funds received by him or her on behalf of the Corporation. The Treasurer shall disburse the funds of the Corporation according to direction from the Corporation, its Board or President after taking satisfactory receipts or vouchers for such disbursements, and shall render to the President, and to the Directors at the Annual General Meeting of the Corporation, or whenever required by the Board, an accounting of all the Corporation's transactions to the date of that meeting or requirement and a statement of the financial position of the Corporation at the time of that meeting or requirement, and shall perform such other duties as may be prescribed by the President or the Board.
- 17.04 The Secretary shall record all votes and take the minutes of all meetings of the Corporation and of the Board, and shall keep a record of the same and of all correspondence, and the books and records of the Corporation, except the financial books and records, and shall keep a separate record of all resolutions of the Board which relate to the working and functions of the Corporation and of any proposed Bylaw and Rule changes, and shall give or cause to be given, notice of all meetings of the Board, and shall perform such other duties as may be prescribed by the President or the Board, and shall have custody of the seal, if any, of the Corporation. The Secretary shall make available to all CDS Members an updated copy of the Corporation's Bylaws no later than September 1 of each calendar year.

17.05 The duties of any other officers of the Corporation shall be such as the terms of their engagement call for or the Board required of them

17.06 The CDS Professional Committee has full authority to manage the day-to-day business and sport affairs of the CDS Professional Division, subject to the directions given to him or her by the CDS Professional Members..

BYLAW 18- COMMITTEES {amended August 15, 2025}

18.01 The Board shall appoint a Nomination Committee three (3) months prior to the Annual General Meeting. The Nomination Committee shall:

- a) be composed of two (2) members with experience in governance, recruitment, or equity, diversity, and inclusion (EDI).
- b) be chaired by an executive director who is not standing for election. The chair shall oversee the orientation of newly elected Board members and report its activities and recommendations to the Board.
- c) be responsible for overseeing the recruitment, nomination, and selection of candidates for the Board of Directors, ensuring that the governance structure aligns with the strategic goals, diversity, and equity commitments of the Corporation.
- d) develop and maintain transparent and merit-based nomination procedures.
- e) actively recruit candidates who enhance Board diversity, including individuals from underrepresented communities.
- f) ensure that the Board includes at least one (1) Athlete Representative.
- g) assess the qualifications and eligibility of candidates, ensuring alignment with the Corporation's mission and strategic priorities.
- h) recommend a slate of nominees for election to the Board at the Annual General Meeting.

18.02 The Board shall appoint a Financial Committee consisting of the Treasurer, one (1) Breaking representative and one (1) other board member who are knowledgeable in the finance and accounting fields, The Financial Committee shall:

- a) be responsible for overseeing the financial health and risk management of the Corporation, ensuring transparency, accountability, and adherence to financial best practices.
- b) conduct semi-annual financial reviews with one to be held at the Spring Annual General Meeting and the second one in the Fall for purpose of reviewing the financial statements, financial reports from the Breaking division, budget forecasts, and risk mitigation strategies.
- c) oversee financial reporting and compliance with the Corporation's financial policies and regulatory requirements.
- d) monitor internal controls and financial risk management, recommending corrective actions as necessary.
- e) liaise with external auditors and review the findings of any financial audits.
- f) provide recommendations to the Board on financial policies and sustainability strategies.
- g) present a financial review report to the Board following each meeting.
- h) report to the Board as soon as any financial irregularities or risks were identified along with proposed corrective measures.
- i) oversee the appointment and performance of external auditors

18.03 The Board shall oversee and assist in the establishment of a Professional Committee consisting of a maximum of 5 or less members for an initial term of 2 years. A qualified Committee Member shall hold, in the least, a National Adjudicator Licence or Chairman or Examiner with Fellowship designation. Professionals in each Region may nominate a qualified individual from their Region to serve on the Professional Committee. If one or more Regions is unable to nominate an individual from their Region, then another Region may nominate an additional qualified individual to serve. The Professional Committee (PC) shall:

- a) Elect a PC representative each year to attend the CDS Annual General Meeting. The PC representative shall be entitled to attend and speak at the Annual General Meeting but shall not be entitled to vote. The PC must notify the President in writing no less than seven (7) days prior to the date of the Annual General Meeting of the name of the PC representative.
- b) Submit a report to the CDS AGM of their year's activities.

- c) Be responsible for the internal administration with respect to Professional Officials
 - 1. including DanceSport competitions,
 - 2. the licensing of professional athletes, teachers, trainers, coaches, adjudicators, scrutineers and others,
 - 3. establishing and administering the CDS & WDSF Rules for Professionals
 - 4. organize any workshops, in person or online for CDS Regional Associations.
- d) Carry on the business of their meetings by mail, telephone, electronic mail or fax transmission, or virtual meeting, according to procedural rules which they may establish.
- e) Attempt to settle any and all disagreements in good faith by negotiation, provided always that in the event of a disagreement which any party to it decides cannot be resolved by negotiation, such disagreements and disputes shall be subject to the binding decision of the CDS Board.
- f) Send out Annual renewals to all adjudicators, scrutineers, DJ, Chairmen, and other registered Officials at least 2 weeks prior to the end of December. A uniform CDS Professional application fee and form will be used. The renewals are to be sent to the PC and copied to the CDS Treasurer. The CDS Treasurer will process the portion of the fee due to CDS for each official and remit the remainder to the Regional Association in which the officials reside.
- g) Send a list of names, addresses, contact phone numbers, email addresses and qualifications for all Professional members to the CDS Board no later than the end of January each year.

BYLAW 19 – EXECUTION OF DOCUMENTS {effective March 31, 2013}

- 19.01 Contracts, documents or any instruments in writing requiring the signature of the Corporation, shall be signed by any two Officers and all contracts and documents and instruments in writing so signed shall be binding upon the Corporation without any further authorization or formality. The Board shall have power from time to time by resolution to appoint Officers on behalf of the Corporation to sign specific contracts, documents and instruments in writing. The Directors may give the Corporation's power of attorney to any registered dealer in securities for the purposes of the transferring of and dealing with any stocks, bonds and other securities of the Corporation. The seal of the Corporation shall not be affixed to any document except by authority of a resolution of the Board of Directors. Cheques and other bills of exchange shall be signed by any one (1) of the President, Vice President, Treasurer and Secretary.
- 19.02 Notwithstanding Bylaw 19.01, all cheques and bills of exchange shall in all cases be signed by 2 of the authorized signatories; however, the Board may, at its discretion, permit cheques, investments or other bills of exchange, be made by one of the authorized signatories and in such case the treasurer must notify the board with at least one day's notice prior to the act.

BYLAW 20 – AMENDMENT OF BYLAWS {effective March 31, 2013}

- 20.01 The Bylaws of the Corporation may be repealed or amended by Special Resolution, provided that the enactment, repeal or amendment of such Bylaw shall not be enforced if competent authority rules or states that such enactment, repeal or amendment is invalid according to law.
- 20.02 Notwithstanding any other provisions to the contrary in these Bylaws, any proposal to repeal or amend any Bylaws or any part of any Schedules thereto shall be given by a Regional Association through notice in writing from its delegates, or by two (2) members of the Board or the President, and shall be forwarded to the President or the Secretary of CDS in writing by ordinary mail, courier, facsimile or electronic mail transmission no less than three (3) months prior to the next General Meeting; and in the case of the Annual General Meeting, by no later than January 31 in the year of the Annual General Meeting.
- 20.03 Notice of the proposed amendment, shall be forwarded by the President to all Members and the Professional Division Executive Director in writing by ordinary mail, courier, facsimile or electronic mail transmission during a period of 21 to 60 days before the day on which the meeting is to be held; and in the case of the Annual General Meeting, by no later than February 15 in the year of the Annual General Meeting. {amended April 8, 2018}

BYLAW 21 – FINANCIAL REVIEW OF THE CORPORATION {amended April 8, 2018}

- 21.01 The Corporation is not required to appoint an auditor so in the opinion of the Meeting and his or her qualifications shall be circulated to the Members but is required to appoint a public accountant

under the *Canada Not-for-profit Corporations Act (NFP Act)*. The Corporation may resolve not to appoint a public accountant at an annual meeting of members provided all members entitled to vote at an annual meeting of members consent to the resolution. The resolution is valid until the following annual meeting of members.

BYLAW 22 – BOOKS AND RECORDS {effective March 31, 2013}

22.01 The Board shall ensure that all necessary books and records of the Corporation whether required by the Bylaws of the Corporation or by law are regularly and properly kept according to generally accepted methods in Canada. CDS shall adopt the accrual method of accounting.

BYLAW 23 – RULES AND REGULATIONS {effective April 21, 2019}

23.01 The Board may prescribe such rules and regulations not inconsistent with these Bylaws relating to the management and operation of the Corporation as they deem expedient, provided that such rules and regulations shall have force and effect only until the next General Meeting of the Corporation when they shall be confirmed, and failing such confirmation at such General Meeting shall at and from that time cease to have any force and effect.

23.02 CDS shall have the following Rules and Regulations:

- Schedule A - Financial Regulations
- Schedule B - Championship Rules
- Schedule C - Adjudication Rules
- Schedule D - Television Regulations
- Schedule E - Proxy Form
- Schedule F - Dress Code
- Schedule G - Rules for Other Dances
- Schedule H - Guideline on Reinstatement as an Amateur
- Schedule I - Code of Conduct
- Schedule J - Professional Division Competition Rules
- Schedule K - Adjudicator's Code of Conduct
- Schedule L – Safe Sport Policies
- Schedule M - Guidelines for Organizing Canada DanceSport Championships
- Schedule N- Orientation of New CDS Board Members
- Appendix I - Guidelines for the selection of judges for the CCC

All of which may be amended by an Ordinary Resolution of the General Meeting.

BYLAW 24 – INTERPRETATION {effective March 31, 2013}

24.01 In these Bylaws and in all other Bylaws of the Corporation hereafter passed unless the context otherwise requires, wherever the singular or the masculine is used, it shall be construed as meaning the plural or the feminine and vice versa, and references to persons shall include firms and corporations.

BYLAW 25 – LIQUIDATION OF CANADA DANCESPORT {effective March 31, 2013}

25.01 The dissolution of CDS may be decided only by Special Resolution of a General Meeting called specifically for that purpose, and, notwithstanding anything else to the contrary in these Bylaws, a quorum for such General Meeting shall be two-thirds (2/3) of the Active Members of the Corporation.

25.02 If CDS is dissolved as aforesaid or its objects become invalid, its assets shall be assigned to another association with similar interest, provided further that, notwithstanding anything else to the contrary in these Bylaws, none of the assets of CDS shall be paid, transferred or otherwise distributed, directly or indirectly, to any of its Members.

BYLAW 26 – ACCEPTANCE BY DIRECTOR OF CORPORATIONS CANADA {effective March 31, 2013}

26.01 Resolved as a Special Resolution, that these Bylaws are amended as herein before set out, subject to being renumbered, reordered and reworded in a form acceptable to the Director of Corporations Canada.

SCHEDULE A - CANADA DANCESPORT FINANCIAL REGULATIONS

RULE 1 – FINANCIAL REGULATIONS {effective March 20, 2016}

- 1.01 CDS charges fees and subscriptions according to Bylaws 4.01 and 7. The amount of fees and subscriptions shall be fixed and may be revised at a General Meeting of the Corporation.
- 1.02 The fee for affiliation of a new Member under Bylaw 4 shall be the same as in Rule 1.03 below. The Board may at its discretion waive the affiliation fee or use it as the payment of the first year's membership dues.
- 1.03 Annual membership fees shall be due and payable from the Regional Associations to the Corporation for the ensuing year on December 1st of previous year.

Fees are as follows:

Regional Associations	\$450.00
Associate Members: Wheel Dance	\$250.00
Breaking	\$350.00
Professional Division	\$250.00

- 1.04 CRAD Fee: According to Schedule B, Championship Rule 7.02, Individual Membership in the Canadian Registry of Athlete Dancers for athletes with the Regional Associations shall be:

PRECHAMPIONSHIP & CHAMPIONSHIP LEVEL

- \$25.00 for Juvenile-Senior age category

SYLLABUS LEVEL

- \$15.00 for Youth-Senior age category
- \$10.00 for Juvenile & Junior age category

PROFESSIONAL DIVISION

- \$50.00 for Professional athletes
- \$30 CDS Professional Registry fee for Professional officials-effective January 1st, 2024

BREAKING

- \$10.00 for athletes

- 1.05 CDS fees for granting the right to organize Championships are as follows:

National Championships (Open or Closed)	\$100.00 / Championship event
Regional Championships (Open or Closed)	\$100.00 / Championship event

- Note
- a) For International and World competitions there is a WDSF fee.
 - b) Regional Associations may charge an amount over and above the CDS fees.
 - c) CDS fees are payable only for events with a minimum of 3 couples.

- 1.06 The consequences of non-fulfillment of the above obligations to pay fees are laid down in Bylaw 6.
- 1.07 The Athlete Teaching Licence Fee specified in Schedule B, Championship Rule 8.03 shall be \$125.00 per year or part thereof.
- 1.08 CDS fees for the Qualifier are as follows:
\$50.00 per Championship event if it is not run as a title Championship
\$100.00 per Championship event if it is run as a title Championship

- Note
- a) CDS fees are payable only for events with a minimum of 3 couples.
 - b) If a Qualifier is run as a Championship then only the Championship fee is payable

- 1.09 The per diem allowance for meals and incidental expenses specified in Schedule B, Championship Rule 16.08 shall be \$75.00 or such other amount as may from time to time be determined at a General Meeting.

SCHEDULE B - CANADA DANCESPORT CHAMPIONSHIP RULES

RULE 1 - CONTROLLING ORGANIZATION {effective April 8, 2018}

- 1.01 Canada DanceSport (CDS) is the governing body recognized by the World DanceSport Federation (WDSF) for controlling all Canadian DanceSport competitions in Canada including but not limited to competitions in Standard, Latin-American, New Vogue, American Style, Old Time, Modern and Latin Sequence, Teacher-Student competitions, as well as other dances such as Rock'n'Roll and Boogie-Woogie, Wheelchair Dancing, Cheerleading and Cheerdancing, Country- and Line Dance, Show Dance, Artistic DanceSport, Caribbean DanceSport, Folkloric DanceSport, Performing, Stage and Theatre Dances, and Urban DanceSport competitions

RULE 2 - APPLICATION OF CHAMPIONSHIP RULES {effective April 8, 2018}

- 2.01 These Rules govern all DanceSport Competitions granted by CDS, including but not limited to competitions in Standard, Latin-American, New Vogue, American Style, Old Time, Modern and Latin Sequence, Teacher-Student competitions, as well as other dances such as Rock'n'Roll and Boogie-Woogie, Wheelchair Dancing, Cheerleading and Cheerdancing, Country- and Line Dance, Show Dance, Artistic DanceSport, Caribbean DanceSport, Folkloric DanceSport, Performing, Stage and Theatre Dances, and Urban DanceSport. (hereinafter referred to as "a Championship competition" or "Championship competitions") held in Canada under the sanction of CDS or any of its affiliates except where superseded by World DanceSport Federation rules. The Rules for the "Other Dances" can be found in WDSF Competition Rule Book and in Schedule G
- Definitions of other Dances:
Caribbean DanceSport: Salsa, Merengue, & Bachata, Folk Dancesport: Belly Dance, Flamenco
Performing, Stage & Theatre Dances: Ballet, Jazz, Modern Dance & Contemporary dance, Tap, Showdance, Urban DanceSport: Break Dance, Disco Dance, Disco Dance Free Style, Electric Boogie, Hip Hop, Hip Hop Battle, Street Dance Show, Techno, Other Styles can be D Step, House, Popping, Raga, R&B
- 2.02 These Rules apply to all National and Multiregional Championship competitions in Canada organized by anyone including but not restricted to Smooth and Rhythm American.
- 2.03 CDS Board of Directors is authorized to enforce these Rules.
- 2.04 The Board may impose supplementary rules on any organizer or Championship competitions.
- 2.05 Regional Associations wishing to adopt specific rules contained herein and make any such rules applicable to syllabus DanceSport competitions must acknowledge their source.

RULE 3 - OBTAINING PERMISSION TO ORGANIZE COMPETITIONS {effective March 31, 2013}

- 3.01 Permission to sponsor and produce National and Interregional Championships shall be obtained from CDS.
- 3.02 Permission to sponsor Provincial, Regional or Area Championships shall be obtained from the Regional Association within whose jurisdiction the Championship is to be held.

RULE 4 - GRADES OF COMPETITIONS {effective April 24, 2011}

- 4.01 Championships in Canada requiring CDS's approval shall be limited to the following:
- a) International
 - b) National
 - c) Multiregional
 - d) Regional
 - e) Interprovincial
 - f) Provincial

4.02 Championships shall be Open or Closed in any of the above events.

4.03 Team Matches:

- a) Team matches of Championship status may be held a maximum of once a year between the same Provinces or Areas.
- b) Non-Championship team matches may be held no more than once per calendar year between the same Regional Associations in the same venue.
- c) In Championship team matches each team must be comprised of at least four (4) couples.
- d) Team matches shall be judged by only one Judge, who shall not be a resident of any province of origin or any team.
- e) Judges judging team matches may award only the following points:
4, 4 1/2, 4, 3 1/2, 3, 2 1/2, 2, 1 1/2, 1, 1/2, 0.
- f) Team matches shall be judged on the open marking system.
- g) Judges judging team matches may award the same points to couples of equal merit.
- h) Team matches that are not Interprovincial in nature shall come under the jurisdiction of the governing Regional Association which may waive the application of these Rules in its discretion.
- i) Except where the members of all teams are chosen from among those Athletes who happen to be present at the event, any team representing Canada in any team match competition against another country shall be made up of the finalists from the last Canadian Closed Championships in order of merit but if that method is for any reason impossible, the Board shall select any such team according to its discretion.

4.04 An Official Qualifying Competition referred to in Rule 7.09 shall be a DanceSport Competition designated by each Regional Association to be their Qualifier for the Canadian Closed Championships.

RULE 5 - DEFINITION OF A CHAMPIONSHIP {effective March 31, 2013}

5.01 A Championship is a contest to determine the best all-round couple in the compulsory dances for that event.

5.02 An International Style Standard Championship shall include the Waltz, Tango, Slow Foxtrot, Quickstep and Viennese Waltz. All 5 dances shall be danced in every round.
A North American Style Smooth Championship shall include the Waltz, Tango, Foxtrot, and Viennese Waltz. All 4 dances shall be danced in every round.

5.03 An International Style Latin Championship shall include the Rumba, Cha Cha Cha, Samba, Paso Doble and Jive. All 5 dances shall be danced in every round.
A North American Style Rhythm Championship shall include the Cha Cha Cha, Rumba, Swing, Bolero and Mambo. All 5 dances shall be danced in every round.

5.04 An International Style Ten-Dance Championship shall include the dances listed above.
A North American Style Nine-Dance Championship shall include the dances listed above.

5.05 A Breaking Championship shall include a B-Boy Solo & a B-Girl Solo.

5.06 Open or Closed Championship shall mean:

- a) An "Open" Championship is one which is open to all Athletes belonging to any amateur Association recognized by WDSF.

An “Open Professional” Championship is one which is open to all DanceSport athletes who belong to or are registered with the Professional Division of any WDSF Member body

- b) A “Closed” Championship is one restricted to amateur Athletes who qualify for it on the basis of residency or citizenship (See Rule 7.06 – Interprovincial Partnerships).

A “Closed Professional” Championship is one restricted to DanceSport athletes who belong to or are registered with the Professional Division of any WDSF Member body and who qualify to compete in such a Championship on the basis of residency or citizenship as determined from time to time by the General Meeting.

- 5.07 All required dances listed for a Championship shall be danced in all rounds and in the final by all couples entered in that Championship. If a couple fails or refuses to perform any dance in a round or in the final for the full length of the music as it is played by the music maker or fails or refuses to perform any of the dances in a round, then the Presiding President may disqualify that couple from that round or final. Such disqualified couple shall not advance to the next round or be placed in the final.

RULE 6 – CHAMPIONSHIP TITLE RESTRICTION {effective March 31, 2013}

- 6.01 No competition may be entitled a Championship, and no Championship may be awarded, without the prior authorization in writing of the Board or, in the case of Championships the awarding of which is solely within the jurisdiction of a Regional Association, the prior authorization in writing of that Regional Association.
- 6.02 Championships which are recognized as such by the paramount DanceSport authority of the WDSF Member body in the country in which they are held may be recognized by CDS.

RULE 7 - ELIGIBILITY OF COMPETITORS {effective April 8, 2018}

- 7.01 Age restrictions:

Juvenile I: reach 9th birthday or less in the calendar year
Juvenile II: reach 10th or 11th birthday in the calendar year

Junior I: reach 12th or 13th birthday in the calendar year
Junior II: reach 14th or 15th birthday in the calendar year

Youth: reach 16th, 17th or 18th birthday in the calendar year

Under 21: reach 16th, 17th, 18th, 19th or 20th birthday in the calendar year

Adult: reach 19th birthday or more in the calendar year

Senior I: One partner must have reached his or her 35th birthday in the calendar year and the other partner must have reached his or her 30th birthday in the calendar year.

Senior II: One partner must have reached his or her 45th birthday in the calendar year and the other partner must have reached his or her 40th birthday in the calendar year.

Senior III: One partner must have reached his or her 55th birthday in the calendar year and the other partner must have reached his or her 50th birthday in the calendar year.

Senior IV: One partner must have reached his or her 65th birthday or more in the calendar year. The other partner must have reached his or her 60th birthday or more in the calendar year.

Senior V: Both must have reached his or her & 70th birthday in the calendar year.
(effective April 30, 2023)

Putting two age-groups together, such as Juvenile I and II as well as Junior I and II in one class, is optional. Juvenile II may compete in Junior I events except at the CCC Qualifiers &

CCC in championship level. Junior II couples are allowed to compete in all Youth events. Youth couples are allowed to compete in Adult events. In all age groups one partner of a couple can belong to a younger age-group, except in the Senior I, Senior II, Senior III and Senior IV age groups.

7.02 CDS shall, through each Regional Association, maintain a Canadian Registry of Athlete Dancers" (herein referred to as "CRAD") to include the full name, date of birth, current competition levels in all dance disciplines of each Athlete.

7.03 All Athletes entering National, Provincial or Regional Championships and all competitions sanctioned by CDS or its Regional Association must be members in good standing of a Regional Association, and must carry proof of registration with CRAD, or if such Championship is Open, must carry proof of registration or affiliation with another WDSF Member body. Production of proof of such membership, registration or affiliation may be required at the commencement of the Championship.

7.04 Residence or Birth - International Partnerships:

In Canadian Closed Championships or Regional Association Closed Championships, one member of a partnership must be a Canadian Citizen. The second member, if not a Canadian citizen, must satisfy the Board that:

- a) Under Canadian law he/she is permitted to travel out of and back into Canada.
- b) He/she has elected in writing his or her intention to compete in DanceSport exclusively for Canada during the calendar year prior to the said Championships; and
- c) He/she has not represented another country in a DanceSport competition during the 8 months prior to the said Championships except when the competitor has received consent in writing to the change in representation from each of the two relevant WDSF Members, and then the competitor may immediately represent Canada. A competitor having represented one country in any WDSF World Championship or any WDSF World Cup is not permitted to represent Canada in any WDSF Championship or WDSF Cup competition until a period of 12 months has elapsed since the last representation. Therefore, they would not be eligible to compete in the Canadian Closed Championships or its qualifiers until the one year has elapsed. {effective April 1, 2010}

PROVIDED FURTHER THAT the Board may in its absolute discretion require such proofs either before or after such Championships as it deems fit and necessary when considering whether such second member has complied to its satisfaction with any part of this Rule 7.04.

7.05 Dual Citizenship: {effective April 1, 2010}

Competitors with dual citizenship, one of which is Canadian, shall be treated as Canadian citizens when considering their eligibility for Closed Canadian Championships providing they have not represented another country during the 8 month period prior to the date of the competition except when the competitor has received consent in writing to the change in representation from each of the two relevant WDSF Members, and then the competitor may immediately represent Canada. A competitor having represented another country in any WDSF Championship or any WDSF Cup is not permitted to represent Canada in any WDSF World Championship or WDSF World Cup competition until a period of 12 months has elapsed since the last representation. Therefore, the competitor would not be eligible to compete in the Canadian Closed Championships or its qualifiers until the one year has elapsed.

7.06 Interprovincial Partnerships:

An interprovincial partnership is a partnership between two Athletes who do not reside within the jurisdiction of one Regional Association. An Interprovincial partnership may register, in one of the two said Regional Associations if permission is granted by both Regional Association. They shall declare, in writing to both of the Regional Associations, which Region they wish to represent and compete in their Official Regional Qualifying Competition. Under no

circumstances may any Athlete compete in more than one Regional Closed Championship or Official Regional Qualifying competition in any dancing year.

7.07 A couple is comprised of two Athletes of different sexes.

7.08 Selection of Canadian Representatives to International events: {effective March 20, 2016}

All decisions respecting Canadian entries in WDSF World (Open and Closed) Championships are at the absolute discretion of the CDS Board. For further clarification, but not to limit the generality of the preceding sentence, neither the CDS Board nor the CDS General Meeting is obliged to choose any certain couple or athlete for entry in WDSF World (Open and Closed) Championships. CDS does not have any obligation to any couple or athlete registered in CRAD to enter them in any WDSF World (Open and Closed) Championship, or to enter any Canadian couple or athlete in any WDSF World (Open and Closed) Championship in any year. Entry by Canadian couples or athletes in WDSF World (Open and Closed) Championships is a privilege, not a right, and is based on all considerations which the CDS Board or CDS General Meeting chooses in their absolute discretion to take into account.

Once an entry in a WDSF World (Open and Closed) Championship is made by CDS, it can be revoked by the Board in its absolute discretion and replaced by another entry in its absolute discretion, or not replaced by any entry whatsoever, as the CDS Board or the CDS General Meeting in its absolute discretion deems to be in the best interests of the sport.

All couples or athletes wishing to compete in a WDSF Closed and Open World Championships must compete in the Canadian Closed Championships and its qualifiers in that same year at the same age and style that they wish to compete in at the WDSF World Closed and WDSF World Open Championships.

The selection of CDS representatives to the WDSF World Championships or WDSF World Cups will be decided by the CDS Board after each night of the Canadian Closed Championships. If a couple notifies CDS and/or CDS becomes aware of and confirms that the couple has split then the couple will be taken off the list and will not be considered for future invitations. It will be at the CDS Board's discretion if athletes who have competed in National, Continental, or World Championships/Cups of another Dancesport system will receive financial bursary to represent CDS at WDSF World Championships or Cups. {effective April 16, 2017}

7.09 No couple may participate in any category at the Canadian Closed Championship in a calendar year unless both members of the couple competed, in the exact same category, with each other in the DanceSport Competition designated by their Regional Board as the Official Regional Qualifying Competition, with that Official Regional Qualifying Competition being held in the same calendar year as the Canadian Closed Championship. Only one Official Regional Qualifying competition can be designated by each Regional Board. All couples from that Region must compete in this one Official Regional Qualifying Competition in order to qualify to compete in the Canadian Closed Championships. Each Regional Board shall provide to the promoter of any Canadian Closed Championship a list of competing couples, who are eligible to compete under this Rule, a minimum of 3 weeks prior to the event. An Athlete can only compete in one Official Regional Qualifying Competition per year.

The Regional Board must submit the name and date of the Official Regional Qualifying Competition for the Canadian Closed Championship to the CDS Board no later than September 1st of the year prior to the next Canadian Closed Championship. The date of each Regional Association's Official Qualifying Competition for the Canadian Closed Championship must be held a minimum of 3 weeks prior to the Canadian Closed Championship. The date of each Regional Association's Official Qualifying Competition for the Canadian Closed Championship will be published on the CDS and Regional Association web sites.

Notwithstanding this requirement, the CDS Board may waive the application of this Rule in an exceptional case where a couple has not competed in the Official Regional Qualifying Competition. An application for a waiver must be filed with the CDS Board by the Regional Board prior to their Official Regional Qualifying Competition or no later than 5 days after their

Official Regional Qualifying Competition. The CDS Board may add certain conditions which must be met in order to grant such a waiver. A waiver may be granted if a couple's CCC Regional Qualifier is the same weekend as a WDSF World Championship that they are competing in. In such cases the couple must compete at a subsequent CDS recognized Canadian Closed or Canadian Open Championship prior to competing in any subsequent WDSF World Championship or World Cup. The other circumstances where a waiver may be granted is if an athlete has a serious medical condition or injury and supplies medical proof from their doctor or an athlete has a death or a funeral of an immediate family member where the couple is unable to participate in [on the same weekend as] their Regional Qualifier. In other exceptional circumstances, if a couple applies for a waiver other than those mentioned above, a waiver may be considered by the CDS Board. In any such cases, the couple must compete in another Recognized competition decided by the CDS Board before being permitted to compete in the Canadian Closed Championships. No waiver will be granted for a new partnership that was created after the Official Regional Qualifying Competition of their Regional Association.

The Statement on the Entry Form, which must be completed and signed by all Canadian Closed Competitors, shall read as follows:

[I competed or will be competing with the same partner in the Official Regional Qualifying Competition in the exact same category for which we wish to enter these Canadian Closed Championships] followed by a "Yes" and a "No" box for a response and both their signatures.

The promoter shall not accept any such entry form unless the Statement above is completed.
{Amended April 21, 2019}

- 7.10 At the Championship level, Athlete may not compete with more than one partner in the same discipline (Standard, Latin, Rhythm, or Smooth) at an event. An event covers multi day competitions. An Athlete may have a different partner for a different discipline. {effective April 1, 2010}
- 7.11 A competitor who is part of the WDSF DanceSport system and who has competed in any World and/or Continental Championship or Cup in a different DanceSport system may, at the discretion of that competitor's WDSF Member Body be permitted to compete and/or represent any country in any World and/or Continental WDSF Championship, or any WDSF Cup competition, any WDSF Grand Slam competition, the Asian Games, the Asian Indoor Games, any WDSF Games, the World Games or any future Olympic-level Games until a period of 12 months has elapsed since the last representation. {effective October 4, 2015}

RULE 8 - RULES OF CONDUCT {effective March 20, 2016}

8.01 Competitions between amateur and professional couples are prohibited unless such an event is required to select the best CDS Athletes to represent Canada at certain World Games and WDSF World Dancesport Games.

8.02 An amateur is one who does not earn his/her livelihood from participation in DanceSport.

8.03 Commercial teaching and coaching activities in DanceSport in Canada shall not be restricted to any limited group of people except on the basis of skill or knowledge. An Athlete loses Amateur Status if he or she works as a dancing teacher, as a paid assistant to a teacher, as a paid dancing partner, or as a paid demonstrator except that an Athlete may teach dancing and coach DanceSport for pay without losing Amateur Status provided he or she:

- a) is at least 16 years of age;
- b) is a member in good standing of his or her Regional Association and is registered in the Canadian Registry of Athlete Dancers (CRAD);
- c) meets at least one of the following four criteria:

- 1.) qualifies according to the competition rules of his or her Regional Association to compete at the Championship Level in that region and has competed at the Championship level for at least 2 years, or alternatively qualifies at a level of competitive skill and accomplishment determined by the Board, and is a member of a couple who places in one of the following {revised April 30, 2023}:
 - i) in the Canadian Closed Championships all the Finalists in Under 21, Adult, Senior I, and Senior II if a semi-final is held or top three (3) if there is a minimum of six (6) couples in the final and only the champion if only 3 couples are in the final.
 - ii) in the Canadian Closed Championships the top three (3) couples in Youth, Senior III, and IV if a semi final is held or only the top two (2) couples if there is a minimum of 6 couples in the final and only the champion if only 3 couples are in the final.
 - iii) The Regional champion in either one of the Regional Qualifier or the Regional Closed Championship, which is to be determined by the Regional Association in advance of the competition, in Adult, Under 21, & Senior I levels only if there is a minimum of 5 couples in the final of that category
 - iv) top 2 in the Canadian Ten Dance as long as a Ten Dance Championship was held;
- 2.) qualifies according to the competition rules of his or her Regional Association to compete at the Championship Level in that region and has competed at the Championship level for at least 2 years, or alternatively qualifies at a level of competitive skill and accomplishment determined by the Board, AND is an Athlete who otherwise is permitted to teach under this Rule 8.03 and who holds a valid and subsisting teaching certificate issued by the Ministry of Education of the Canadian province in which he or she resides or in which he or she works as a school teacher;
- 3.) has not competed at the Championship level for at least two years but is otherwise a qualified educator who holds a valid and current teaching certificate issued by the Ministry of Education of the Canadian province in which he or she resides or in which he or she works as a school teacher. In this case, the Athlete may only teach basic fundamentals of DanceSport from Kindergarten to Grade 12 and only within the school environment as part of the physical education or appropriate program at that school.
- 4.) makes the top 24 in a WDSF World Adult Standard or Latin Championship or top 12 in a WDSF World Adult 10-Dance Championship [World Championship does not include World Cup], and is either a Canadian Citizen or qualifies under Rule 7.04 to represent Canada. In this case, the Athlete must re-qualify pursuant to Rule 8.03 g;
- c) only teaches steps or movements set out in that Regional Association's competitive syllabus, or alternatively steps or movements determined by the Board;
- d) (notwithstanding the terms of any other part of these Rules) submits to the Treasurer and his or her Regional Association on or before January 31st of each year an accounting of :
 - i) his or her earnings from such teaching in the previous calendar year, and
 - ii) a summary of dance related expenses in the previous calendar year. Athletes should be prepared to make available all receipts for, or reasonable records of, these expenses upon request or audit;
- f) remits to that Regional Association upon its or the Treasurer's request, any earnings from such teaching which exceed the documented dance-related expenses, in trust for his or her future dance-related expenses, or after the lapse of one year without a claim for such expenses, for use by that Regional Association according to law;
- g) pays a fee, as set out in Schedule A to the Corporation's Bylaws, per year or part thereof.

- h) signs the form of Release of CDS and its Board as set forth herein before commencing teaching

RELEASE

I, _____ (*name of Athlete or where an Athlete is not of the age of majority in the Province in which he or she resides, the name of his or her legal guardian on behalf of the Athlete*), the undersigned, in return for (*name of Athlete's Regional Association*) and Canada DanceSport (CDS) to permit me to teach under CDS Championship Rule 8.03, hereby release (*name of Athlete's Regional Association*), CDS and the World DanceSport Federation (WDSF) (hereinafter referred to as "the Associations") from any and all actions, causes of action, claims, demands, and damages howsoever arising which hereafter I may have against the Associations by reason of any action or decision which may be taken against me by a third party or third parties in whole or in part because I have engaged in teaching of dancing in any way. In particular, but without limiting the generality of this Release, I understand that many DanceSport adjudicators might take the position that they may not judge an *Athlete* who has taught dancing or coached DanceSport, and that accordingly if I teach as permitted under the CDS Championship Rules, I may be at risk of not being judged by some DanceSport adjudicators. All risks that I undertake by teaching dancing or coaching DanceSport are accordingly my own risks, and I may not look to (*name of Athlete's Regional Association*), CDS or WDSF for any damages, contribution or other relief with respect thereto.

I acknowledge that I have been given the opportunity to seek legal advice regarding my rights and obligations (or the rights and obligations of the minor of whom I am a guardian) under this Release, prior to signing it.

DATE SIGNED: _____

NAME: _____ SIGNATURE: _____

WITNESS NAME: _____ SIGNATURE: _____

- 8.04 Acceptance of reimbursement of traveling expenses, board and lodging as well as other out-of-pocket expenses incurred in connection with competition, DanceSport scrutineering, serving as a master of ceremonies, training camps and demonstrations of and scholarships, and prize money awarded for success in DanceSport competitions does not constitute earning one's livelihood from participation in DanceSport.
- 8.05 Acceptance of reimbursement of traveling expenses, board and lodging as well as other out-of-pocket expenses for DanceSport scrutineering and serving as a master of ceremonies at DanceSport competitions may include lump-sum reimbursement for estimated or notional expenses as opposed to reimbursement upon presentation of receipts.
- 8.06 No Athlete shall communicate with any Judge or engage in any conduct which might be considered unfair in relation to other competitors, immediately before, during or immediately after the competition.
- 8.07 An Athlete competing under these Rules shall accept as final the verdict and marks of the Judges and shall treat the same with respect.
- 8.08 All Athletes belonging to CRAD and CDS Regional Associations must abide by Schedule B- CDS Championship Rules, Schedule F- CDS Dress Code, Schedule I - CDS Code of Conduct & all the Policies found in Schedule L regarding Safe Sport. (effective April 30, 2023)

- 8.09 That athletes, coaches, officials, parents, volunteers, and administrators are advised to take the Safe Sport Module offered by Coaching Association of Canada (CAC) which is available to everyone at no cost. Athletes, coaches Information can be found at <https://safesport.coach.ca/> and in Schedule L. (effective May 5, 2021)

RULE 9 - REINSTATEMENT AS AN AMATEUR {effective April 1, 2010}

- 9.01 DanceSport Professional dancers (hereinafter referred to as “Professionals”) who wish to regain amateur status must apply in writing to the Regional Association of competent jurisdiction or authority in which they reside. The Regional Association may, upon receipt of such application, decide whether reinstatement of amateur status (hereinafter referred to as “reinstatement”) should be granted, and, if so, under what conditions and terms it should be granted and will forward their recommendation to the CDS Board for the final decision.

A non-refundable processing fee of \$150 payable \$100 to the Regional Association and \$50 to CDS must accompany this application. {effective April 1, 2010}

- 9.02 When considering applications for reinstatement made by Professionals, a Regional Association shall consider the following issues before arriving at a decision:

- a) Total amount of money and money's worth earned as a Professional;
- b) style and level of dancing attained, taught and demonstrated, or any of them;
- c) Total amount of time spent teaching dancing or engaging in other dance related activities as a Professional;
- d) Professional training and Professional exams taken, and the results thereof;
- e) Professional competitions entered and the results;
- f) Current or past membership in a recognized Professional Association, length of membership therein, offices held therein, and classification granted or attained therein; and
- g) Time elapsed since last activity as a Professional.

- 9.03 If a dancer loses amateur status due to conduct prejudicial to the sport of dancing, or if a competent Regional Association or that Regional Association's management committee or equivalent resolves that reinstatement is unfair to other amateur dancers, it may refuse reinstatement to such a dancer.

- 9.04 If an applicant dancer disagrees with CDS refusal to reinstate that dancer as an amateur, an appeal lies to the CDS Board.

- 9.05 Should an amateur dancer be reinstated and they again breach their amateur status, reinstatement would not be granted a second time. {effective April 1, 2010}

- 9.06 The waiting period for reinstatement as an amateur and prior to admission to the Regional Association and CDS shall be a minimum of six months from the last professional activity of the applicant. This waiting period could be lengthened at the recommendation of the Regional Association or CDS Board. {effective April 1, 2010}

- 9.07 A reinstated dancer will receive no funding from CDS for a minimum of two (2) years from the effective date of such reinstatement. {effective April 1, 2010}

- 9.08 A reinstated dancer cannot stand for a Regional Association or CDS position on the Regional Association or CDS Board for a period of two (2) years after the effective date of such reinstatement. {effective April 1, 2010}

- 9.09 A reinstated dancer has only a period of 30 days within which he/she must become a member of the Regional Association in which he/she resides. If he/she does not become registered within the time required, then his/her reinstatement will become null and void. {effective April 1, 2010}
- 9.10 Refer to Schedule H: Guideline on Reinstatement of an Amateur Dancer, for details on eligibility and the reinstatement process. (effective April 24, 2011)

RULE 10 - REIMBURSEMENT OF COMPETITOR'S EXPENSES {effective March 31, 2013}

- 10.01 Neither CDS nor any promoter shall be obliged to reimburse any expense of any Athletes competing in a Canadian Championship.
- 10.02 Nothing in this section shall be construed as prohibiting any registered Athletes in Canada from entering the Canadian Closed Championships, and such Athletes may not claim any financial assistance from the promoter thereof except as otherwise set out in these Rules.

RULE 11 - COMPETITION DRESS CODE {effective April 20, 2003}
Applies to International Style of Dance only

- 11.01 In all Championships the following dress will be worn:

- a) International Standard (Modern) Style - Competition dress shall be according to the WDSF dress code. In International style, dress code shall be worn as stated in the WDSF dress code as amended from time to time
North American Smooth Style - Tails and shirt, or vests and long sleeve, closed collared shirts with dress pants, tie optional for men. Colour restricted to black, brown, gray, tan, burgundy and navy. Competition dress for ladies.
- b) International Latin-American Style - Competition dress shall be according to the WDSF dress code. In International style, dress code shall be worn as stated in the WDSF dress code as amended from time to time. The buttocks of the female partners must be covered at all times as a minimum. Tangas are not allowed.
North American Rhythm Style - Rhythm costume with sleeves for men and Rhythm costume for ladies. The buttocks of the female partners must be covered all the time as a minimum. Tangas are not allowed.

- 11.02 In all DanceSport Competitions, a man or boy may advertise up to three (3) sponsors, and a woman or girl may advertise up to two (2) sponsors. The size of the advertisement may be no more than 40 square cm for each sponsor. Such advertising may only be displayed and located on the hip, waist, chest or sleeves. Each reproduction of any flag displayed on an athlete's costume constitutes one (1) sponsor for the purpose of this Rule. {effective June 12, 2017 WDSF AGM}
- 11.03 The Presiding President or other ranking CDS or Regional Association official is empowered to suspend from the competition any couple who is not dressed in the stipulated manner, provided always that such official shall not do so without first discussing his/her intention to do so with the promoter or the promoter's representative.
- 11.04 The style of competition dress permitted under these Rules must be stated on invitations and entry forms for Championships.
- 11.05 Full dress shall be worn for the presentation of the trophies, otherwise no award will be presented.

RULE 12 - OBJECTIONS TO ELIGIBILITY {effective May 1, 1994}

- 12.01 No objection to a competitor's eligibility to take part in any Championship shall be considered unless it is made to the Presiding President or a ranking Regional Association official in attendance in writing, signed by the complainant and setting out the complainant's full name and address. Such objection, unless admitted by the competitor who is the subject of the complaint, shall be referred to CDS or its affiliate provided always that if there is insufficient time for officials of competent jurisdiction to reach a decision before a competition is due to commence, the competitor

who is the subject of the complaint shall be permitted to dance in the Championship subject to the withholding of any award made or marks given to such competitor until the said officials have reached a decision with respect to the complaint.

12.02 Should the objection be sustained, the competition results shall be adjusted accordingly.

RULE 13 - DRUG ABUSE {effective May 1994}

13.01 In this Rule:

- a) "Doping" is the use by or distribution to an Athlete of substances in contravention of or in a manner inconsistent with the rules of the International Olympic Committee (hereinafter referred to as "IOC Rules"); and
- b) An "Official" is the ranking or designated member of the responsible organization of competent jurisdiction, whether the organization is the Corporation or a Regional Association, present at any competition or Championship concerned.

13.02 Athletes are strictly forbidden to engage in Doping at any time.

13.03 An Athlete shall, if requested by an Official for the purpose of Doping control, submit to a Doping control test. An Athlete's refusal to so submit shall be deemed to be proof that such Athlete has engaged in Doping and shall be dealt with accordingly.

13.04 All evidence and proof of Doping shall be reported immediately to the Corporation, whose Board shall consider such evidence and proof, or either of them, and shall decide whether Doping has been proven, and may order disciplinary action to be taken. All evidence and proof of Doping shall be reported to the World DanceSport Federation (WDSF) Presidium within 30 days of the Corporation's first receiving such evidence or proof.

13.05 Any person assisting or inciting others to contravene Doping rules shall be deemed to have engaged in Doping and shall be subject to disciplinary action accordingly.

13.06 Disciplinary action shall include but not limited to suspension from membership in any Regional Association for a minimum of one (1) year and a maximum of three (3) years.

13.07 Whereas the Canadian Centre for Ethics in Sport (CCES) has adopted the 2021 World Anti-Doping Code (Code); and
Whereas on behalf of the Canadian sport community, the CCES has led the development of a revised version of the Canadian Anti-Doping Program (CADP) based on the 2021 Code with an effective date of January 1, 2021;
Canada DanceSport formally adopts and implements the 2021 Canadian Anti-Doping Program.

RULE 14 - HOW TO APPLY FOR A CHAMPIONSHIP {effective March 20, 2008}

14.01 A request for an application form for a Championship which may only be granted by CDS shall be made to the Regional Association of the Region in which the proposed Championship is to be held.

14.02 The application form, copy of which is set forth at the end of this Rule 14, shall be completed by the proposed promoter and shall be submitted together with the required application fee to the Regional Association.

14.03 If an application is for permission to hold a National or International competition, the application form, together with the required fee, shall be forwarded to CDS for processing.

14.04 If the application is for permission to hold a competition which falls within the said Regional Association's authority, then it will be processed by that Association without further reference to CDS except for the payment of the appropriate fee required by CDS.

- 14.05 If any application is declined, the fee submitted with it shall be returned or refunded.
- 14.06 An application shall be made at least four (4) months prior to the date of the Championship for which the application is made, provided always that an application for any Canadian or Interregional Championship shall be made at least eight (8) months prior to the date of the Championship.
- 14.07 Each application shall include the name of the proposed Championship, whether it is Open or Closed, the date and what financial assistance shall be given to the competitors.
- 14.08 In order to assure the success of a Championship and to discharge CDS's responsibility to ensure the proper organization of a Championship sanctioned by CDS, an applicant may be required to include as part of its application a written explanation of its plans, including:
- a) Acknowledgment of the fact that it is required to invite or hire the following officials in order to ensure the proper running of the event, that is, the Presiding President, the required number of Judges with proper qualifications, a Chairman of Judges, a Scrutineer, a Master of Ceremonies, and a Music Maker.
 - b) A list of its organizers and their designated responsibilities.
 - c) A budget, including breakdown of expenses.
 - d) Information about its proposed venue, including size of dance floor.
 - e) Information about its proposed insurance coverage for injuries and third party liability;
 - f) If it is unincorporated, whether it has considered insulating itself from financial or other hazards by limiting its liability through incorporation.
 - g) The manner in which it proposes to protect the amateur status of any dancers among its number who might be accused by a professional dancer of engaging in professional activity by organizing a dance competition.
 - h) A proposed judging panel.
 - i) Any other information which it feels to be relevant or of interest, and which is reasonably necessary to fully and truthfully disclose the nature, particulars and extent and any unusual features or risks to the applicant or CDS of the application and the proposed Championships.
- 14.09 Any Championship granted under these Rules shall be so granted on the condition that:
- a) It be announced and advertised as being "Recognized by Canada DanceSport".
 - b) The organizers declare in their notices, flyers and other advertisements that the Championship is so recognized and state the date and venue of the event.
 - c) Entry forms therefore shall state the time of commencement of the first round of the Championship.
 - d) Unless there is a prior resolution in writing of the Board to the contrary, it be held on the date proposed by the applicant in the application for the Championship
 - e) The event titled the Canadian Closed Championship must be the only possible name to be used. It is not possible to organize a Canadian Closed Championship under a different name, or to host any supporting events under a different name. The Canadian Closed Championship is the only possible name that can be used for the entire duration of the event. No name or logo adopted by the producer in association with the Championship may be used on any website, in its written or electronic materials, publications or correspondence, or in and around the Championship competition venue.

- f) The name "Canadian Closed DanceSport Championships / Le Championnat Canadien Fermé de Danse Sportive", or similar words approved by the Board before any such use, is to be used for marketing this event.
 - g. If an organizer applies to run the Canadian Closed Championships, then it must run both the Standard and Latin Championships in all of the following age categories:
 - i) Junior
 - ii) Youth
 - iii) Under 21
 - iv) Adult
 - v) Senior I
 - vi) Senior II
 - vii) Senior III
 - viii) Senior IV
 - ix) Senior V Standard
 - x) Solo events- Junior II, Youth, Under 21, Adult
 - g.2) Canadian Closed Breaking Championships may include the following age categories
 - 1. Junior
 - 2. Youth
 - 3. Under 21
 - 4. Adult
 - h) If an organizer applies to run the Canadian Closed Championships, then it must be run in the month of March, April, or May for the given calendar year. {effective April 30, 2023}
 - i) All Championships must ensure that a minimum of one qualified First Aid person capable of providing Basic Life Support and First aid in other medical incidents is available at the competition venue at all times. (2020)
- 14.10 Upon receiving notice that any such condition has not been fulfilled, the President or Acting President shall, after having given the organizers what is in the President's discretion reasonable notice to fulfill the condition, revoke the Championship and publish the revocation in the manner and to the extent that the President deems advisable under all of the circumstances.
- 14.11 Approval to hold a Championship is limited to one dancing year, and a new application must be made each year.
- 14.12 Entry restrictions to a Championship are forbidden:
- a) No heat in a Championship may be restricted to the pupils of one or more teachers to the exclusion of other Athletes or couples.
 - b) No competitor may be exempt from the first round of a Championship.
- 14.13 Notwithstanding anything stated above, the Board shall have the authority to vary the requirements in this Rule.

**APPLICATION TO PRODUCE A DANCESPORT CHAMPIONSHIP
CANADA DANCESPORT**

NOTICE: This application must be received by CDS a minimum of eight (8) months prior to the proposed date of the competition.

The undermentioned applicant hereby applies for permission to promote and produce the Championships referred to below. As a condition of that permission being granted the applicant hereby agrees to abide by the Rules and Directions of CDS or its designated affiliate, the Rules and Conditions shown overleaf and any stipulations attached to the grant.

Name of applicant _____

Address _____

Telephone numbers (Residence) _____ Business) _____

Name of Event _____

Name of Championship(s) proposed to be held _____

Style: _____ Open or Closed _____

Date of Championship _____ Venue _____ City _____

Surface of dance floor _____ Size of dancing area _____ Source of Music _____

Competitions proposed to be run at this event: _____

What traveling and accommodation assistance (if any) will be provided for out-of-town competitors?

Have you ever run a championship before _____ If yes, what and when _____

What governing body granted permission _____ When _____

We enclose a bank draft or money order in the amount of \$ _____ payable to Canada DanceSport.

The signatory below hereby warrants and represents that he/she is authorized to make this application for the applicant and to sign this application on its behalf, and that the applicant is a valid and subsisting entity which is authorized to make this application.

Print applicant's Name _____ Date _____

Authorized Signature _____

FOR OFFICE USE ONLY

Application approved/ declined subject to:

Date _____ Signed _____

SEND THIS APPLICATION FORM TO CDS AT _____

RULES AND CONDITIONS

FOR YOUR GUIDANCE THE FOLLOWING NOTES DRAW YOUR ATTENTION TO SOME OF THE MORE IMPORTANT RULES AND CONDITIONS WHICH MUST BE FOLLOWED FOR THE PROMOTION AND PRODUCTION OF A DANCESPORT CHAMPIONSHIP IN CANADA. THESE NOTES ARE NOT EXHAUSTIVE AND DO NOT REPLACE OR MODIFY CANADA DANCESPORT'S CHAMPIONSHIP RULES, WHICH YOU ARE REQUIRED TO FOLLOW IN DETAIL. IN CASE OF ANY INCONSISTENCY BETWEEN THESE NOTES AND CANADA DANCESPORT'S CHAMPIONSHIP RULES, THE TERMS OF THE CHAMPIONSHIP RULES SHALL PREVAIL.

1. Championships are limited to Open or Closed National, Regional, Provincial or Area titles.
2. A Championship shall be judged over the minimum number of the five required dances in a Standard or Latin competitive event. *(Rule 5)*
3. All flyers, notices, tickets and other written materials produced with respect to the Championship shall refer to the Championship as being "Recognized by Canada DanceSport". All flyers and entry forms shall be circulated to all Regional Associations four (4) months prior to the proposed date.
4. All competitors admitted to competition in the Championship must hold and produce for inspection a valid and subsisting registration card issued by a CDS recognized association, its Regional Associations and proof of registration in the Canadian Registry of Athlete Dancers.
5. The following registration fees must accompany this application form:

\$100.00 for each National Championship

\$100.00 for each Provincial Championship

An applicant proposing to run both a Standard and a Latin competition or both a Smooth and a Rhythm competition which is a Championship must pay a registration fee for each Championship. A fee is refundable if the application which it supports is declined. Payment should be made by bank draft or money order and be payable to "Canada DanceSport".

6. Judges must hold a qualification recognized by CDS and the names of the proposed Judges must be submitted at least six (6) months in advance of the proposed Championship date for approval by the various bodies. *(Rule 15)*
7. A qualified scrutineer must be engaged by the promoter for the Championships. The scrutineering sheets must be delivered up according to CDS's directions forthwith after the competition. *(Rule 15)*
8. A Chairman of Judges shall preside and he/she must hold a qualified scrutineer's certificate and suitable recognized adjudicating credentials. *(Rule 15)*
9. A Master of Ceremonies who is familiar with the organization, production and running of Championship competitions shall be engaged. *(Rule 15)*
10. All Championship finals must be danced in single heats. *(Rule 17)* Provided, however, that the repechage system may be used in any Canadian Championship except for the semi and final thereof.
11. There must be a minimum time interval of 20 minutes between rounds and a minimum of 60 minutes between Standard and Latin events of the same age category. *(Rule 15)*
12. Approved competition dress must be worn by all competitors during Championship competitions.
13. The dance floor of the proposed Championship venue must be a minimum size of 60 feet by 35 feet (18.5 x 11 meters). *(Rule 15)*
14. Music tempi approved by CDS shall be observed. *(Rule 21)*
15. A French or English speaking interpreter may be required to be used. *(Rule 15)*
16. The time of the commencement of the first round of each Championship event together with the announcement and advertisement as being "Recognized by Canada DanceSport" and reference to the CDS Championship costuming Rules, shall be clearly set out on all Championships competitor's entry form.
17. The promoter of the Canadian Closed and Open Championships must provide complimentary tickets to each CDS Director and his/her guest who might attend the event. A full copy of CDS's Championship Rules will be supplied to successful applicants.
18. All Championships must ensure that a minimum of one qualified First Aid person capable of providing Basic Life Support and First aid in other medical incidents is available at the competition venue at all times.

RULE 15 - DUTIES AND RESPONSIBILITIES OF PROMOTER {effective March 20, 2008}

Applies to International Style of Dance only except 15.07 which applies to all styles of dance.

15.01 Selection of Judges Panel:

Once the promoter has received tentative approval to hold the requested Championship, the promoter must immediately submit the names of the Judges panel, including the names of possible substitutes to the host Regional Association. In the case of National or Interregional championship, this information must be transmitted to CDS at least six (6) months in advance of the competition which shall circulate the proposed panel to all other Regional Associations for approval.

15.02 The promoter shall appoint a:

- a) Chairman of Judges
- b) Qualified Scrutineer (optional: with assistant)
- c) Master of Ceremonies
- d) Music Maker
- e) A French /English speaking interpreter to assist the MC, Floor Manager, Marshall, and the athletes.

Note: These positions should be covered by contracts outlining fees and travel expenses to be paid where applicable.

15.03 The promoter shall make appropriate arrangements providing:

- a) Adequate DanceSport space meeting the following requirements:
 - j) a dance floor with a wooden surface and a dancing area of a minimum of 60 feet by 35 feet (18.5 x 11 meters).
 - ii) Temporary or non-wooden floors are not dance floors unless they receive prior written approval by the Regional Association of competent jurisdiction in the Region in which the relevant Championship is proposed to be held.
 - iii) Separate changing accommodations for male and female competitors.
- b) Accommodation for competitors and guests.
- c) Changing rooms for competitors, with mirrors.
- d) Reception room for post competition festivities.

15.04 a) The promoter shall print and publish advertising flyers and competition entry forms as soon as permission to hold the Championship has been granted and the selection of Judges has been approved. All print materials sent to officials and competitors, including any announcements and entry forms respecting non-championship syllabus DanceSport competitions, shall be written in both of Canada's official languages. These documents shall together contain information about hotel selection and rates, airfare and hotel subsidies, if any, competition timetable and practice times available for competitors, and shall be forwarded to CDS and all Regional Associations no less than three (3) months prior to the Championship date, except in the case of a Canadian Championship, they shall be forwarded to CDS and all Regional Associations no less than four (4) months prior to the Championship date.

- b) For the Canadian Closed DanceSport Championships, it is not permitted to clearly show the face of any current Canada DanceSport/Regional Championship couple on any promotional flyers, advertising or other materials. {effective April 8, 2012}

15.05 The promoter shall arrange for the presentation of the various Provincial flags at the start of the competition (evening) and provide flowers for the top 3 finalists. In any Canadian Closed

Championship the promoter shall cause all of the 6 or 7 finalists (as the case may be) to be recalled to the competition floor at the time of presentation of awards for such Championship and shall ensure that each said couple be awarded a medal or trophy for merit, and further that in the Canadian Closed Juvenile and Junior Championships, each finalist competitor shall also be awarded a medal or trophy for merit.

15.06 The promoter is responsible for seeing that the dance floor is in proper condition for competition dancing.

15.07 The promoter is responsible for drawing up an acceptable competition schedule which must be approved by the Chairperson of Judges and meet the following requirements {effective April 9, 2009}:

- a) Provide appropriate intervals between rounds and competitions. There must be a minimum interval of 20 minutes between rounds and a maximum of 4 hours between rounds, of the same event. {effective June 13, 2010, WDSF AGM}
- b) A minimum interval of 60 minutes between Standard and Latin events of the same age category must be observed.
- c) The results of the Juvenile and Junior competitions shall be announced no later than 10:30 pm on the evening of the competition.
- d) All heats, quarter-finals, semi-finals and finals of one discipline (namely Standard or Latin and Smooth or Rhythm) in one division must be completed before any heats, quarter-finals, semi-finals or final of the other discipline begin, provided always that this does not mean that the Adult, Senior I and Senior II divisions must be run consecutively within one discipline, and does mean that the heats, quarter-finals, semi-finals and finals of one such division may be interspersed with the heats, quarter-finals, semi-finals and finals of the other such division.
- e) All Championship semi-final and final rounds in Adult Standard and Latin events must be held in the evening program.

15.08 The promoter shall appoint a Floor Manager to ensure that all of the required internal arrangements are carried out.

15.09 In all of its plans and production of any Canadian Championship the promoter shall take into account the importance of communicating with competitors, officials and patrons who are expected to attend the Championship, in both of Canada's official languages and shall communicate effectively with them in both official languages, and in addition shall make arrangements for bilingual announcements throughout the Championships.

15.10 All of the promoter's communications to the competitors, officials and the public about any Canadian Championship granted by CDS, in website references to the Championship, on signage used by the promoter at and in the vicinity of the site of the Championship, and in references to and communications about the Championships in any souvenir program produced for the Championship, shall be in both of Canada's official languages.

15.11 The promoter of the Canadian Closed and Open Championships must provide complimentary tickets to each CDS Director and his/her guest who might attend the event.

RULE 16 - DUTIES AND RESPONSIBILITIES OF PRESIDING PRESIDENT {effective April 6, 2007}
16.06 & 16.07 applies to International Style of Dance only

16.01 The President, or in the President's place, the next-ranking CDS officer, or in the place of a CDS officer, a Director, shall be invited to attend every Canadian Closed Championship and every Canadian Open Championship in the capacity of Presiding President, as a condition of holding such Championship.

16.02 The Presiding President has authority over the Championship exceeding that of all other persons, including the organizers and promoters.

- 16.03 The Presiding President shall ensure that every official of the competition is aware of his/her responsibilities.
- 16.04 All complaints with respect to the eligibility of a competitor or the conduct of a Championship shall be addressed to the Presiding President and not to other officials of the competition provided always that copies of the complaints and resolutions be circulated to all Regions.
- 16.05 Objections to a couple's eligibility as set out in Rule 7 - Eligibility of Competitors, shall be submitted to the Presiding President for his/her decision as is required by Rule 12 - Objections to Eligibility.
- 16.06 The Presiding President, or in his/her place, a Dress Code Committee appointed by the Presiding President, shall disqualify any couple not dressed according to the dress code contained in Rule 11 - Competition Dress Code.
- 16.07 If a couple fails or refuses to perform any dance in a round or in the final for the full length of the music as it is played by the Music Maker, or fails or refuses to perform any of the dances in a round, then the Presiding President may disqualify that couple from that round or final. Such disqualified couple shall not advance to the next round or be placed in the final.
- 16.08 Reimbursement of traveling expenses:
- a) If the organizer of the Championship is a Regional Association, it shall pay 50% of the Presiding President's expenses including hotel accommodation, traveling expenses, and a per diem allowance for meals and incidental expenses as specified in Schedule A (collectively referred to as the "Presiding President's Expenses"). In the event such meal or meals are provided for by the organizer, then the per diem allowance shall be pro-rated and readjusted accordingly with the organizer. CDS shall be responsible for the remaining 50% of the Presiding President's Expenses.
 - b) If the organizer of the Championship is not a Regional Association, it shall pay 100% of the Presiding President's expenses including hotel accommodation, traveling expenses, and a per diem allowance for meals and incidental expenses as specified in Schedule A (collectively referred to as the "Presiding President's Expenses"). In the event such meal or meals are provided for by the organizer, then the per diem allowance shall be pro-rated and readjusted accordingly with the organizer.
 - c) In the case where the Annual General Meeting is held before the Championship, then the Presiding President's hotel accommodation and per diem shall be extended to cover the period of the Annual General Meeting and these expenses shall also be paid by the organizer and CDS in accordance with either Rule 16.08 a) or b) above.

RULE 17 - DUTIES AND RESPONSIBILITIES OF CHAIRPERSON OF JUDGES (effective April 20, 2003)
Applies to International Style of Dance only

- 17.01 The promoter shall appoint a person to be Chairperson of the Judges (COJ) panel. This person is responsible to the promoter and Presiding President for ensuring that all facets of the competition are run according to these CDS Championship Rules. The COJ shall be Non-Voting in the Canadian Championships.
- 17.02 The COJ, who may form part of the Judging panel, must hold a qualified scrutineer's certificate and be a qualified Judge in the style of dancing in which the Championship is being danced unless special permission is granted by the approving body for a non-certified scrutineer in this position. In the event that special permission is given, the Regional Association receiving this special concession must provide a fully qualified person for Chairperson of the Judges panel within 3 years of that special permission being granted.
- 17.03 The COJ is required to inspect the marks after each round and is responsible for their correct interpretation.

- 17.04 The COJ, in consultation with the organizer, shall determine the number of couples who should be elevated to the next round provided always that at least 50% of the competing couples taking part be so elevated except as noted in Rule 17.05 below.
- 17.05 The Elimination System, as described in the WDSF's Rules for Adjudication may be used when there is an entry of more than 24 couples.
- 17.06 In either call back system the final round of any Championship shall include a maximum of 8 couples.
- 17.07 The COJ shall further ensure that all recalled competitors return to the dance floor before the next round commences, that competitors dance in their assigned heats when necessary; that music played for the competition is played at the correct tempi and that the same music is repeated for the same dance in each heat of any round.
- 17.08 While the dancing is actually in progress, the COJ has overall responsibility for the following:
- a) Tempi.
 - b) Length of time danced in each dance.
 - c) That the right number of couples determined in Rule 17.04 above are in fact on the floor at the start of the round.
 - d) Ensuring that the same piece of music is used for each heat in a round.
 - e) Stopping the dance if any of the above conditions are not observed.
- 17.09 The COJ will ensure that competitors reaching the final must dance in one heat.
- 17.10 The COJ shall supervise the couple's conduct in relation to other couples, the Scrutineer and the Judges. Any infraction should be reported to the Presiding President.
- 17.11 The COJ shall ensure that only he/she, Presiding President, and the Scrutineer shall have access to the Judge's marks until the conclusion of the awards ceremony for that particular competition.
- 17.12 The COJ will ensure that sufficient time is provided between rounds and events for the same age category. In the case of commencing another round (such as between a final and a semi-final) a minimum time interval of 20 minutes and a maximum time interval of 4 hours shall be allowed. In the case of events where couples are required to change their costumes, such as between Standard and Latin, or between Smooth and Rhythm, a time interval of 60 minutes from the time of the last dance or presentation of prizes must be allowed. {effective April 9, 2009}
- 17.13 When more than one competition is taking place the COJ shall be responsible for the rotation of Judges and seeing that the Judges are actually in place before the start of the competition.
- 17.14. The COJ shall forward to the Regional Association of competent jurisdiction the originals of the scrutineering sheets provided always that in the case of a National Championship they shall forward true copies thereof to CDS.

RULE 18 - DUTIES AND RESPONSIBILITIES OF JUDGES {effective March 31, 2013}
Applies to International Style of Dance only

- 18.01 National Championships shall be judged by a minimum of 7 judges. Provincial and Regional Championships shall be judged by a minimum of 5 judges. Area Championships shall be judged by a minimum of 3 Judges. All Judges must hold qualifications recognized by CDS. Notwithstanding the foregoing, upon application by a Regional Association, CDS may grant occasional relief from these requirements, for a Provincial or Regional Championship. {effective April 1, 2010}
- 18.02 The Judging panel of all Canadian Championships shall have no more than 2 Judges from the area served by any single Regional Association, or any single country other than Canada, provided however the Non-Voting COJ from the same region shall not be counted as one of the 2

judges, and that the panel have a minimum of 2 Canadian Judges, provided always that these restrictions shall not apply to Open Provincial and Open Regional Championships. If a promoter wishes to have 9 or more judges on a proposed CCC panel, then up to 3 judges from the area served by any single Regional Association is allowed. If a promoter wishes to have 11 or more judges on a proposed CCC panel, then up to 4 judges from the area served by any single Regional Association is allowed. That 75% of the CCC panel must be CDS PD member, WDSF licensed Adjudicator, or an adjudicator from a recognized WDSF member body. {effective March 20, 2016}

- 18.03 The composition of the Judging panel for any Championship must be consistent throughout all rounds of the event.
- 18.04 Judges are under no obligation to justify their adjudication of competition couples. During a competition or in the intervals between competition rounds, a Judge may not discuss any competitor's performance with that or any other competitor, or with any spectator, except in his capacity as Chairman of Judges.
- 18.05 If an advertised Judge is unwilling or unable to officiate and it is not reasonably possible to find an eligible replacement; the remaining Judges shall judge as if there were a full Judging panel according to these Rules and an explanation in writing shall be sent to CDS or the Regional Association of competent jurisdiction. The circumstances must also be announced to the competitors before the commencement of the event.
- 18.06 When there is more than one heat in a round and each Judge has been requested to vote for a certain number of couples to go forward to the next round, the number of couples eliminated from each heat to make up this number shall be at the discretion of each voting Judge. In all rounds the Judges must vote for the full number of couples required by the Chairman of Judges to be returned.
- 18.07 In the final of a Championship a Judge may not "tie" two or more couples in any one or more dances.
- 18.08 Judges who cohabit or are dance partners must not serve on any Judging panel at the same time.
- 18.09 No Judge may judge a competitor to whom that Judge is related by blood or marriage, or adoption order, or with whom the Judge habitates. Judges must excuse themselves from an adjudicating panel on any occasion when he/she has a member of his/her immediate family in a particular heat of a competition. For the purpose of this Rule, immediate family is defined as first cousin or above.
- 18.10 The panel of Judges of a National Championship shall be approved by CDS in writing prior to that Championship. Judges at the Canadian Standard, Latin, and Ten Dance Championships must meet these criteria to be eligible: he/she must be a current, qualified, A+ and B+ and NCA or NCA equivalent level member in good standing of a Canadian Professional Association recognized by CDS or equivalent qualification of WDSF or any of its members and have a minimum of three (3) years judging experience which includes judging at the highest competitive level in both disciplines of International Style of DanceSport competition; or a minimum of one (1) year judging experience at the highest level in either discipline of International Style DanceSport competition and in the opinion of the Board have achieved conspicuous experience and success at the highest level in International Style DanceSport competition; or Judges at the Canadian Smooth, Rhythm, and Nine Dance Championships must meet these criteria to be eligible: he/she must be a current, qualified, C+ and D+ and NCA or NCA level member in good standing of a Canadian Professional Association recognized by CDS or equivalent qualification of WDSF or any of its members and have a minimum of three (3) years judging experience which includes judging at the highest competitive level in both disciplines of North American Style of DanceSport competition; or a minimum of one (1) year judging experience at the highest level in either discipline of North American Style DanceSport competition and in the opinion of the Board have achieved conspicuous experience and success at the highest level in North American Style DanceSport competition.

- 18.11 The Canadian Closed Championship host Region shall select members of the proposed judging panel who fit the professional qualification criteria noted in 18.10 and will compile a panel who in their best judgment is a reasonably fair and representative panel, and is available at the time. The CDS Board shall approve each member of the proposed panel of adjudicators using the guideline presented in Appendix I & Schedule M of the CDS Rule book. Each Region may supply a short list to the host Region for consideration in the judge selection process with background information by July 1. {effective April 1, 2010} {amended on April 2, 2015}

RULE 19 - DUTIES AND RESPONSIBILITIES OF MASTER OF CEREMONIES {effective May 1 1994}
Applies to International Style of Dance only

- 19.01 A Master of Ceremonies (hereinafter referred to as an "MC") who is familiar with the routine and organization of competitions shall be engaged.
- 19.02 The MC shall run the Championship according to these Rules and the Championship timetable, and check the number of couples recalled by the Judges to the next round of competition, in consultation with the Chairperson of Judges, before announcing the numbers.
- 19.03 Entry forms for Championships shall inquire whether entrants require announcements at the Championship competition pertaining to the Championship competition itself, to be made in both the English and the French languages. If any competitor answers such inquiry in the affirmative, such announcements shall be so made if necessary through an interpreter.
- 19.04 The MC shall announce the final results in the reverse order of merit, from last to first.
- 19.05 The MC's general responsibilities include:
- a) Making announcements of a general nature between dances to give the competitors a chance to catch their breaths.
 - b) Making sure that the prizes are available for distribution at the end of each event.
 - c) Keeping competitors advised as to the time of the next round.
 - d) Double checking work of the Music Maker with regards to length of dances.

RULE 20 - DUTIES AND RESPONSIBILITIES OF SCRUTINEER {effective April 6, 2007}
Applies to International Style of Dance only

- 20.01 A Scrutineer must hold a valid and subsisting Scrutineer's qualification recognized by CDS.
- 20.02 Amateurs may act as Scrutineers providing they hold a valid and subsisting Scrutineer's qualification recognized by CDS. Amateurs may not receive any payment for such services except as otherwise provided in Rule 8.05.
- 20.03 Only the Chairperson of Judges, the Presiding President and the Scrutineer shall have access to Judges' marks until the end of any Championship and no competitor or any other person except the Master of Ceremonies and any scrutineering assistant shall examine or attempt to examine the marks before the end of a Championship.
- 20.04 No one may serve concurrently as Scrutineer and Chairperson of Judges.
- 20.05 Subject to the discretion of the Chairperson of Judges, the Scrutineer shall immediately refer any marking card with an error or omission to the Judge concerned for correction.
- 20.06 Judges shall follow the "Skating System" of marks as defined from time to time by WDSF, or such other system as CDS may from time to time approve, to rank couples in order of merit in a Championship final.
- 20.07 Competitors shall be given a reasonable opportunity to inspect the scrutineering sheets after the announcement of all results and prior to leaving the competition venue.
- 20.08 The open or visual system of marking may only be used in the final round at the discretion of the promoter except in certain events where the WDSF requires that the open marking system

be used at the conclusion of the last dance in the final round. (*refer to WDSF Rules for Adjudication*).

- 20.09 No person may scrutineer in a competition if that person is related to a competitor by blood or marriage, or with whom that person cohabits unless that person obtains prior authorization in writing from the organizer of the competition, and CDS or the Regional Association of competent jurisdiction. For the purpose of this Rule a blood relation is a member of a person's immediate family, a grandparent or a grandchild.
- 20.10 In the event the Canadian Closed 10-Dance Championship is not held in any one (1) year, then the 10-Dance representative shall be determined by extracting the 10-Dance results from the regular Canadian Closed Standard and Latin Championships. The scrutineer shall first discard the marks of all non-10-Dance couples, then re-calculate the marks of the 10-Dance couples by adjusting their placement achieved in each Standard and Latin dance in relation to each other by placing them as scoring 1st, 2nd, 3rd and so forth. [For instance, should the highest placing 10-Dance couple be third in one dance, his result would count as first for the 10-Dance calculation in that dance. If the next highest 10-Dance couple in this same dance is placed sixth, his result would count as second in that dance in the 10-Dance calculation. If the next highest 10-Dance couples are not in the final of a dance, they are placed by comparing the highest number of recalls in a specific round – reference may be made to an Article written by Jackie Rogers, Chairman, NDCA Scrutineering Committee].

RULE 21 - MUSIC, TEMPI and the RESPONSIBILITIES OF MUSIC MAKER {effective April 11 2004}
Applies to International Style of Dance only

- 21.01 Either live or recorded music may be played for competition dances so long as it is played at the correct tempi and for the required duration as established from time to time by WDSF. (*refer to WDSF Competition Rules for Time Allowed and Tempi*)
- 21.02 The promoter of a Championship shall confirm current correct tempi and dance duration for the various dances by consulting with the Presiding President or other ranking CDS or Regional Association Official with respect to the same immediately prior to the commencement of the Championships sponsored by that promoter.
- 21.03 The same piece of music shall be played for all heats of a round of a Championship, but a different piece of music may be played in any subsequent round, quarter-final, semi-final or final.
- 21.04 Time Allowance:
In all rounds of Championships:
- a) the required duration of competition for the Waltz, Tango, Viennese Waltz, Slow Foxtrot, Quickstep, Samba, Cha-Cha-Cha Rumba and Jive shall be a minimum of one and a half minutes and a maximum of two minutes.
 - b) the required duration of competition for the Paso Doble will be played until the third clash (3rd highlight).

This is provided always that the Chairman may extend the maximum duration if in his or her opinion a longer duration is necessary for fair adjudication of a dance in an event.

21.05 Tempi:

The tempi for each dance in International Style shall be as follows:

Waltz	28-30 bars/min	Samba	50-52 bars/min
Tango	31-33 bars/min	Cha Cha Cha	30-32 bars/min
Viennese Waltz	58-60 bars/min	Rumba	25-27 bars/min
Slow Foxtrot	28-30 bars/min	Paso Doble	60-62 bars/min
Quickstep	50-52 bars/min	Jive	42-44 bars/min

The tempi for each dance in North American Style shall be as follows:

Waltz	28-30 bars/min	Cha Cha Cha	28-30 bars/min
Tango	30-32 bars/min	Rumba	32 bars/min
Foxtrot	30-32 bars/min	Swing	36 bars/min
Viennese Waltz	54 bars/min	Bolero	24 bars/min
		Mambo	47 bars/min

21.06 Nothing in this Rule shall prevent the Chairman of Judges from stopping the dance at any stage of the competition if he suspects that the wrong tempi is being played.

21.07: Order of Dances:

In the Standard events the order of dances will be: Waltz, Tango, Viennese Waltz, Slow Foxtrot, and Quickstep.

In the Latin events the order of dances will be: Samba, Cha-Cha-Cha, Rumba, Paso Doble, and Jive.

RULE 22 – LIFTS {effective April 9, 2009}
Applies to International Style of Dance only

22.01 Lifts are not permitted in any of Standard, Latin or Ten Dance Competitions.

22.02 For further clarity, a lift is any movement during which one of the dancers has both feet off the floor at the same time with the assistance or support of the partner. The chairman can disqualify couples using lifts in their dance performance.

RULE 23 - ITEMS NOT COVERED BY CHAMPIONSHIP RULES {effective March 31, 2013}

23.01 Should any issue arise which is not covered by these Championship Rules, it shall be referred to the CDS Board whose decision shall be final.

RULE 24 – DISCREPANCY {effective April 20 2003}

24.01 Where there is any discrepancy between different copies of these Rules, the copy in the custody of the Secretary shall be construed as the final version.

24.02 These Rules may be published and disseminated in any form.

SCHEDULE C - CANADA DANCESPORT ADJUDICATION RULES

Applies to International Style of Dance only

RULE 1 - ADJUDICATION {effective April 20, 2003}

- 1.01 In National Championships, the Chairperson of Judges shall determine with the organizer and Scrutineer, the number of contestants in each round of the competition and the number of heats in each round and shall ensure that the mixture of couples in each dance of each heat is randomized.

Note: This decision is based largely on the size of the DanceSport and the number of contestants entering the Competition. It is even permissible in some situations to dance a particular dance such as the QuickStep in two heats.

- 1.02 At least 50% of participating couples shall be recalled to the next round excluding the final except as noted in 1.03 below.
- 1.03 In National Championships, other than Ten-Dance, with an entry of more than 24 couples the re-dance (Norwegian Elimination) system may apply for the first round. Two qualifying rounds shall be held to allow all couples the opportunity of dancing twice. After the first qualifying round at least 50% of the total entries up to 18 couples will be recalled to the second round. A second qualifying round is then held with the remaining couples to select the couples to be recalled for the second round which could be the quarter or semi-final. The Chairperson of Judges shall decide the numbers to be recalled.

RULE 2 – TEN-DANCE CHAMPIONSHIPS (effective April 20, 2003)

- 2.01 Ten-Dance Championship competitions shall comprise of no more than three rounds (first round, semi-final and final) and finalists must not be required to dance more than 30 dances. The provision under Rule 1.02 does not apply.
- 2.02 The Judges shall place the couples in the finals. "1" is the best place marking. The same placing must not be given to more than one couple. The Skating System shall be employed.

RULE 3 - TEAM MATCHES INCLUDING INTERNATIONAL TEAM MATCHES {effective April 20, 2003}

- 3.01 Marking: In each round open marking shall be employed. Couples being assessed as 1, 1 1/2, 2, 2 1/2, 3 etc..., "1" being the best mark.
- 3.02 For equal performance, identical markings may be given. In all dances the same couples must always dance against each other. Interchange of couples is not allowed.
- 3.03 The marks shall be added together to produce a result.

NOTE: Judging Rules for International and World Competitions are laid down in WDSF – "Rules for Adjudication".

SCHEDULE D - CANADA DANCESPORT TELEVISION REGULATIONS

RULE 1 – TELEVISION REGULATIONS {effective April 20, 2003}

- 1.01 The Board may make regulations from time to time with respect to television, audiovisual, internet, and other merchandising rights for Championships granted by CDS or with respect to such rights as CDS owns or as may be assigned to it with respect to Championships, World Ranking Tournaments or other forms of DanceSport competitions granted by WDSF

NOTE: See WDSF Regulations covering Television, Advertising and Sponsorship.

SCHEDULE E - CANADA DANCESPORT PROXY FORM

CANADA DANCESPORT

c/o _____
(Head office or Registered Office)

INSTRUMENT OF PROXY SOLICITED BY THE MANAGEMENT OF **CANADA DANCESPORT** FOR THE _____ (kind of meeting) MEETING OF THE MEMBERS OF CANADA DANCESPORT SCHEDULED TO BE HELD ON _____ (date of meeting).

The undersigned member, or delegate of a member, of **CANADA DANCESPORT** (hereinafter called the 'the Corporation') hereby appoints _____ (proxy holder's name), or in his/her absence _____ (alternate proxy holder's name), or in his/her absence _____ (second proxy holder's names), as the proxy holder for and on behalf of the undersigned to attend, act and vote for and on behalf of the undersigned at the _____ (kind of meeting) meeting of the members of the Corporation to be held at _____ (full address of location of meeting, including postal code), at the hour of _____ (time of meeting in words and in numerals, stating time as local time in words and numerals and stating whether in forenoon or afternoon) and at any adjournments thereof, to the same extent and with the same powers as if the undersigned or (if the undersigned is a member, that is, a Regional Association as defined in the Corporation's Bylaws) the undersigned's delegate were present at the said meeting, or any adjournment thereof, and the person named herein is specifically directed to use this Instrument of Proxy with respect to the transaction of such business as may properly come before the meeting, and vote according to the directions he or she receives from the donor of this proxy.

Signature of Member or Delegate

Member's or Delegate's Name

Address

Date

SCHEDULE F - CANADA DANCESPORT DRESS CODE
Applies to International Style of Dance only

The CANADA DANCESPORT Dress Code is separated into four (4) Parts

Part I: General Rules and Definition of Terms

Part II: Juvenile

Part III: Junior

Part IV: Youth, Adult and Senior I, II, III and IV

Refer to “Dress Code” published on the CANADA DANCESPORT website at
www.dancesport.ca

SCHEDULE G - CANADA DANCESPORT OTHER DANCES
(Extracted from WDSF Competition Rules)

H. Rules for Competitions (Showdance Competitions)

Rule H.1 (Character of Latin and Standard)

- 1.1 A show dance may never suppress the character of the Latin and/or Standard dances. The minimum requirement is that the show dance is in balance with the Latin and/or Standard character.
- 1.2 A Showdance may never suppress the balance between Latin and Standard character.

Rule H.2 (Dances)

- 2.1 Dances
In Latin and Standard Showdance competitions the dances must be selected from a minimum of three (3) up to a maximum of five (5) regular Standard or Latin dances.
- 2.2 The minimum duration of each of the Latin or Standard choreographic segments included in the Showdance performance shall be 20 seconds per continuous segment and no single dance segment (Standard, Latin or other) shall exceed 90 seconds, excluding the duration of the lifts, covered by Rule H5.
- 2.3 Any additional Latin or Standard dance added on top of the initial 3 selected dances can be performed to any duration.
- 2.4 Elements from other dances may be used to enrich and complete the choreography, with respect to the character of Latin and Standard dances (refer to Rule H 1). The character of Standard and Latin dances must be clearly recognizable.
- 2.5 Elements of other dances and dance forms may be included up to a maximum of 40% of the duration of the performance.
- 2.6 Competitors must provide the organizer with an accurate list of all performed dances (Latin, Standard, others) in order of presentation including the duration of each element within their ShowDance choreographies.

Rule H.3 (Originality)

- 3.1 Each competitive choreography should be an original piece of work created for the given couple. Plagiarism (not an admitted cover version) will result in a disqualification of the couple (including subsequently, after the competition).

Rule H.4 (Music)

- 4.1 Music
Competitors must provide the Organizers no later than 7 days before the competition with:
 - a) the full list of the music titles and other data, such as publisher(s), composer(s), arranger(s) needed by the organiser to comply with the copyright regulations.
- 4.2 Competitors must provide the Organizers with:
 - a) two (2) copies of a compact disc ("CD") recording of their selected music, and
 - b) a full, accurate and current list of selected titles on the CD or CDs including title(s), composer(s), arranger(s), publisher(s) and CD or record number(s).

- c) Music burnt using some ordinary computer software onto a CD must first be tried out using a CD player by the competitor before submitting to the organizer. Music from other sources such as a mobile phone will not be accepted for use at the competition.

4.3 Time Limit

The whole performance consists of the entry to the dance floor, the main part and the exit from the dancefloor. Any entry or exit performed without music, are not judged and should not exceed 15 seconds each.

The performance can be started at any place at the floor, a clear sign or agreement with the DJ to start the music has to be arranged during the rehearsal.

The main part of the performance, which is judged, begins with the start of the music and finishes when the music stops. The duration of the total music must be a minimum of 3:00 minutes and the maximum of 3:30 minutes.

- 4.4 Couples not complying with the time limit requirements may be disqualified by the Chairperson.

Rule H.5 (Lifts)

- 5.1 A lift is any movement during which one member of a couple has both feet off the floor at the same time with the assistance or support of the other partner.
- 5.2 There is no restriction to the number of lifts to be performed.
- 5.3 Lifts can only be performed with the assistance of the dance partner without any use of the props.

Rule H.6 (Holds)

- 6.1 In Showdance Standard the couple may release the normal Standard Hold for a maximum of 50% of the total duration of the performance. Alternative hold is allowed if the Standard character is maintained.
- 6.2 In Showdance Latin there are no restrictions regarding the couple's hold.

Rule H.7 (Rehearsals)

- 7.1 Organizers must grant each couple an opportunity to conduct a full rehearsal on the proposed competition floor, at a reasonably convenient time, for a minimum of 10 minutes' rehearsal time, to test the competition floor and the Organizer's production of the couple's selected music. Every couple should be present a minimum of 15 minutes before they start their rehearsal.
- 7.2 All athletes, all WDSF Chairpersons, the WDSF Invigilator, and all camera operators, sound engineers, and lighting engineers must be present for the duration of all such rehearsals.
- 7.3 All shows will be filmed under rehearsal and during the show to be used only as information in any decision about violations of these Rules. The Chairperson must disqualify any couple who fail to appear for any rehearsal.
- 7.4 During a rehearsal the invigilator shall judge the dances based on any rules and regulations set by WDSF. In case of a violation of one or more of such rules and regulations the invigilator shall inform the respective couple, so they can make adjustments to their show.
- 7.5 Except for the above-mentioned changes in a Showdance all dancers must show the same show and choreography throughout the rehearsal and the competition. During the rehearsal and all competition rounds, the same dresses and costumes must be used and the lighting and music shall be the same.
- 7.6 If a technical problem with the music occurs during a Showdance, the affected couple must be given the opportunity to demonstrate once more after the last couple in the rehearsal and must be

given time to solve the problem with the music. If the problem cannot be solved they must be disqualified from the competition. If such problems occur for the first time during the first round, the same procedure applies so that the affected couple may repeat their performance after the last couple performs in the first round. The Invigilator shall immediately disqualify a couple who experience subsequent technical music problems.

Rule H.8 (Order of Performances)

- 8.1 In each round, the order of performances must be drawn under the scrutiny of the Chairperson. The draw made for rehearsals is used also for the first round of the competition.

Rule H.9 (Lighting)

- 9.1 All couples must perform in the same lighting conditions in all rounds. Colour lighting may be used together with spotlights.
Follow spotlights may only be used to illuminate every couple in the same way.
- 9.2 Any direct glare of the competing couple has to be avoided by suitable measures such as positioning the spotlights as high as possible.

Rule H.10 (International Showdance Competitions)

- 10.1 International Showdance Competitions are held in the following disciplines:

- a) Standard Showdance
- b) Latin Showdance

- 10.2 Format

- 10.2.1 For up to 18 couples a Showdance competition comprises only two (2) rounds including the final. The number of finalists depends on the number of entries as follows:

- 7 or less couples final only
- 8 to 12 couples □□ 6 finalists
- 13 to 14 couples □□ 7 finalists
- 15 to 16 couples □□ 8 finalists
- 17 to 18 couples □□ 9 finalists

If 19 or more couples enter the competition, there must be 3 rounds. In this case, the number of the couples selected for the semi-final round is 12 for up to 24 couples and 50% of all couple dancing in the first round if 25 couples or more enter the competition.

- 10.2.2 Competitors must perform the same choreography in the same order and to the same musical arrangement in every round.

- 10.2.3 There must be no pauses during any rounds.

- 10.2.4 The minimum interval between rounds is 30 minutes.

- 10.2.5 The minimum interval between rehearsal and first round is 3 hours.

Rule H.11 (Grades of Competition)

- 11.1 WDSF Showdance World Championships

- 11.1.1 Adult and Youth

- a) Types of competition
WDSF World Championships are held:
 - aa) in the Standard dances
 - bb) in the Latin American dances

- b) Invitations:
Invitations must be sent to all WDSF Member bodies.
- c) Eligibility:
Every WDSF Member body may nominate two couples.
- d) Reimbursement of expenses:
No travel expenses, two nights' hotel accommodations. See WDSF Competition Rule B5 and E4 (Grades of Competition) Reimbursement for WDSF promoter's obligation regarding reimbursement.

11.2 WDSF Showdance Continental Championships

11.2.1 Adult and Youth

- a) Types of competition
WDSF Continental Championships are held:
 - aa) in the Standard dances
 - bb) in the Latin American dances
- b) Invitations:
Invitations must be sent to all WDSF Member bodies in the relevant continent. For this purpose, Israel is counted as a part of Europe.
- c) Eligibility:
Every WDSF Member body has the right to nominate two couples.
- d) Reimbursement of expenses:
No travel expenses, two nights' hotel accommodations. See WDSF Competition Rules B 5 and E4 (Grades of Competition) Reimbursement for WDSF promoter's obligation regarding reimbursement.

11.3 International Showdance Invitational Competitions

- a) Except for International Team Matches and Formation Competitions a competition may only be described as an "International Showdance Invitational Competition" if it includes couples from at least four WDSF Member bodies
- b) Invitations:
Invitations must be sent only to WDSF Member bodies unless decided otherwise by the Presidium.
- c) Reimbursement of expenses:
The reimbursement of participants shall be subject to agreement between the relevant Member bodies.

Rule H.12 (Competition Numbers)

- 12.1 During the first draw a competition number must be issued to each couple or their representative. The competition number of the couple performing must be displayed so that it is visible to the Adjudicators and the Audience.

Rule H.13 (Announcements)

- 13.1 The organizer must provide a Master of Ceremonies ("compere") to make announcements during the competitions.

All couples must complete a form in which details of their show and the theme of the show are described. When the couple has been announced they must immediately start their performance and enter the floor immediately to begin their show.

For all preliminary rounds the information included in the announcements must be:

- The couples' names;
- The countries they represent;

- The name of the show;

All couples are obliged to hand over the technical description of choreography. This description must include

- The name of the competitors
 - The NMF the couple represents
 - Description (“runbook”) of the musical artwork including the “story” of the show and order of dances and music used including order of lifts and effects.
 - This listing of dances is basis for reduction of Choreography and Presentation (CP) described in H 2.1. The reduction points are set beforehand by the scrutineer on advice of the Chairperson once the show has been approved by the rehearsal.
- and
- In the final, if additional information it is made available by the couple. The compere’s announcements must end with the name of the show.

The name of the choreographer, the name of the choreographer’s school and any other information about the choreographer, may not be mentioned in the announcements.

Rule H.14 (Adjudication System)

- 14.1 The version of the WDSF Absolute Judging System adjusted for Showdance competitions with 10 or 12 adjudicators, each judging all 4 judging criteria during the couple’s performance, shall be used in Showdance competitions in all the preliminary and final rounds.

Rule H.15 (Props/Accessories/Stage Decoration)

- 15.1 Up to 2 non-electrical, non-flammable light props can be used which will not litter the floor and can be carried by one person.

Rule H.16 (Dress and Costume)

- 16.1 WDSF Dress Regulations As minimum requirement the following parts of the WDSF Dress Regulations shall apply:

16.1.1 Intimacy Area (IA): Body zones, which must be covered by non-transparent materials or transparent materials lined with non transparent materials. If skin colour is used, it must be SwD (Skin with Decoration)

16.1.2 Good Taste Rule: Any use of material or colour or construction or other contrivance that gives the appearance of non compliance with H.16.1.1, even though there is no reach of the literal wording of these rules, will be a breach of these rules if so determined by the Chairperson of Adjudicators.

- 16.2 The choice of dress and/or costume for man and lady should suit and complement the theme of the show.

- 16.3 Makeup and hair styling for man and lady can suit and complement the theme of the show.

Rule H.17 (Chairperson and Invigilator)

- 17.1 Chairperson and Invigilator

A WDSF Invigilator and a WDSF Chairperson must be appointed by WDSF to chair each competition, to supervise and monitor the organizer’s adherence to the Rules, and to disqualify any couple who break any **WDSF Rules**, regulations or codes or contravene any WDSF policy or Operating Policy. The WDSF Invigilator is responsible to determine whether and ensure that all performances by all couples are presented in accordance with all the rules set out in this part “H. Rules for Competitions (Showdance Competitions)” during both the rehearsals and all competition rounds.

- 17.2 The organizer must provide a camera operator, an up-to-date video camera, and a screen and facilities for slow-motion and still-picture viewing for the invigilator, only for World and Continental Championships.
- 17.3 Every performance in every round, including rehearsals, must be recorded for use in checking for violation of any **WDSF Rules**, regulations or code or contravention of any WDSF policy or Operating Policy and as proof of violation or contravention in case of disqualification.
- 17.4 Disqualification
Any violation of these **Rules** in a competition by either athlete in a couple may lead to immediate disqualification of that couple by the Chairperson.
In case of a disqualification a detailed report signed by the WDSF invigilator and WDSF Chairperson, including the video recording of the performance as proof of violation of the Rules or other reason, shall be sent to the WDSF Sports Director not later than 1 week following the conclusion of the competition.
- 17.5 Final Decision
In any case in which these **Rules** are silent, incomplete or uncertain, the Invigilator's decision shall be final.

I. Rules for Competitions (Artistic DanceSport)

Rule I.1 (General)

- 1.1 "Artistic" dances are the specialty of DanceSport danced in groups, based on the general canons of classical dance, modern dance, Latin and Caribbean dances, or other dance styles in which the technical elements and styles of the dance, of the music, of the clothing and also accessories are inseparable and linked to the expression and the execution.
- 1.2 The Artistic dances are divided in the following sections:
- Synchro Dance (Synchro Modern and Synchro Latin)
 - Choreographic Dance (Choreographic Modern and Choreographic Latin)
 - Show Dance.
- Each Artistic Sports Association (ASA) is not allowed to submit more than one time the same choreography and / or use the same piece of music as part of a competition.
- 1.3 Competitive Units
Artistic dance competitions are performed in the following types of competitive units or "teams":
- Small group: team is comprised of 3 to 7 athletes: male, female, or mixed;
 - Dance group: team is comprised of 8 to 20 athletes: male, female, or mixed;
 - Big group: team is comprised of 21 or more athletes: male, female, or mixed.
- In the Artistic Dances an athlete cannot compete against himself or herself.
- 1.4 Categories
- 1.4.1 Referring to the age of the athletes, the competitive unit is formed as follows in the following categories:
- Children: athletes aged from 6 to 9 years;
 - Under 11: athletes aged up to 11 years (including "Children", who are permitted to dance in this category);
 - Under 15: athletes aged up to 15 years (including "Under 11" but not "Children");
 - Over 16: athletes aged from 16 to 29 years;
 - Under 21: athletes aged up to 21 years (including "Under 15" but not "Under 11" or "Children");
 - Senior: athletes aged 30 years and older;
 - Open: permitted for athletes of all age categories, only for "Small Group" competitions
- 1.4.2 Dancing Out of Age Category

In each group teams may include athletes who belong to an adjacent younger and older age category or categories, in the following proportions: 1 out-of-category athlete in a group of up to 6 athletes, and up to 2 out-of-category athletes in a group of 8 or more athletes.

- Under 9: age maximum 11 years,
- Under 11: age maximum 13 years,
- Under 15: age maximum 17 years,
- Over 16: age minimum 14 years,
- Senior: age minimum 28 years.

Rule I.2 (Types of Competitions)

2.1 Artistic DanceSport athletes may participate in the following WDSF competitions:

- WDSF World Championships,
- WDSF World Cups,
- WDSF Continental Championships,
- WDSF Sub-Continental Cups,
- WDSF International Competitions,
- WDSF Open Competitions.

Rule I.3 (Music)

3.1 Teams must dance the performance with their own music. At the moment of the accreditation, the delegate of the sporting club or the team leader of the group must deliver a Compact Disc Audio which is non-rewritable and that contains a single music track, with the music chosen for the test. Each CD must be labelled showing at least: ASA name, music title, music composer, white space on which to write the competition number. In addition teams must also provide one identical backup copy of the CD in case of problems. If the audio track of the CD appears longer than the time allowed, the Music Director must fade out the music at the expiration of the limit fixed, and completely eliminate the volume within the next five seconds. The repetition of a test interrupted after one minute from the start because of technical malfunctions, will be granted, even just in part, at the sole discretion of the Chairperson of Adjudicators.

3.2 Duration of Performance

The duration of the music varies based on the competitive unit, as follows:

- Small group: minimum 2.10 - maximum 2.30 minutes,
- Dance group: minimum 2.45 - maximum 3.15 minutes,
- Big group: minimum 3.00 - maximum 4.00 minutes.

Every group has 15 seconds to enter in the floor and 15 seconds to leave it. The Chairperson of Adjudicators may disqualify any group that exceeds this time limit.

Rule I.4 (Lifts)

4.1 Lifts are not allowed in any category.

4.2 A lift is a movement during which an athlete has both feet off of the ground with the support of the partner or another athlete.

4.3 The Chairperson of Adjudicators may disqualify any group if a lift is used during that group's performance.

Rule I.5 (Judging System)

5.1 Absolute Evaluation

5.1.1 In the Artistic Dances an absolute judgment is expressed through two or more parameters that indicate the value of the technical and artistic performances.

5.1.2 In any Competition, competitors who do not comply with these rules are eliminated by at

least three adjudicators, or the Chairperson of Adjudicators, or the majority of the Adjudicators, by assigning to the competitive unit the last place ranking available in dance in the phase of the Competition in which the error was detected.

- 5.1.3 The Chairperson of Adjudicators may disqualify the competitive unit that does not comply with these Rules re:
- a) the duration of the music;
 - b) to technique and music used in the execution of a specific discipline (e.g. gender performance in a competition of Latin Synchro Modern); The inspector track will draft and sign a detailed report to be annexed to the report of the Chairperson of Adjudicators and the record of the marks for each suspension, indicating the specific violation.

5.2 Judging System 2.1

The elements of Adjudication are: technical and artistic, so the system components of WDSF Judging System 2.1 shall be two technical parameters and two artistic parameters.

Rule I.6 (Performances in Competitions)

- 6.1 For the disciplines in which the competition takes place using their own music, based on the number of competitive units recorded, at the discretion of the Chairperson of Adjudicators and unless it causes delay in the competition, eliminations will occur according to the table below:
- Up to 12 participants: Direct final
- From 13 to 25 participants: Semi-final and then a Final
- Over 26 participants: Quarter-final, Semi-final and then Final
- 6.2 In the Final the Adjudicators must place the best couple in 1st position and each remaining couples in the next lower places according to how well they compare to each of the other couples. The same placing may not be given to more than one couple.

Rule I.7 (Costuming)

- 7.1 Costuming for all disciplines are as follows:

- No decoration on costumes and no accessories which use symbols with any references to religion, politics or anything offensive to public morals, except in "show" disciplines in which religious symbols may be allowed if historically associated with the theme and if used without offending or harming anyone.
- Costuming must cover the private parts of the athlete. For this reason the following are prohibited: hot culottes, tangas and transparent inserts in culottes.
- If shorts are worn, they must comply with the requirements for panties which are set out in the **WDSF Dress Regulations**.
- If a problem occurs that invalidates the dress competition or a part of it the athlete must report to the Chairperson of Adjudicators of the need and be authorized by him or her, before using any replacement.
- The Chairperson of Adjudicators may require an athlete or athletes to change all or part of any costume or accessories if s/he decided that the costume or accessory is contrary to this Rule.
- The use of footwear and costuming suitable for Latin American Dances as defined in the WDSF Dress Regulations is mandatory only for Synchro Latin.
- An "accessory" is a decorative object that integrates clothing (jewellery, gloves, handbags, hats, belts, scarves, watches, sunglasses, pins, ties, leg warmers and braces).

Rule I.8 (Synchro DanceSport)

- 8.1 Definition

Synchronized dance is a discipline in which the coordination of individual skills can lead to technical results higher than those reached by each individual athlete. As with any team sport, a sport is highly educational for its aggregate achievement. In particular, athletes should not pursue the leadership but rather a team spirit that also serves to stimulate and motivate competitors. This specialty, fundamental to all sport dance art, includes the performance in perfectly synchronized movements, of figures and variations of steps to music of their athlete's or athletes' choice, subject only to the rule of good taste.

8.2 Styles

The discipline of the synchro dance is divided into 2 specialities: Synchro Latin and Synchro Modern:

8.2.1 Synchro Latin

All styles of dance and all musical genres belonging to the Latin American dance Discipline (samba, cha cha cha, rumba, paso doble, jive) are allowed in this specialty. This specialty rewards interpretation expressed through body language and continuous and uninterrupted choreography, performed with demonstration of adequate technical and athletic skills.

8.2.2 Synchro Modern

Includes all styles of dance and musical genres except those clearly belonging in the Latin American Discipline (samba, cha cha cha, rumba, paso doble, jive), and includes dance styles and musical genres of Caribbean dance (salsa, merengue, bachata); in this specialty interpretation is preferably expressed through body language and continuous and uninterrupted choreography, performed with demonstration of adequate technical athletic talents.

8.3 Special rules

- 8.3.1 All members of the team must perform at the same time, facing in the same direction and using the same steps and movements without travelling on the floor from the beginning to the end of the music; heads, arms and legs should move simultaneously.
- 8.3.2 The team must perform routines during which they cumulatively turn to face all four directions on the floor during any routine, and during which they may also face the diagonals of the floor, provided always that the characteristic of the synchro dance is preserved at all times (paragraph 8.3.1).
- 8.3.3 Stationary figures may be performed but should not be the predominant part of the choreography.
- 8.3.4 Teams may use completely free variations in music and steps during the last 15 seconds of a performance, including lifts, and contacts between members of the group, provided always that lifts may not be used in the "Under 9" and "Under 11" categories.
- 8.3.5 During the performance no athlete may throw or place on the floor, even temporarily, objects or accessories, even if part of the costume.
- 8.3.6 In synchro latin athletes must wear dance shoes for Latin dances according to the requirements for Latin American DanceSport elsewhere in these Rules. In synchro modern athletes must wear footwear that is appropriate to the style of dance that is used in the performance.
- 8.3.7 Costuming must comply with the requirements set out for comparable discipline in the **WDSF Dress Regulations**.
- 8.3.8 Makeup may be worn only as required elsewhere in these Rules.
- 8.3.9 Persons other than members of the team shall not enter the competition floor and scenic elements may not be placed on the floor.
- 8.3.10 At the end of the performance the team must leave the floor completely clear and clean.

Rule I.9 (Choreographic DanceSport)

9.1 Definition

This is a specialty which is part of the natural evolution of Synchro Dance. The main feature of this specialty is the breakdown of the team in modules (Example: a team of 12 athletes can be broken

down into 4 modules of three athletes for each module) and the construction of a choreography through the management of the spaces in the various modules of the team, to music of their athlete's or athletes' choice, subject only to the rule of good taste. It is also evaluated on the basis of the interpretation expressed through the body language and the fluidity of the choreographic development.

9.2 Styles

The discipline of Choreographic Dance is divided into two specialties:

9.2.1 Choreographic Latin

All styles of dance and all musical genres belonging to the Latin American dance Discipline (samba, cha cha cha, rhumba, paso doble, jive) are allowed in this specialty. This specialty rewards interpretation expressed through body language and continuous and uninterrupted choreography, performed with demonstration of adequate technical and athletic skills.

9.2.2 Choreographic Modern

Includes all styles of dance and musical genres except those clearly belonging in the Latin American Discipline (samba, cha cha cha, rhumba, paso doble, jive), and includes dance styles and musical genres of Caribbean dance (salsa, merengue, bachata); in this specialty interpretation is preferably expressed through body language and continuous and uninterrupted choreography, performed with demonstration of adequate technical athletic talents.

9.3 Special rules

9.3.1 All team members must start the performance in a synchronized way (see Synchro ance) subject to the following times:

- minimum 15 - maximum 20 seconds for the "Small group";
- minimum 20 - maximum 25 seconds for the "Dance group";
- minimum 25 - maximum 30 seconds for the "Big group".

9.3.2 After the initial synchronized part, teams must perform routines that provide for the choreographed separation of the team members into modules, and each module must perform routines facing in each of the 4 possible directions of the floor or the 4 possible directions of the diagonal directions of the floor, so as to create a choreography with the possible construction of geometric figures modules can perform the same routine, but in different directions, or may perform different routines in the same way for each module (the second option allows teams to create more elaborate choreography), provided also that the team members may regroup together at one point during the performance for a maximum duration of 10 seconds, and then proceed with a second choreographed separation into further modules.

9.3.3 During the choreography stationary figures may be performed, but should not be the predominant part of the choreography.

9.3.4 Teams may use completely free variations in music and steps during the last 15 seconds of a performance, including lifts, and contacts between members of the group, provided always that lifts may not be used in the "Under 9" and "Under 11" categories.

9.3.5 During the performance no athlete may throw or place on the floor, even temporarily, objects or accessories, even if part of the costume.

9.3.6 In Choreographic latin athletes must wear dance shoes for Latin dances according to the requirements for Latin American DanceSport elsewhere in these Rules. In Choreographic modern athletes must wear footwear that is appropriate to the style of dance that is used in the performance.

9.3.7 Costuming must comply with the requirements set out for comparable discipline in the **WDSF Dress Regulations**.

- 9.3.8 Makeup may be worn only as required elsewhere in these Rules.
- 9.3.9 Persons other than members of the team shall not enter the competition floor and scenic elements may not be placed on the floor.
- 9.3.10 At the end of the performance the team must leave the floor completely clear and clean.

Rule I.10 (Showdance DanceSport)

10.1 Definition

Show Dance is a specialty Discipline which allows wide discretion for the creation of a theme or plot, through the creation of an original choreography, through which athletes may seek to convey everyday stories, moods, or music inspired by movies or musicals, or other sources. A principal object is to create through the whole performance a thread that connects the theme, so as to better convey that message during the show. Other elements like costumes, makeup, set design, as well as technical, artistic and expressive of the athletes are important in adjudicating such performances.

10.2 Requirements

Show Dance is exempt from the limitations imposed in the specialties Synchro and Choreographic Dance Disciplines. This Discipline must develop a theme or a plot by the consistent use of the following essential elements:

- Music in all its nuances (rhythm, melody and dynamics)
- Choreography (originality and imagination in the choice of steps and figures and in their execution, as well as in that of theme)
- Gestures (interpretation, body expression, facial expressions)
- Costuming (consistent use gown with thematic choice and elegance and sobriety in the overall use of clothing)
- Makeup (appropriate use of make-up, in order to enhance the image of the interpretation).

Theme, choreography, gestures, costumes and makeup must tender account be appropriate to the age of the athlete. Whenever the performance omits the essential elements that should characterize the show, the Chairperson of Adjudicators shall penalize the performance in marks.

10.3 Special rules

- 10.3.1 Themes must be appropriate to the age of the athletes. Themes or elements that can reasonably be connected to sexuality and violence may not be used and may be prohibited by the Chairperson of Adjudicators.
- 10.3.2 Techniques and music of any discipline and dance style may be used at any time, provided always that choreographed movements may not include themes or elements which are vulgar or inappropriate at the age of the athletes.
- 10.3.3 All performances shall be free from any choreographed patterns, modules and technical specifications.
- 10.3.4 Music is unrestricted and must be age-appropriate, provided always that lyrics shall not include or imply words which are unsuitable or vulgar.
- 10.3.5 Lifts and acrobatics may be used provided that they do not form more than 20% of the choreography, and will be evaluated as part choreography, provided always that the carrying lift (lifting) may not be used in the "Under 9" and "Under 11" categories.
- 10.3.6 Tricks and props such as chairs, backdrops and other accessories may be used as long as the items are consistent with the theme of the performance and any other Rules in this chapter, are related to the theme adopted, are brought onto the floor at the entry and given away at the time of the part athletes of the same team. At the end of the performance the team must leave the floor completely clear and clean.
- 10.3.7 Under no circumstances may other people, animals or motorized vehicles or the use of

electrical or electronic equipment to aid scenery, be used on the floor during the performance.

- 10.3.8 To achieve the chosen theme, in addition to the creation of the choreography, costumes and makeup are important. Costuming is unrestricted provided always that it must conform to local requirements of decency. Costumes and makeup must conform with the theme of the performance. In the "Under 9" and "Under 11" categories clothing and makeup must be appropriate to the age of the athlete.

J. Rules for Competitions (Caribbean DanceSport)

Rule J.1 (General)

- 1.1 Caribbean DanceSport is the competitive evolution of different styles of salsa, merengue and bachata. Caribbean DanceSport is a couple dance (definition of a couple: a couple consists of a male and a female partner (see Rule D.2)).
- 1.2 The recognized dances are:
- Salsa On One
 - Merengue
 - Bachata
 - Salsa On Two.
- 1.3 Categories
- 1.3.1 Partner (see Rule E.1)
Attachment to more than one partner in a given age division and dance style at the same time is not permitted.
- 1.3.2 Age restrictions (see Rule E.2)
The following age restrictions are obligatory in WDSF Competitions:
- Juvenile I: reach 9th birthday or less in the calendar year,
 - Juvenile II: reach 10th or 11th birthday in the calendar year,
 - Junior I: reach 12th or 13th birthday in the calendar year,
 - Junior II: reach 14th or 15th birthday in the calendar year,
 - Youth: reach 16th, 17th or 18th birthday in the calendar year,
 - Under 21: reach 16th to 20th birthday in the calendar year,
 - Adult: reach 19th birthday or more in the calendar year,
 - Senior I: one partner must have reached his or her 35th birthday or more in the calendar year. The other partner must have reached her or his 30th birthday or more in the calendar year,
 - Senior II +III: one partner must have reached his or her 45th birthday or more in the calendar year. The other partner must have reached her or his 40th birthday or more in the calendar year.
- 1.3.3 Combinations
Two age-groups may be combined in one competitive event, e.g. Juvenile I and II in one joint age group or Junior I and II in one joint age group. Junior I couples may compete in Junior II competitions; Junior II couples may compete in Youth competitions. Youth couples and Senior couples may compete in Adult competitions. In all age groups one partner of a couple may be younger, except in the Senior age groups.
- 1.4 Classes
Competitors are divided into two classes:
- Unique Class: all competitors who practice competitive sport activities
 - Master Class: all professional competitors who perform athletic activities

Rule J.2 (Types of Competitions)

- 2.1 Caribbean DanceSport athletes may participate in the following WDSF competitions:
- WDSF World Championships,

- WDSF World Cups,
- WDSF Continental Championships,
- WDSF Sub-Continental Cups,
- WDSF International Competitions,
- WDSF Open Competitions.

Rule J.3 (Music)

3.1 Time allowed In all rounds of competitions the music played shall be a minimum duration of 1.45 minutes and a maximum of 2 minutes. Provided always that the Chairman may extend the maximum duration for any dance or dances if in his or her opinion a longer duration is necessary for fair adjudication of that dance or those dances in an event.

3.2 Tempi (times)

The tempi (times) for each dance shall be:

- Salsa On One: 45-60 bpm
- Merengue: 60-84 bpm
- Bachata: 32-40 bpm
- Salsa On Two: 45-60 bpm.

3.3 Type of music

In all WDSF competitions the music must have the character of the dance being performed, for example no disco music may be played for Caribbean dances.

3.4 Dance order

The sequence of the dances in a WDSF Competition is the following:

1. Salsa On One
2. Merengue
3. Bachata
4. Salsa On Two

Except with the prior written approval of the WDSF Sports Director.

Rule J.4 (Special Rules)

- 4.1 Salsa On One: all styles of salsa that are danced on one (like musical time), such as Cuban salsa, etc.
- 4.2 Salsa On Two: all styles that are danced with emphasis on the second beat of the musical bar, such as salsa "Puerto Ricana", etc.
- 4.3 In the following types of competition is compulsory to dance the combination of the four dances: WDSF World Championships, WDSF World Cups, WDSF Continental Championships for Youth categories, Under 21, Adult and Senior I (Single Class) and for Adult and Senior I Class.
- 4.4 For the categories Juvenile I, II Juvenile, Junior, Junior and Senior I, II + III, it is possible to dance four dances individually for the following types of competition: WDSF World Championships, WDSF World Cups, WDSF Continental Championships.
- 4.5 In the other competitions, in all categories, is possible to dance the four dances may be performed individually or to dance the four dance in combination.
- 4.6 At least 50% of the performance must be danced in the closed position.
- 4.7 In the closed position the two dancers must be facing one another with the man slightly to the left of the lady. Partners can be in contact with or slightly displaced. According to the various styles, the socket and the position of the hands, the height and the opening of the arms may be different.
- 4.8 In all four dances a couple may dance in detached position for a duration of 16/8.

- 4.9 Caribbean programs are not bound by a limited amount of figures, but must be made in compliance with the fundamental techniques of each dance.

Rule J.5 (Lifts)

- 5.1 Lifts are not permitted in either category (see Rule E.6).
- 5.2 A lift is any movement during which one member of a couple has both feet off the floor at the same time with the assistance or support of the other partner.

The Chairperson may disqualify couples who perform lifts during competition

Rule J.6 (Judging System)

- 6.1 Marking (see Rule E.8)

Closed marking shall be used in the finals of competitions. Open marking is not permitted at WDSF Competitions except to display couples' places in each dance, the individual placing of each couple may not be displayed by any Adjudicator of the dances, however the organizer may seek permission from the Chairman to use the Open Marking System.

- 6.1.1 The Skating System shall be used.

- 6.1.2 Selection of Heats in the Semi-Finals and Finals: The semi-final must always be danced in two heats in WDSF World Championships, WDSF World Cups, WDSF Continental Championships. In Finals Adjudicators shall place couples. "1" is the best place marking. The same placing must not be given to more than one couple.

- 6.2 New judging system

The WDSF New Judging System ("NJS") is the foundation for future developments in adjudication in WDSF. At the discretion of the WDSF Sports Director, the NJS also may be applied for all WDSF Championships and WDSF Cups. Any other rules for adjudication which are inconsistent with the NJS shall not be in force in any WDSF Championship or WDSF Cup in which the NJS is applied.

Rule J.7 (Dress)

- 7.1 Costuming is not restricted but must show is free with the characteristics of a suitable attire to the Caribbean dances, but must respect the rules of the WDSF Dress Regulation (Latin Dress Regulation, see Rule E.10).

- 7.2 In all competitions granted under these **Rules**, competitors shall dress or costume according to the WDSF Dress Regulations, which form a part of these Rules.

- 7.3 Each athlete may change costume up to three (3) times in all of the rounds of any competition, provided always that no change of dress, or additional use of accessories or colours, is permitted during any round of a competition.

- 7.4 The Chairman, or the WDSF Sports Director, may disqualify any couple at a competition when either partner is not dressed or costumed according to these **Rules**, and in addition to its other powers under the **WDSF Statutes**, the Presidium may suspend from competitions for a limited period of time any competitor who breaches this Rule.

K. Rules for Competitions (Folkloric DanceSport)

Rule K.1 (General)

- 1.1 As the disciplines / dance-forms within this section vary and each dance-form may have specific requirements, the general rules will apply at all times unless an explicit exception is made in the chapter for the relevant dance-form.

Rule K.2 (Dance-forms)

- 2.1 The general rules as laid in this chapter will apply to the following disciplines / dance-forms:
- Belly Dance
 - Flamenco
- 2.2 Within these disciplines / dance-forms the WDSF will recognize the following categories:
- Solo Female

- Duo (any combination of 2 dancers)
- Trio (any combination of 3 dancers)
- Small team (4-8 dancers)
- Big team (9-24 dancers)
- Mega team (25 dancers and more)

Rule K.3 (Age limitations)

3.1 The age categories are defined on the calendar-year.

- Kids - 9
- Child 10 - 12
- Junior 13 - 15
- Youth 16 - 18
- Adult 19 +
- Senior 30 +

3.2 Age differences with a duo / trio / team

The oldest competitor in a duo, trio, small team or big team will determine the entrance in an age-category for any competitions. It is allowed to join any competition in one age-category above your own category. It is not allowed to join in any competition in a category below your own category. For Mega teams there is no age limitation. All age-categories are allowed to participate.

Rule K.4 (Competition setup)

4.1 Depending on the number of entries in the respective competitions, there will be preliminary rounds followed by a final round or only a final round. During every preliminary round the number of competitors will be reduced to half for the next round. The maximum competitors in the final round is between 6 - 8, depending on the organisation.

Rule K.5 (Duration of the performance)

5.1 The time to set-up the stage with props and/or scenic background is not included.

Category	Minimum duration	Maximum duration
Solo, Duo, Trio	1 minute 45 seconds (1:45)	2 minutes (2:00)
Small Team	2 minutes (2:00)	2 minutes 30 seconds (2:30)
Big Team	2 minutes 30 seconds (2:30)	3 minutes (3:00)
Mega Team	3 minutes (3:00)	5 minutes (5:00)

Rule K.6 (Floor dimensions)

6.1 The minimum floor dimensions for solo's, duo's and small teams is 10 X 12 meters.

6.2 The minimum floor dimensions for big teams and mega teams is 12 X 18 meters.

Rule K.7 (Music)

7.1 Participants shall dance to their own music.

Rule K.8 (Dress / costume)

8.1 Dancers are no allowed to change their dress / costume during a performance or competition.

Rule K.9 (Stage props and/or scenic background)

9.1 Stage props and scenic background are allowed in the Folkloric Discipline unless otherwise stated in the relevant chapter. The time to set up and breakdown the stage props and/or scenic background is limited according the record below. Use of stagehands and/or assistants is allowed but they should have cleared the stage in the same timeframe as if the participant(s) were self-supporting.

- For Solo, Duo and Trio: 20 seconds to build up and 20 seconds to breakdown

- For Small team and Big team: 30 seconds to build up and 30 seconds to breakdown.

Time will start as soon as the first prop / assistant enters the floor and ends when the last prop / assistant clears the floor.

- 9.2 Props and/or scenic background that will or may damage the floor, will or may litter the floor, or will or may make the floor unsafe in any way will not be allowed (e.g. liquids). It is not allowed to use open flames. It is not allowed to use live animals.

Rule K.10 (Substitutes)

- 10.1 In case of exceptional circumstances (e.g. injuries, unforeseen conditions) dancers in teams may be replaced with a substitute. Prior permission must be obtained for the Chairperson of adjudicators. The maximum number of substitutes is 2 in any team.
- 10.2 Substitutes are not permissible for solo's, duo's and trio's.

Rule K.11 (Acrobatics)

- 11.1 An Acrobatic movement is defined as a movement in which the body overturns either the sagittal or frontal axis (e.g. somersaults, hand-wheeling)
- 11.2 Acrobatics are allowed in the disciplines unless it is forbidden in the relevant chapter of that discipline.
- 11.3 Acrobatics should be distinguished from Gymnastic movements and Gymnastic lines. Gymnastic movements and lines are not in the concept of the Folkloric Division.
- 11.4 Acrobatics are not allowed when more than 1 team (duo/trio) are on the same floor.
- 11.5 An acrobatic movement will not necessarily enhance the dancer's score and it could even degrade the score if not performed technically correct.

Rule K.12 (Lifts)

- 12.1 A lift shall be defined as a movement and/or figure in which both feet of one dancer are off the floor and the movement and/or figure is being physically supported by another dancer.
- 12.2 Lifts are allowed in the disciplines unless it is forbidden in the relevant chapter of that discipline.
- 12.3 Lifts are not allowed when more than 1 team (duo/trio) are on the same floor.

Rule K.13 (Equal performances)

- 13.1 During competitions nothing in the entire performance is allowed to be altered. The music must be the same in all rounds. Costumes / dresses / props / background cannot be switched in between any rounds. The choreography cannot be changed during any rounds.

Rule K.14 (Recommendation for WDSF Member Bodies: Entry level)

- 14.1 In order to be able to serve as many dancers as possible in any Member Body and at the same time keep the organization of competitions controllable we advise the following:

For local, national and interregional competitions there can be different entry-levels based on ability of the dancer, duo's, trio's or teams. These entry-levels are:

- Beginner
- Advanced
- Master

- 14.2 Dancers, duo's, trio's and teams are entitled to enter any level but once they performed in a level it is not allowed to degrade to a lower level, until you pass an age-limitation and start in a new category.
- 14.3 Upgrading to higher levels will be automatically achieved by winning 2 local, national or interregional competitions, or a combination thereof, that are being carried out under the authority of the WDSF.
- 14.4 Only ranking in the master-level will qualify for WDSF Continental and World Championships.

Rule K.15 (Qualifying for WDSF Continental and World Championships)

- 15.1 WDSF Member Bodies will decide on the qualification requirements for WDSF Continental and World Championships. When using different entry levels, only the highest level can qualify for these Championships.

- 15.2 Automatic qualification is granted for those who have won the title in the previous year.
- 15.3 Whenever an age-category is passed within this year, automatic qualification is granted in the next age- category.

Rule K.16 (Belly Dance)

- 16.1 The competition in Belly Dance shall be based the classical style Raks Shari.
- 16.2 Definitions
- 16.2.1 All the rules as laid out in Chapter K of these Rules apply with the exception of the following:
- 16.2.2 Acrobatics: Acrobatics are not allowed in any of the Belly Dance-forms.
- 16.2.3 Choreography: All preliminary rounds have to be the same choreography. The final round shall be a new choreography.
- 16.2.4 Costume / dress: During all preliminary rounds the costume / dress has to be the same. During the final round the performance shall be carried out in a different costume / dress.
- 16.2.5 Lifts: Lifts are not allowed in any of the Belly Dance-forms.
- 16.2.6 Music: The choice of music shall be limited to classical belly dance instrumental work with an option of enhancing vocals.
- 16.2.7 Props: The use of props in any Belly Dance form is limited to canes, finger cymbals and conventional veils. Veils using rods to be made into wings are only allowed if they are not the focus of the choreography and then only in the beginning or end of the performance to enhance the dramatic effect.

Rule K.17 (Flamenco)

- 17.1 All the rules as laid out in Chapter K of these **Rules** apply with the exception of the following:
- 17.1.1 Competition forms for Solo: The possible competition for “Solo” are:
- Solo performance
 - Solo triple dance
- 17.1.2 Costume / dress: Dance shall be performed in any flamenco costume / dress.
- 17.1.3 Props: The use of traditional Props is allowed. (e.g. monton, fan, castanets, hat, baston).
- 17.1.4 Style: The competitor shall demonstrate one choreography, in either “puro” style or in a modern style “fusion”.
- 17.1.5 Supernumeraries: The participation of supernumeraries or dancers is not allowed.
- 17.1.6 Solo triple dance
- 17.1.6.1 Competition form for Solo triple dance: Competitors participating in Solo triple dance shall demonstrate 3 dance compositions:
- Qualifying Zapateado
 - Basic Dance
 - Free Dance
- 17.1.6.2 Depending on the number of entries for this competition, qualification is set to have a maximum of 16 competitors for the basic dance. During the basic dance the number of competitors will be reduced to half for the free dance.
- 17.1.6.3 The organization is entitled to alter the numbers for these rounds if time permits.
- 17.1.7 Qualifying Zapateado
- 17.1.7.1 Costume / dress: Qualifying Zapateado is performed in trousers. Additional details are permitted.
- 17.1.7.2 Duration of the performance: The Qualifying Zapateado shall have a duration of 45-60 seconds.
- 17.1.7.3 Music: The Qualifying Zapateado may be performed on music, without music, to the

palmas created by participants of the same dance-group or to a recording thereof. The composition should be constructed using the basic notes of zapateo.

17.1.7.4 Required performance: The performance shall at least consist of 3 different sounding musical zapateo compositions in one variation.

17.1.7.5 Variation: A variation should represent the combination of simple and compound zapateo.

17.1.8 Basic Dance

17.1.8.1 Costume / dress: Any costume / dress which is characteristic for the dance is allowed.

17.1.8.2 Duration of the performance: The basic dance shall have a duration of 2 minutes.

17.1.8.3 Supernumeraries: Contribution of supernumerary participants of the same dance-group is only allowed to create palmas or haleo.

17.1.9 Free Dance

17.1.9.1 Costume / dress: Any costume / dress is allowed as long as it is distinct from the one used for the basic dance.

17.1.9.2 Dance: The free dance shall be of a different style and of another genre as performed in the basic dance.

17.1.9.3 Duration of the performance: The free dance shall have a duration of 2 minutes.

17.1.9.4 Props: The use of traditional Props is allowed. (e.g. monton, fan, castanets, hat, baston).

17.1.10 Competition Form for Duo

17.1.10.1 Duo competitions are based on the cumulative result of two dances to be performed, the mandatory dance and the free dance.

17.1.10.2 During the mandatory dance the duo's will demonstrate one of the flamenco styles.

17.1.10.3 During the free dance the duo's will demonstrate a dance in any direction of flamenco.

17.1.10.4 Depending on the number of entries for this competition, qualification may be set during the mandatory dance to have a maximum of 8 competitors for the free dance.

17.1.10.5 The organization is entitled to alter the maximum number for the free dance if time permits.

17.1.11 Mandatory Dance

17.1.11.1 Costume/dress: The costume / dress for the mandatory dance should be identical (e.g. identical in style, colour). Accessories are allowed.

17.1.11.2 Props: Use of Props is not allowed during the Mandatory dance.

17.1.11.3 Supernumeraries: Participation of supernumeraries is not allowed.

17.1.11.4 Variations: Demonstration of short solo variations of both participants is mandatory.

17.1.12 Free Dance

17.1.12.1 Costume dress: The costume / dress for the mandatory dance may be identical. Differences in detail are permitted however absolutely different costumes / dresses are not allowed. Accessories are allowed.

Props: The use of props by at least one of the participants is mandatory

Rule K.18 (Small Teams)

18.1 Costume / dress: Costumes and/or dresses should be in one style. Differences in details of costumes / dresses are allowed. Use of a man's suit for a dance by a female dancer is allowed. Accessories are allowed.

18.2 Duration: The duration of the performance for small teams shall be minimum of 2 minutes (2:00) and maximum of 3 minutes 30 (3:30).

Rule K.19 (Big Teams)

- 19.1 Costume / dress: Costumes and/or dresses should be in one style. Differences in details of costumes / dresses are allowed. Use of a man's suit for a dance by a female dancer is allowed. Accessories are allowed.
- 19.2 Duration: The duration of the performance for big teams shall be a minimum of 3 minutes (3:00) and a maximum of 4 minutes 30 seconds (4:30).

Rule K.20 (Mega Teams)

- 20.1 Costume / dress: Costumes and/or dresses should be in one style. Differences in details of costumes / dresses are allowed. Use of a man's suit for a dance by a female dancer is allowed. Accessories are allowed.
- 20.2 Duration: The duration of the performance for big teams shall be a minimum of 3 minutes (3:00) and a maximum of 4 minutes 30 seconds (4:30).

L. Rules for Competitions Performing Art Dances

Rule L.1 Dances

- 1.1 The general rules in this chapter will apply to the following dances

- Jazz Dance, up tempo
- Jazz Dance, slow tempo lyrical
- Modern Dance & Contemporary dance

- 1.2 Within these dances WDSF recognizes the following categories:

1.2.1 Jazz Dances and Modern Dance& Contemporary Dance

- Solo
- Duo (any combination of 2 dancers)
- Team (3-24 dancers)

Rule L.2 Age limitations

- 2.1 The age categories are defined on the calendar-year.

- a) Juveniles -12
- b) Junior 13-15
- c) Youth 16-18
- d) Adult 19 +

- 2.2 Age differences in a duo or team
The oldest competitor in a duo or team will determine the entrance in an age-category for any competition.

Rule L.3 Competition setup

a.1 Rounds

- Preliminary round/rounds (depending on entries)
- During every preliminary round the number of competitors will be reduced to half for the next round
- Final round

The maximum competitors in the final round are 6 – 8 depending on the results in previous rounds

a.2 Performance and rounds

- 3.2.1 In preliminary rounds nothing in the performance is allowed to be altered. The music must be the

same. Costumes / dresses / props cannot be changes in between the rounds. The choreography cannot be changed during any rounds.

- 3.2.2 In the Final round the dancer/dancers may have a new performance with different music, costumes and props. The Dance style must stay the same as in the preliminary rounds.

Rule L.4 Music

- 4.1 Participants shall dance to their own music.

Rule L.5 Dress / Costume

- 5.1 Dress and costume should be appropriate according to the dance style and theme in the performances.

Rule L.6 Floor dimensions

- 6.1 The minimum floor dimensions for solos and duos are 10 X 12 meters.
6.2 The minimum floor dimensions for teams are 12 X 18 meters.

Rule L.7 Duration of the performance

Category	Minimum Duration	Maximum Duration
Solo, Duo	1 minute 45 seconds (1:45)	2 minutes (2:00)
Team	2 minutes (2:30)	3 minutes (3:00)

Rule L.8 Substitutes in teams

- 8.1 In case of exceptional circumstances (e.g. injuries, unforeseen conditions) dancers in teams may be replaced with a substitute. The maximum number of substitutes is 1 (one) dancer. Prior to any replacement the Chairperson has to allow it.

Rule L.9 Grades of Competition

- 9.1 WDSF World and Continental Championship

9.1.1 Adult and Youth

- a) Types of competitions:
WDSF Jazz Dance Up Tempo Championship
WDSF Jazz Dance Slow Tempo Lyrical Championship WDSF Modern & Contemporary Dance Championship
- b) Invitations:
Invitations must be sent to all WDSF Member Bodies
- c) Eligibility:
Every WDSF Member body may nominate maximum 3 (three) dancers/duos/teams in each category and age category
- d) Qualification:
WDSF Member Bodies will decide on the qualification requirements for WDSF Continental and World Championships. When using different entry levels nationally, only the highest level can qualify for these Championships.
- e) Automatic qualification:

An automatic qualification is granted for those dancers/duos/teams who have won the title in the previous year if still competing.

f) Wild card:

The Organizing country may hand out a wild card per category and age category in Continental and World Championship

9.2 WDSF Open

9.2.1 Adult and Youth Ranking tournament

9.2.2 Junior and Juveniles Ordinary competitions

Rule L.10 Jazz Dance

10.1 Dance:

Originally Jazz Dance was designed to entertain; therefore the basic steps have a showy feel to them. Jazz technique includes isolations, lay outs, turns, kicks, jumps, pas du bourre, jazz walks, floor work as some of the typical movements.

10.1.1 The entire performance must consist of Jazz Technique (e.g. isolations, jumps, turns). Timing and rhythm is essential in Jazz Dance.

10.1.1 As many influences encircle Jazz Dance, other styles may be incorporated into the Jazz Dance but they may never dominate the acknowledged Jazz Dance Styles.

10.2. Acknowledged Styles:

10.2.1 Up tempo Jazz Dance: Routine primarily using Jazz technique

- Contemporary Jazz (style relating to the 1960's)
- Music comedy / Theatre Jazz (style related to movies from 1930's and 1940's)
- Commercial Jazz Dance (Modern style using different tempo's. May be danced "in Character")

10.2.2 Slow tempo lyrical Jazz Dance: Routine encompassing the use of balance, flexibility and control utilizing the lyrics and feeling of the music. Floor work and flow is essential.

10.3 Acrobatics:

10.3.1 Only limited acrobatic movements are allowed in Jazz Dance. The restriction in acrobatic movements is that at all times during acrobatic movements at least one body-part has to be touching the floor.

10.3.2 A lift shall be defined as a movement and/or figure in which both feet of one dancer are off the floor and the movement and/or figure is being physically supported by another dancer.

10.4 Music:

The music chosen for Jazz Dance can widely vary from 1920's up to present time. Although the music will dictate a style it is actual style of dance that will dictate the discipline.

10.5 Props:

10.5.1 Clothing accessories being an integral part of the costume / dress are allowed. They may be taken off or exchanged but they should not be left littering the floor. All clothing accessories must leave the floor with the dancer.

10.5.2 Hand-props and stage-props (e.g. briefcases, canes, umbrellas, chairs) may be used as long as they are an integral part throughout the routine.

10.6 Lip-sync is not allowed during Jazz Dance Competitions.

Rule L.11 Modern and Contemporary Dance

Dance:

- 11.1.1 Modern and contemporary dance is an interpretive routine and can be defined as a free- style dance. Modern and Contemporary styles should incorporate balance, control and extensions moves. It uses the entire body, all possible body movements, creating new shapes, bringing new compositions and room for experiment.
- 11.1.2 The performance shall consist of modern dance techniques and current trends. It shall correspond with the age and movement skills of the respective dancer(s). The story-line, theme, idea or concept must be in good taste with the applicable age-group and when using intimate human situations, it shall be acceptable to be viewed by all ages.

11.2 Acrobatics:

- 11.2.1 An acrobatic movement is defined as a movement in which the body overturns either the sagittal or frontal axis (e.g. somersaults, hand-wheeling)
- 11.2.2 Acrobatics should be distinguished from Gymnastic movements and Gymnastic lines
- 11.2.3 Acrobatic movements are allowed and shall only be used to enhance the performance. If not performed technically correct it can degrade the dancer's score

11.3. Costume / dress:

Clothing shall be aesthetic and in line with the theme/concept but most of all it should be appropriate for the age division.

11.4 Music:

The music chosen for modern and contemporary dance can vary a lot and it can be "modern" and "contemporary".

11.5 Props:

Props are allowed but they shall not be distracting attention from the performance itself.

M. Rules for Competitions (Smooth Dance)

Rule M.1 (Length of music for competition and tempo)

Smooth Dances	Minimum	Maximum	BPM
Waltz	90 Seconds	120 Seconds	28-30
Tango	90 Seconds	120 Seconds	30
Foxtrot	90 Seconds	120 Seconds	30-32
Viennese Waltz	90 Seconds	120 Seconds	53-54

Rule M.2 Syllabus Smooth Dance (Bronze – Silver - Gold)

- 1.1 The following syllabus listings are provided as a guideline to Athletes, Coaches, Organizers, Invigilators and Chairpersons of Adjudicators to govern the material limitations that can be danced in a given "restricted Syllabus event".
- 1.2 Waltz
 - 1.2.1 Bronze

- Left Closed/Box (Reverse) Turn - Right Closed/Box (Natural) Turn
- Forward Progressive/Change Step, right foot or left foot
- Lady's Underarm Turn to the Right - two Measures/6 beats
- Balance Steps/Hesitations, Fifth Position Breaks (in closed or double hand hold only)
- Closed Twinkles Forward or Backward
- Cross Body Lead from LF forward Hesitation or from 1-3 Left Closed/Box (Reverse Turn)
- Natural Spin Turn (same as International Style)
- Forward Twist to Left from P.P.
- Syncopated Promenade Chasse (must end in P.P.)
- Simple Grapevine or Zigzag (No Syncopation)
- In & Out change steps/Butterfly

Restrictions

- Partners may not completely separate. Open Work is limited to single or double hand holds, and may not last for more than eight (8) consecutive measures (24 beats)
- Open work may not comprise more than 25% of any routine
- No continuity style in Bronze Waltz, feet must be closed on three except on -allowed figures
- No foot changes/fakes, partners must always be on opposite feet
- No consecutive pivots left or right, one (1) pivot is allowed
- No open left or right box turns
- No fallaway actions of any kind
- No picture lines or figures (i.e. contra check, chair, oversways, lunges, etc.)
- No solo, shadow, or same foot figures
- No syncopations other than chasse from Promenade - No syncopated underarm turns
- Progressive twinkles must finish by the sixth (6th) measure of music (18 beats) with the feet closed. (counting from when they are started)
- Both feet must remain close to the floor at all times (no aerial ronde, etc.)

1.2.2 Silver

- Continuity styling (open footwork) or closed Foot Positions are allowed
- Consecutive "partnership" pivots are allowed, up to two measures, but may include only 1 syncopation
- Shadow Position, Tandem, and Side by Side figures with hold
- Picture Lines. Only Contra Checks and Oversways are permissible, but these may not be held longer than two measures of music
- Fallaway actions
- Grapevine or Zigzag may be syncopated
- Syncopated Underarm Turns Restrictions
- Partners may not completely separate for more than 1 measure
- No more than 8 measures of music may be danced in Open, Side by Side, or Shadow Position, before returning to a Promenade or Closed Dance Position for at least 2 measures of music
- No Sitting Hens, Horse & Carts, Pot Stirs, or standing spins for man or lady are allowed
- No dips or drops below waist level. No knee drops or sit drops, floor slashes, etc.
- No lifts
- No aerial ronde, etc.

1.2.3 Gold

- Continuous "partnership" pivots are allowed
- Shadow Position, Tandem, and Side by Side figures without hold
- Picture Lines

Restrictions

- Partners may completely separate
- No more than 8 measures of music may be danced in Open, Side by Side, or Shadow Position, before returning to a Promenade or Closed Dance Position for at least 2 measures of music
- No lifts

1.3 Tango

1.3.1 Bronze

- Tango Walks - All Slows
- Forward Basic, Closed or O.P. (SSQQS timing only)
- Promenade turning to left or right (SSQQS timing only)
- Corte or Simple Oversway
- Open Fan
- Open Fan to Same Foot Rocks
- Right Side Fan/Outside Swivel
- Rocks - closed or P.P. pos. (may be danced w/ or w/o turn to left or right in any direction)
- Single Pivot from P.P.
- Linking action to and from P.P.
- Left/Reverse Turn (Open or Closed)
- Under Arm Turn Left or Right from Open Fan
- Twist Turn to Left or right from P.P.
- Running Step/Progressive Side Step or argentine walks (basic w/alternative rhythm)

Restrictions

- No foot changes/ fakes, partners must always be on opposite feet, except for #6 above
- No shadow, solo, or same foot figures except for #6 above
- No more than four (4) consecutive quicks
- No syncopations except brush-point (&S) in the Open Fan
- Although the Corte/Simple Oversway is permitted, other picture lines / figures (i.e. contra check, chairs, oversways, lunges, etc.) are not allowed
- No fallaway actions of any kind
- No consecutive pivots left or right, one (1) pivot is allowed
- Partners may not completely separate. Open Work is limited to single or double hand holds, and may not last for more than 32 consecutive beats, (16 measures counted in 2/4 time)
- Both feet must remain close to the floor at all times (no aerial ronde, etc.)
- No Sitting Hens, Horse & Carts, Pot Stirs, or standing spins for man or lady are allowed
- No dips or drops below waist level. No knee drops or sit drops, floor slashes, etc.
- No lifts.

1.3.2 Silver

- Continuous "partnership" pivots are allowed, up to two measures, but may include only 1 syncopation
- Shadow Position, Tandem, and Side by Side figures with hold
- Fallaway actions
- Syncopated actions
- Locking Actions
- Corte Variations
- Foot Changes
- Lady's Solo Turns

Restrictions

- Partners may not completely separate for more than 1 measure

- The following Picture Lines are permissible, but they may not be held longer than two measures of music: Owersway, Contra Check, Hinge, Chair, Right Lunge, Same Foot Lunge, Open Same Foot Lunge, Throwaway, Open Throwaway
- No more than 8 measures of music may be danced in Open, Side by Side, or Shadow Position, before returning to Hold for at least 2 measures of music
- No Sitting Hens, Horse & Carts, Pot Stirs, or standing spins for man or lady are allowed
- No dips or drops below waist level. No knee drops or sit drops, floor slashes, etc.
- No lifts
- No aerial ronde, etc.

1.3.3 Gold

- Continuous "partnership" pivots are allowed
- Shadow Position, Tandem, and Side by Side figures without hold
- Picture Lines

Restrictions

- Partners may completely separate
- No more than 8 measures of music may be danced in Open, Side by Side, or Shadow Position, before returning to a Promenade or Closed Dance Position for at least 2 measures of music
- No lifts

1.4 Foxtrot

1.4.1 Bronze

- Forward Basic, Closed or O.P. - (with or without quarter turn) – SSQQ
- Back Basic, Closed or O.P. - (with or without quarter turn) - SSQQ
- Promenade - SSQQ
- Rock Turn/Ad Lib to Left or Right - SSQQ
- Lady's Underarm Turn to the Right - two Measures/8 beats - SQQSQQ
- Left Closed Box/Reverse Turn - SQQ
- Cross Body Lead - SQQ
- Closed Twinkle, may be danced in any direction, must close feet - SQQ
- Single Promenade Pivot - SSQQ
- Syncopated Chasse - SQQSQ&QSQQ
- Forward twist to left from promenade - SSQQ
- Sway step/Side Balance - SSQQ
- Promenade Underarm Turn - SSQQ
- Simple Grapevine or Zigzag (8) quicks max. No Syncopations) Restrictions
- Partners may not completely separate. Open Work is limited to single or double hand holds, and may not last for more than eight (8) consecutive measures (32 beats)
- Open work may not comprise of more than 25% of any routine
- No continuity style in Bronze Foxtrot
- No foot changes/fakes, partners must always be on opposite feet
- Timing is limited to SSQQ or SQQ in Bronze Foxtrot, except for Grapevine actions
- Continuous quicks are not permitted except in the Simple Grapevine (#14) or extra chasses/side steps
- No consecutive pivots right or left, one (1) pivot is allowed
- No open left or right box turns
- No syncopations other than chasse from Promenade - No syncopated underarm turns
- No picture lines or figures (i.e. oversways, contra check, chair, lunges, etc.)
- No fallaways of any kind or slip pivot from fallaway
- No solo, shadow, or same foot figures

- No more than eight (8) quicks, or 2 measures, of a grapevine/zig zag action and it must finish with the feet closed
- Progressive twinkles must finish by the end of the sixth (6th) measure of music (24 beats) with the feet closed
- Both feet must remain close to the floor at all times (no aerial ronde, etc.)
- No Sitting Hens, Horse & Carts, Pot Stirs, or standing spins for man or lady are allowed
- No dips or drops below waist level. No knee drops or sit drops, floor slashes, etc.
- No lifts

1.4.2 Silver

- Continuity styling (open footwork) or closed Foot Positions are allowed
- Continuous "partnership" pivots are allowed, up to two measures, but may include only 1 syncopation
- Shadow Position, Tandem, and Side by Side figures with hold
- Picture Lines - only Contra Checks and Oversways are permissible, but these may not be held longer than two measures of music
- Partners may not completely separate for more than 1 measure
- Fallaway actions

Restrictions

- Partners may not completely separate for more than 1 measure
- No more than 8 measures of music may be danced in Open, Side by Side, or Shadow Position, before returning to a Promenade or Closed Dance Position for at least 2 measures of music
- No Sitting Hens, Horse & Carts, Pot Stirs, or standing spins for man or lady are allowed
- No dips or drops below waist level. No knee drops or sit drops, floor slashes, etc.
- No lifts
- No aerial ronde, etc.

1.4.3 Gold

- Continuous "partnership" pivots are allowed
- Shadow Position, Tandem, and Side by Side figures without hold
- Picture Lines

Restrictions

- No more than 8 measures of music may be danced in Open, Side by Side, or Shadow Position, before returning to a Promenade or Closed Dance Position for at least 2 measures of music
- No lifts

1.5 Viennese Waltz

1.5.1 Bronze

- Left Turns/Reverse Turns
- Right Turns/Natural Turns
- Progressive/Change Steps
- Balance Steps/Hesitations/Fifth Position Breaks
- Cross Body Lead/Turn
- Underarm Turn from Fifth Position Break or Cross Body Lead
- Closed Twinkle (May be danced in any direction or alignment)
- In & Out Change steps/ butterfly
- Left box w/lady's left or right underarm turn

Restrictions

- Partners may not completely separate
- Open work may not comprise of more than 25% of any routine

- Syncopations are not permitted
- No open left or right box turns
- No consecutive pivots right or left, one (1) canter pivot is allowed
- No fallaways of any kind or slip pivot from fallaway
- Partners must remain on opposite feet at all times
- No solo, shadow, or same foot figures
- Partners may not completely separate. Open Work is limited to single or double hand holds, and must finish by the eighth (8th) measure of music (24 beats) from where the action is commenced
- Both feet must remain close to the floor at all times (no aerial ronde, etc.)
- No Sitting Hens, Horse & Carts, Pot Stirs, or standing spins for man or lady are allowed
- No dips or drops below waist level. No knee drops or sit drops, floor slashes, etc.
- No lifts

1.5.2 Silver

- Continuity styling (open footwork) or closed Foot Positions are allowed
- Continuous "partnership" pivots are allowed, up to two measures, but may only include 1 syncopation
- Shadow Position, Tandem, and Side by Side figures with hold
- Picture lines are permissible, but may not be held longer than two measures of music
- Fallaway actions
- Figures employing consecutive "Canter Rhythm" Definition: "Canter Rhythm" a hesitation on either beat 2 or 3 of a Waltz in 3/4 time

Restrictions

- Partners may not completely separate for more than 1 measure
- No more than 8 bars/measures of music may be danced in Open, Side by Side or Shadow Position, before returning to a Closed or Promenade Position, for at least 2 bars/measures of music
- No Tandem Position figures may be used
- No Sitting Hens, Horse & Carts, Pot Stirs, or standing spins for man or lady are allowed
- No dips or drops below waist level. No knee drops or sit drops, floor slashes, etc.
- No lifts
- No aerial ronde, etc.

1.5.3 Gold

- Continuous "partnership" pivots are allowed
- Shadow Position, Tandem, and Side by Side figures without hold Picture Lines

Restrictions

- No more than 8 measures of music may be danced in Open, Side by Side, or Shadow Position, before returning to a Promenade or Closed Dance Position for at least 2 measures of music
- No lifts

Acknowledgements

The information in this chapter is adapted from an excerpt from the USA Dance DanceSport Rulebook, provided to define the Discipline for adoption by other WDSF Member Federations.

N. Rules for Competitions (Urban DanceSport)

Rule N.1 (General Rules for Street Dance)

- 1.1 As the disciplines / dance-forms within this section vary and each dance-form may have specific requirements, the general rules will apply at all times unless an explicit exception is made in the chapter for the relevant dance-form.

Rule N.2 (Dance-Forms)

2.1 The general rules as laid in this chapter will apply to the following disciplines / dance-forms:

- Break Dance
- Electric Boogie
- Hip Hop
- Hip Hop Battle
- Street Dance Show
- Techno

2.2 Within these disciplines / dance-forms the WDSF will recognize the following categories: Solo Male

- Solo Female
- Duo (any combination of 2 dancers)
- Small Team (4-8 dancers)
- Big Team (9-24 dancers)
- Mega Team (25 dancers and more)

Rule N.3 (Age limitations)

3.1 The age categories are defined on the calendar-year.

- Kids - 9
- Child 10 - 12
- Junior 13 - 15
- Youth 16 - 18
- Adult 19 +
- Senior 30 +

3.2 Age differences with a duo / trio / team

The oldest competitor in a duo, trio, small team or big team will determine the entrance in an age-category for any competitions. It is allowed to join any competition in one age-category above your own category. It is not allowed to join in any competition in a category below your own category. For Mega teams there is no age limitation. All age-categories are allowed to participate.

Rule N.4 (Competition setup)

4.1 Unless specified in the respective chapters competition set up is based on the following: Depending on the number of entries in the respective competitions, there will be preliminary rounds followed by a final round or only a final round. During every round preceding the final round, the number of competitors will be reduced to half for the next round. The maximum competitors in the final round is between 6 - 8, depending on the organization.

Rule N.5 (Duration of the performance)

5.1 Due to the nature of the competition, the duration of the dance of each competition will be stated in the relevant chapter.

Rule N.6 (Floor dimensions)

6.1 The minimum floor dimensions for solo's, duo's and small teams is 10 X 12 meters.

6.2 The minimum floor dimensions for big teams and mega teams is 12 X 18 meters.

Rule N.7 (Music)

7.1 Unless otherwise stated in the relevant chapters, performances will dance to the Organizers music.

Rule N.8 (Dress / costume)

- 8.1 Dancers are not allowed to change their dress / costume during a performance or competition.

Rule N.9 (Stage props and/or scenic background)

- 9.1 Stage Props are allowed during Street dance if they are part of the costume, unless otherwise stated in the relevant chapter. The stage props must be identifiable as clothing (e.g. coat, hat, shawl, sweater). They may be exchanged with a partner/team-member, held in hands or turned inside out. Stage props are not allowed to be thrown away during the performance.
- 9.2 Stage props not identifiable as clothing are not allowed.
- 9.3 Use of personal lighting within the clothing is permitted as long as it powered by a battery and it doesn't conflict with any other ruling about stage props or clothing.
- 9.4 Floor props are not permitted, unless allowed in the relevant chapter.
- 9.5 Scenic background and/or cumbersome scenic props are not permitted, unless allowed in the relevant chapter.
- 9.6 The use of stage-hands and/or assistants is not permitted unless allowed in the relevant chapter.
- 9.7 Stage props that will or may damage the floor, will or may litter the floor, will or may make the floor unsafe in any way will not be allowed (e.g. liquids).
- 9.8 It is not allowed to use open flames.
- 9.9 It is not allowed to use live animals.

Rule N.10 (Substitutes)

- 10.1 In case of exceptional circumstances (e.g. injuries, unforeseen conditions) dancers in teams may be replaced with a substitute. Prior permission must be obtained for that case from the Chairperson of the adjudicators. The maximum number of substitutes is 2 in any team.
- 10.2 Substitutes are not permissible for solo's and duo's.

Rule N. 11 (Acrobatics)

- 11.1 An Acrobatic movement is defined as a movement in which the body overturns either the sagittal or frontal axis (e.g. somersaults, hand-wheeling)
- 11.2 Acrobatics are allowed in the disciplines unless it is forbidden in the relevant chapter of that discipline.
- 11.3 Acrobatics should be distinguished from Gymnastic movements and Gymnastic lines. Gymnastic movements and lines are not in the concept of Street dance.
- 11.4 Acrobatics are not allowed when more than 1 solo, duo, small team are on the same floor.
- 11.5 An acrobatic movement will not necessarily enhance the dancer's score and it could even degrade the score if not performed technically correct.

Rule N.12 (Lifts)

- 12.1 A lift shall be defined as a movement and/or figure in which both feet of one dancer are off the floor and the movement and/or figure is being physically supported by another dancer.
- 12.2 Lifts are allowed in the disciplines unless it is forbidden in the relevant chapter of that discipline.
- 12.3 Lifts are not allowed when more than 1 team (duo) are on the same floor.

Rule N.13 (Equal performances)

- 13.1 During competitions nothing in the entire performance is allowed to be altered. Costumes / dresses

cannot be switched in between any rounds.

Rule N.14 (Recommendation for WDSF Member Bodies: Entry level)

14.1 In order to be able to serve as many dancers as possible in any Member Body and at the same time keep the organization of competitions controllable we advise the following:

For local, national and interregional competitions there can be different entry-levels based on ability of the dancer, duo's or teams. These entry-levels are:

- Beginner
- Advanced
- Master

14.2 Dancers, duo's and teams are entitled to enter any level but once they performed in a level it is not allowed to degrade to a lower level, until you pass an age-limitation and start in a new category.

14.3 Upgrading to higher levels will be automatically achieved by winning 2 local, national or interregional competitions, or a combination thereof, that are being carried out under the authority of the WDSF.

14.4 Only ranking in the master-level will qualify for WDSF Continental and World Championships.

Rule N.15 (Qualifying for WDSF Continental and World Championships)

15.1 WDSF Member Bodies will decide on the qualification requirements for WDSF Continental and World Championships. When using different entry levels, only the highest level can qualify for these Championships.

15.2 Automatic qualification is granted for those who have won the title in the previous year.

15.3 Whenever an age-category is passed within this year, automatic qualification is granted in the next age- category.

Rule N.16 (Breakdance)

16.1 Duration Table

Nr of Dancers	Category	Duration	Tempo	Music
1	Solo preliminary	40 seconds +/- 5 seconds	No restrictions	Organization
	Solo knock out	1:00 minute +/- 5 seconds	No restrictions	Organization
2	Duo preliminary	40 seconds +/- 5 seconds	No restrictions	Organization
	Duo knock out	1:00 minute +/- 5 seconds	No restrictions	Organization
4-8	Small teams preliminary	2:30 minutes-3:00 minutes	No restrictions	Organization
	Small teams knock out	4:00 minutes-8:00 minutes	No restrictions	Organization
	Small teams small final	5:00 minutes-10:00 minutes	No restrictions	Organization
	Small teams big final	10:00 minutes-20:00 minutes	No restrictions	Organization

Due to the size of the teams, big teams and mega teams are excluded from battle competition.

16.2 All the rules as laid out in Chapter N of these **Rules** apply with the exception of the following:

16.2.1 Breakdance Solo

16.2.1.1 Acrobatics

Acrobatics may be incorporated in the performance but they may not dominate the dance. Acrobatics are only allowed during the battles, as during the preliminary rounds more than 1 solo will be performing on the same floor at the same time.

16.2.1.2 Competition setup

16.2.1.2.1 Preliminary round

All dancers will perform for one minute in a “warm-up” round. This warm up is not evaluated. After this minute dancers (maximum 3 per heat) will dance their first 40 seconds. When all dancers have completed their first 40 seconds, the second heat of 40 seconds will start. There will be no changes in dancers in any heat. Same order will be maintained. When all dancers have completed their second 40 seconds, the third and final heat of 40 seconds will start. In the final heat all dancers will perform at the same time. The best 16 dancers will continue to the knock-out phase. The dancers will be ranked from 1 to 16 according the scores by the adjudicators from the preliminary round.

16.2.1.2.2 Knock-out phase

The knock-out phase will be organized according a pre-determined schedule. In each round in the knock-out phase the dancers will battle for 1 minute (1:00) divided in 30 seconds for each dancer (0:30).

16.2.1.3 Figures and elements

At least three different figures and elements must be presented during a performance. Figures and elements danced twice or more will only be counted as one and if repeated only the best performances will be marked. Figures and elements beyond the dancers ability, that are too difficult and may lead to serious injuries and/or loss of life are not allowed. Dancers will be warned once and any future attempt will lead to disqualification.

16.2.1.4 Safety

Disturbing, obstructing and/or endangering the safety of the performance is a serious violation and will result in a degrading of the score.

16.2.1.5 Tempo

There are no restrictions in tempo.

16.2.2 Breakdance Duo

16.2.2.1 Acrobatics

Acrobatics may be incorporated in the performance but they may not dominate the dance. Acrobatics are only allowed during the battles, as during the preliminary rounds more than 1 duo will be performing on the same floor at the same time.

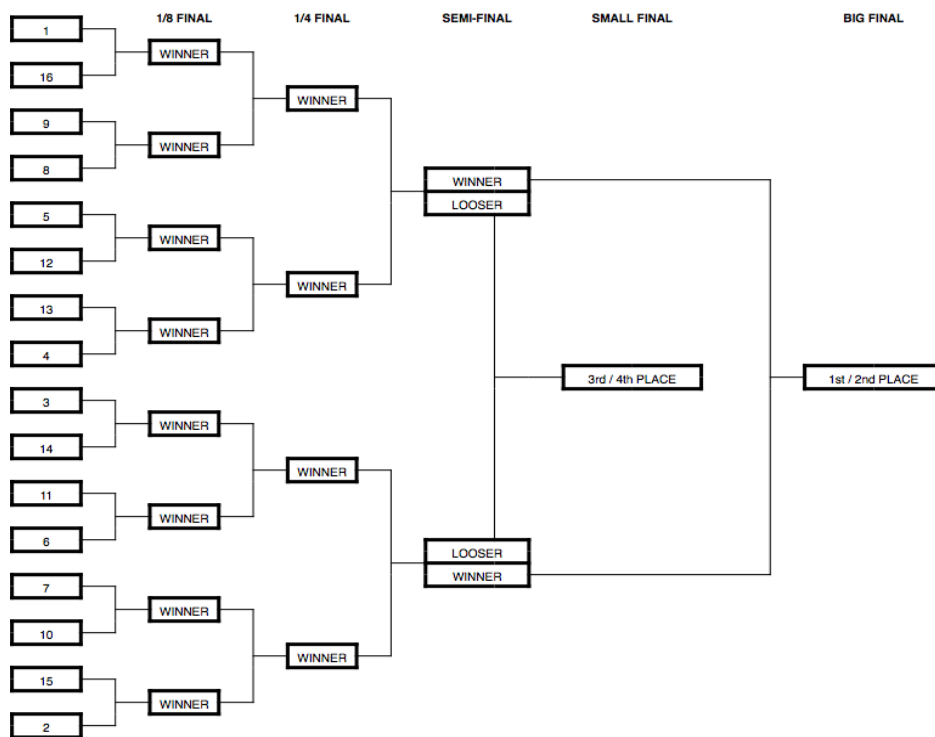
16.2.2.2 Competition setup

16.2.2.2.1 Preliminary round

All duo's will perform for one minute in a “warm-up” round. This warm up is not evaluated. After this minute duo's (maximum 3 per heat) will dance their first 40 seconds. When all duo's have completed their first 40 seconds, the second heat of 40 seconds will start. There will be no changes in duo's in any heat. Same order will be maintained. When all duo's have completed their second 40 seconds, the third and final heat of 40 seconds will start. In the final heat all duo's will perform at the same time. The best 16 duo's will continue to the knock-out phase. The duo's will be ranked from 1 to 16 according the scores by the adjudicators from the preliminary round.

16.2.2.2.2 Knock-out phase

The knock-out phase will be organized according a pre-determined schedule. In each round in the knock-out phase the duo's will battle for 1 minute (1:00) divided in 30 seconds for each duo (0:30). See the following visualisation of the knock-out phase:



16.2.2.3 Figures and Elements

At least three different figures and elements must be presented during a performance. Figures and elements danced twice or more will only be counted as one and if repeated only the best performances will be marked. Figures and elements beyond either dancers ability, that are too difficult and may lead to serious injuries and/or loss of life are not allowed. The dancers will be warned once and any future attempt will lead to disqualification.

16.2.2.4 Safety

Disturbing, obstructing and/or endangering the safety of the opponents performance is a serious violation and will result in a degrading of the score.

16.2.2.5 Tempo

There are no restrictions in tempo.

16.2.3 Breakdance Small Team

16.2.3.1 Acrobatics

Acrobatics may be incorporated in the dance / battle but they may not dominate the performance.

16.2.3.2 Competition setup

16.2.3.2.1 General

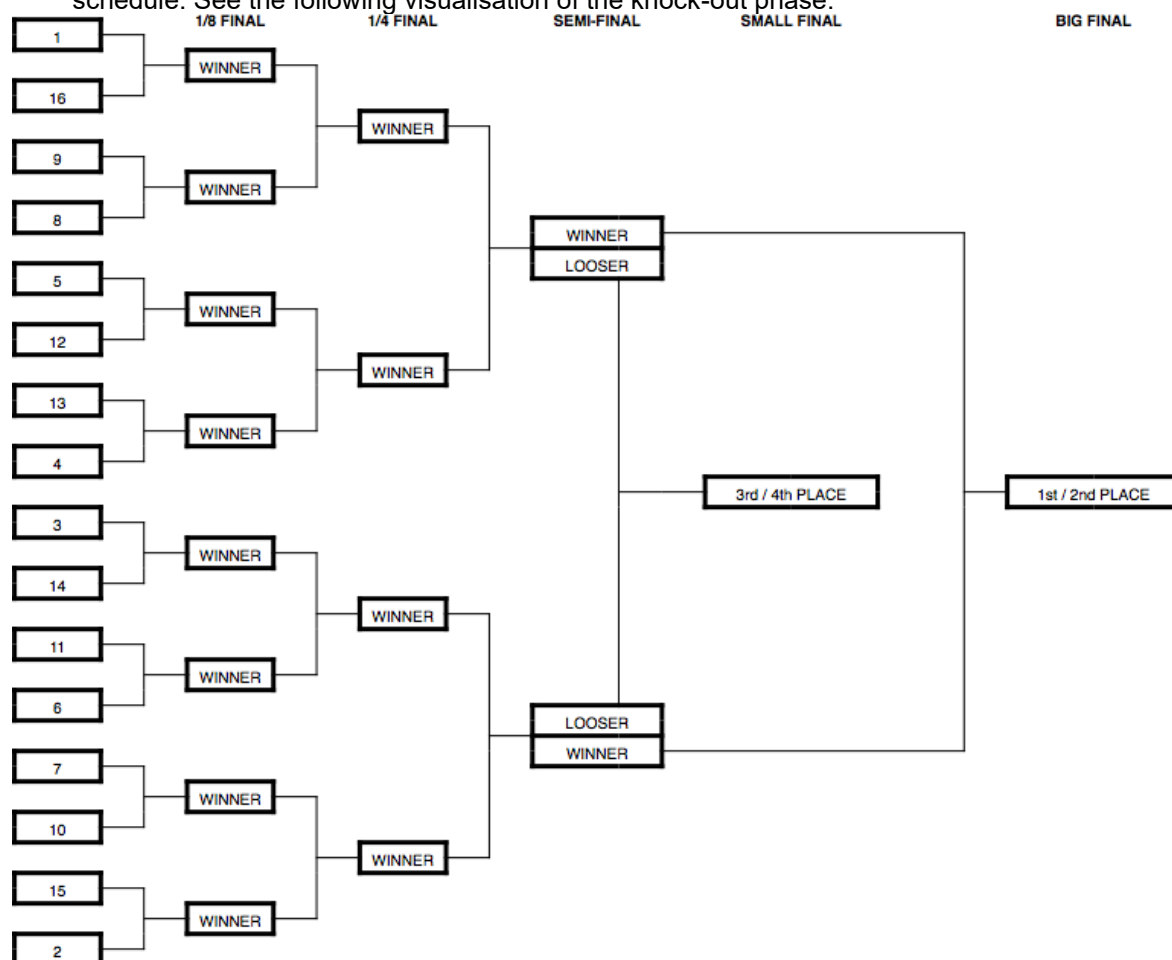
The competition consists of a preliminary round and the final battles. The preliminary round is a show of each separate team. Minimum duration is minute 30 seconds (2:30) and maximum duration is (3:00). Battle rounds will last between 4 minutes (4:00 and 8 minutes (8:00). The small final will last between 5 minutes (5:00) and 10 minutes (10:00). The chairman of the adjudicators will decide on the duration and will call "Last minute". The big final will last between 10 minutes (10:00) and 20 minutes (20:00). The chairman of the adjudicators will decide on the duration and will call "Last minute".

16.2.3.2.2 Preliminary round

The preliminary round consists of each team presenting their show. The minimum duration of the show is 2 minutes 30 seconds (2:30) and the maximum duration is 3 minutes (3:00). The best 16 small teams will continue to the battle-rounds. The small teams will be ranked from 1 to 16 according to the scores by the adjudicators from the preliminary round. Depending on number of entries for the competition, the organizer can decide to skip battle rounds and commence directly with the best 8 small groups. A minimum of 4 small teams shall continue to the battle rounds. In case only 4 small teams will continue to the battle rounds the small teams ranked 3rd and 4th in the preliminary round will battle for 3rd and 4th place (small final) and the teams ranked 1st and 2nd in the preliminary round will battle for 1st and 2nd place (big final).

16.2.3.2.3 Knock-out phase

The knock-out phase will be organized according to a pre-determined schedule. See the following visualisation of the knock-out phase:



16.2.3.3 Figures and elements

The preliminary round must be a show demonstrating the performance of the team. There should be a clear choreography (e.g. Mirror positions, shadow-standing, synchronized movements) and not a display of unrelated solo performances. All different influences and techniques of break dance should be demonstrated; Electric Boogie, Pop Locking, Power Moves, Styles. In the battle rounds, the small final and the big final, all members of the small teams will have to demonstrate their individual performance at least once.

16.2.3.4 Music

During the preliminary round the small teams may dance to their own music. If the small teams don't have their own music, the organization can provide appropriate music. During the battles the organization will provide music.

16.2.3.5 Safety

Disturbing, obstructing and/or endangering the safety of the opponents performance is a serious violation and will result in a degrading of the score.

16.2.3.6 Tempo

There is no restriction in tempo

Rule N.17 (Electric boogie)

17.1 Due to the nature of the dance this competition is only for the Solo and Duo category.

17.2 Duration table

Nr. of Dancers	Category	Duration	Tempo	Music
1	Solo	3 X 1:00 minute +/- 5 seconds	120 - 130 bpm	Organisation
2	Duo	3 X 1:00 minute +/- 5 seconds	120 - 130 bpm	Organisation

17.3 All the rules as laid out in Chapter N of these Rules apply with the exception of the following:

17.3.1 Competition setup

All rounds start with heat of one minute (1:00) in which all dancers perform at the same time. Then the dancers will perform a heat of one minute (1:00) with a maximum of 6 dancers on the floor. When all the dancers had their second minute the last heat of one minute (1:00) will start with all dancers on the floor again.

17.3.2 Props

Only stage props that can be identified as clothing, including face-masks, (sun)glasses and hats are allowed.

17.3.3 Tempo

The predetermined tempo is set to 30 - 32, 5 bars per minute (120 - 130 beats per minute). The tempo for every heat shall be the same. In between heats and rounds music can be changed.

Rule N.18 (Show-Dance)

18.1 Hip Hop duration table

Nr. of Dancers	Category	Duration	Tempo	Music
1	Solo	3 X 1:00 minute +/- 5 seconds	100 - 112 bpm	Organisation
2	Duo	3 X 1:00 minute +/- 5 seconds	100 - 112 bpm	Organisation
4-8	Hip Hop Small teams DJ	2:00 minutes +/- 5 seconds	100 - 112 bpm	Organisation

	Hip Hop Small team	2:00 minutes - 2:30 minutes	No restrictions	Own music
9-24	Big teams	2:30 minutes - 3:00 minutes	No restrictions	Own music
25+	Mega teams	3:00 minutes - 5:00 minutes	No restrictions	Own music

18.2 All the rules as laid out in Chapter N of these **Rules** apply with the exception of the following: Hip Hop Solo

18.2.1.1 Acrobatics

Acrobatics are only allowed when there is only 1 dancer on the floor.

18.2.1.2 Competition setup

All rounds start with heat of one minute (1:00) in which all dancers perform at the same time. Then the solo's will perform a heat of one minute (1:00) with a maximum of 6 dancers on the floor. When all the solo's had their second minute, the last heat of one minute (1:00) will start with all dancers on the floor again. The final round concept is identical to the preliminary rounds with one exception which is that during the second heat maximum 2 dancers will perform at the same time.

18.2.1.3 Tempo

The predetermined tempo is set to 25 - 28 bars per minute (100 - 112 beats per minute). The tempo for every heat shall be the same. In between heats and rounds music can be changed.

18.2.2 Hip Hop Duo

18.2.2.1 Acrobatics

Acrobatics are only allowed when there is only 1 duo on the floor.

18.2.2.2 Competition setup

All rounds start with heat of one minute (1:00) in which all duo's perform at the same time. Then the duo's will perform a heat of one minute (1:00) with a maximum of 6 duo's on the floor. When all the duo's had their second minute the last heat of one minute (1:00) will start with all duo's on the floor again. The final round concept is identical to the preliminary rounds with one exception which is that during the second heat maximum 2 duo's will perform at the same time.

18.2.2.3 Lifts

Lifts are only allowed when there is only 1 duo on the floor.

18.2.2.4 Tempo

The predetermined tempo is set to 25 - 28 bars per minute (100 - 112 beats per minute). The tempo for every heat shall be the same. In between heats and rounds music can be changed.

18.2.3 Hip Hop Small Teams

18.2.3.1 General

There are two different competition forms for this discipline:

- Hip Hop Small Team DJ: one competition is using the music from the organiser,
- Hip Hop Small Team: one competition is using their own music.

18.2.3.2 Hip Hop Small Team DJ

18.2.3.2.1 Acrobatics

Acrobatics are only allowed when there is only 1 small team on the floor.

18.2.3.2.2 Competition setup

All rounds will last 2 minutes (2:00). During preliminary rounds, depending on the floor, two or three small teams will dance at the same time. During the final round only team at the time will dance their performance.

18.2.3.2.3 Figures and elements

Solo, duo and reduced group-elements are allowed but the small team will be judged as a whole at all times.

18.2.3.2.4 Lifts

Lifts are only allowed when there is only 1 small team on the floor.

18.2.3.2.5 Tempo

The predetermined tempo is set to 25 - 28 bars per minute (100 - 112 beats per minute). The tempo during every round shall be the same. In between rounds music can be changed.

18.2.3.3 Hip Hop Small Team

18.2.3.3.1 Acrobatics

Acrobatics are allowed as there is only 1 small team on the floor at the same time. Acrobatics shall not dominate the entire performance.

18.2.3.3.2 Competition setup

The minimum duration of the performance is 2 minutes (2:00) and the maximum duration is 2 minutes and 30 seconds (2:30).

18.2.3.3.3 Figures and elements

Solo, duo and reduced group-elements are allowed but the small team will be judged as a whole at all times.

18.2.3.3.4 Lifts

Lifts are allowed as there is only 1 small team on the floor at the same time. Lifts shall not dominate the entire performance.

18.2.3.3.5 Music

The small teams will dance to their own music.

18.2.3.3.6 Tempo

There is no restriction in tempo.

18.2.4 Hip Hop Big Teams

18.2.4.1 Acrobatics

Acrobatics are allowed as there is only 1 big team on the floor at the same time. Acrobatics shall not dominate the entire performance.

18.2.4.2 Competition setup

The minimum duration of the performance is 2 minutes and 30 seconds (2:30) and the maximum duration is 3 minutes (3:00).

18.2.4.3 Figures and elements

Solo, duo and reduced group-elements are allowed but the big team will be judged as a whole at all times.

18.2.4.4 Lifts

Lifts are allowed as there is only 1 big team on the floor at the same time. Lifts shall not dominate the entire performance.

18.2.4.5 Music

The big teams will dance to their own music.

18.2.4.6 Tempo
There is no restriction in tempo.

18.2.5 Hip Hop Mega Teams

18.2.5.1 Acrobatics
Acrobatics are allowed as there is only 1 mega team on the floor at the same time.
Acrobatics shall not dominate the entire performance.

18.2.5.2 Competition setup
The minimum duration of the performance is 3 minutes (3:00) and the maximum duration is 5 minutes (5:00)

18.2.5.3 Figures and elements
Solo, duo and reduced group-elements are allowed but the mega team will be judged as a whole at all times.

18.2.5.4 Lifts
Lifts are allowed as there is only 1 mega team on the floor at the same time. Lifts shall not dominate the entire performance.

18.2.5.5 Music
The mega teams will dance to their own music.

18.2.5.6 Tempo
There is no restriction in tempo.

Rule N.19 (Hip Hop Battle)

19.1 Due to the size of the teams big teams and mega teams are excluded from battle competition.

19.2 For the duration check the respective subchapters.

19.3 All the rules as laid out in Chapter N of these **Rules** apply with the exception of the following:

19.3.1 Hip Hop Battle Solo

19.3.1.1 Acrobatics
Acrobatics may be incorporated in the performance but they may not dominate the dance.
Acrobatics are only allowed during the battles, as during the preliminary rounds more than 1 solo will be performing on the same floor at the same time.

19.3.1.2 Competition setup

19.3.1.2.1 Preliminary round

In the preliminary round maximum 6 dancers will be on the floor at the same time. They will demonstrate 4 different styles according to the following schedule:

1 minute (1:00): New Style
30-40 seconds (0:30 – 0:40): Other Style
30-40 seconds (0:30 – 0:40): Other Style
1 minute (1:00): Old School

“Other Styles” can be:

- D-step
- House
- Popping
- Ragga
- R&B

The best 16 dancers will continue to the battle-rounds. The dancers will be ranked from 1 to 16 according to the scores by the adjudicators from the preliminary round.

19.3.1.2.2 Battle rounds

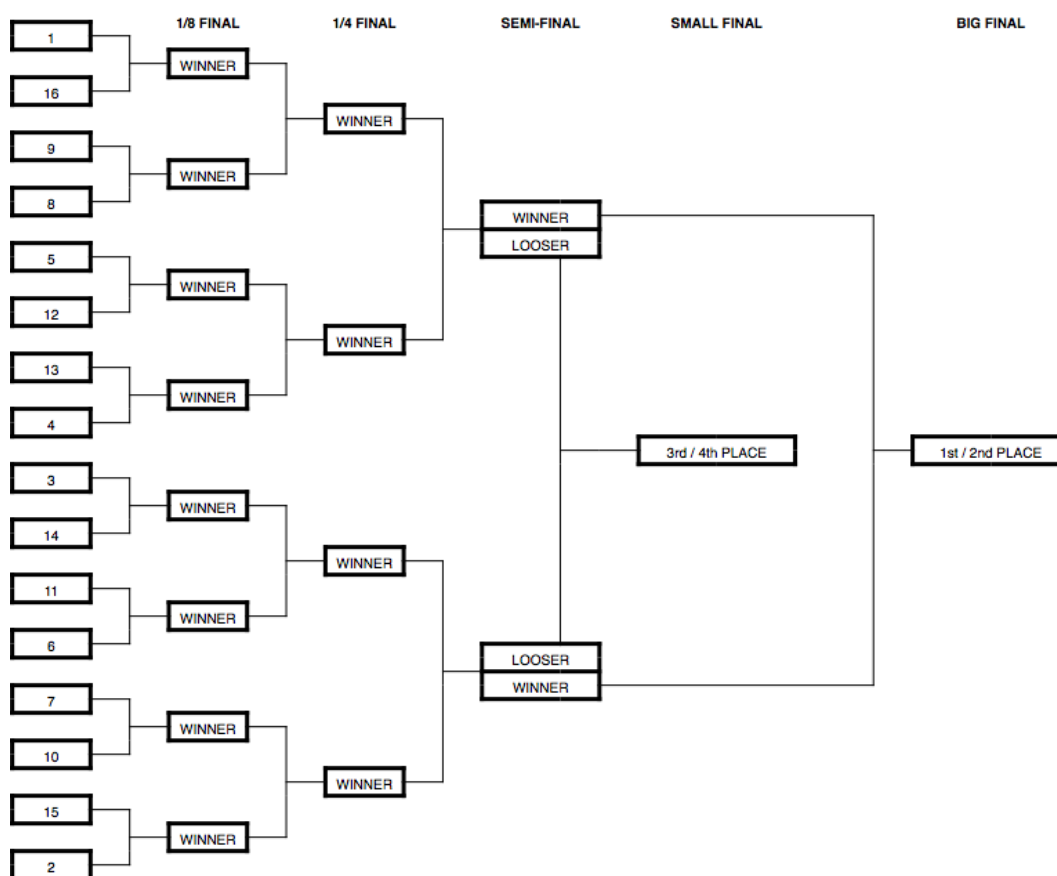
During all the battle rounds the dancers will demonstrate 3 different styles according to the following schedule:

30-40 seconds (0:30 – 0:40): New Style
 30-40 seconds (0:30 – 0:40): Other Style
 30-40 seconds (0:30 – 0:40): Old School

“Other Styles” can be:

- D-step
- House
- Popping
- Ragga
- R&B

For the battle rounds, the dancers will be dancing according to their ranking from the preliminary round according to the following schedule:



19.3.1.3 Safety

Disturbing, obstructing and/or endangering the safety of the opponents performance is a serious violation and will result in a degrading of the score.

19.3.1.4 Tempo

There is no restriction in tempo.

19.3.2 Hip Hop Battle Duo

19.3.2.1 Acrobatics

Acrobatics may be incorporated in the performance but they may not dominate the dance. Acrobatics are only allowed during the battles, as during the preliminary rounds more than 1 duo will be performing on the same floor at the same time.

19.3.2.2 Competition setup

19.3.2.2.1 Preliminary round

In the preliminary round maximum 6 duo's will be on the floor at the same time. They will demonstrate 4 different styles according to the following schedule:

1 minute (1:00): New Style
30-40 seconds (0:30 – 0:40): Other Style
30-40 seconds (0:30 – 0:40): Other Style
1 minute (1:00): Old School

“Other Styles” can be:

- D-step
- House
- Popping
- Ragga
- R&B

The best 16 duo's will continue to the battle-rounds. The duo's will be ranked from 1 to 16 according the scores by the adjudicators from the preliminary round.

19.3.2.2.2 Battle rounds

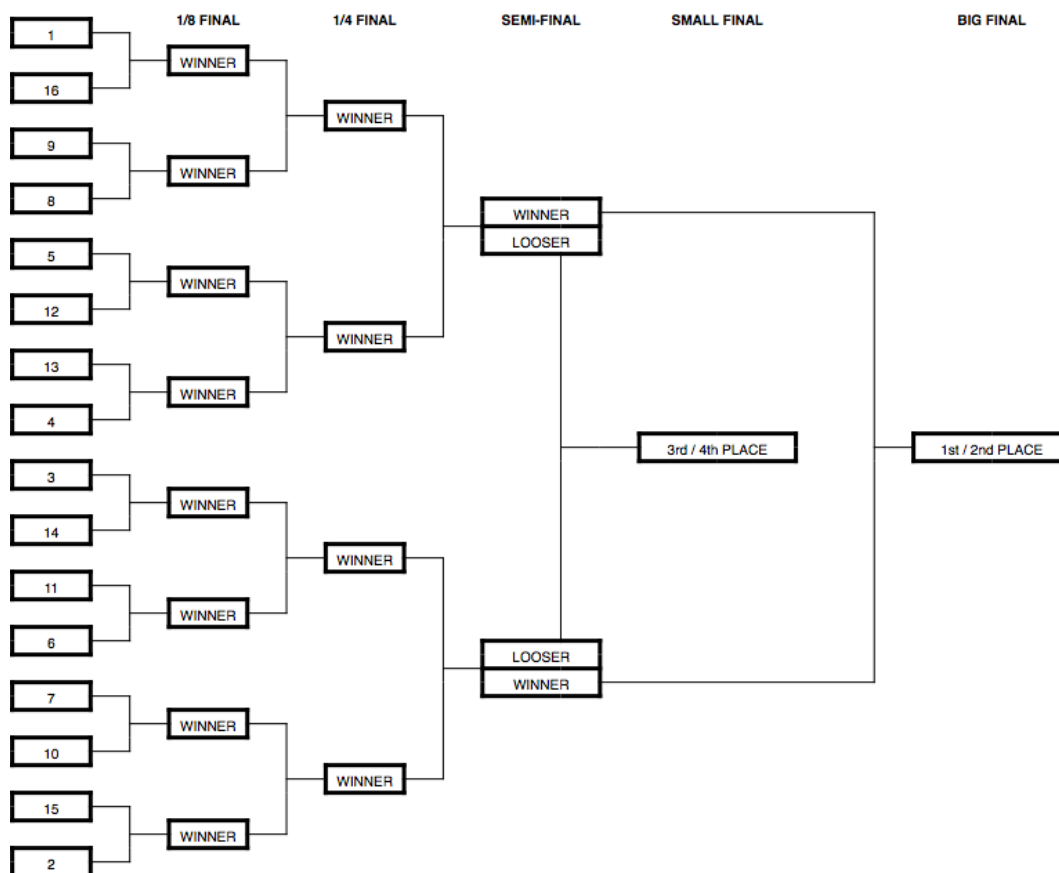
During all the battle rounds, the duo's will demonstrate 3 different styles according to the following schedule:

30-40 seconds (0:30 – 0:40): New Style
30-40 seconds (0:30 – 0:40): Other Style
30-40 seconds (0:30 – 0:40): Old School

“Other Styles” can be:

- D-step
- House
- Popping
- Ragga
- R&B

For the battle rounds, the duo's will be dancing according their ranking from the preliminary round according to the following schedule:



19.3.2.3 Safety

Disturbing, obstructing and/or endangering the safety of the opponents performance is a serious violation and will result in a degrading of the score.

19.3.2.3 Tempo

There is no restriction in tempo.

19.3.3 Hip Hop Battle Small Team

19.3.3.1 Acrobatics

Acrobatics may be incorporated in the performance but they may not dominate the dance.

19.3.3.2 Competition setup

19.3.3.2.1 Preliminary round

The preliminary round consists of each team presenting their show. The minimum duration of the show is 2 minutes 30 seconds (2:30) and the maximum duration is 3 minutes (3:00). The best 16 small teams will continue to the battle-rounds. The small teams will be ranked from 1 to 16 according the scores by the adjudicators from the preliminary round.

19.3.3.2.2 Battle rounds

During all the battle rounds, the small teams will demonstrate 5 different styles according to the following schedule:

30-40 seconds (0:30 – 0:40): New Style
 30-40 seconds (0:30 – 0:40): Other Style
 30-40 seconds (0:30 – 0:40): Other Style
 30-40 seconds (0:30 – 0:40): Other Style
 30-40 seconds (0:30 – 0:40):Old School

“Other Styles” can be:

30-40.1	D-step
30-40.2	House
30-40.3	Popping
30-40.4	Ragga
30-40.5	R&B

Depending on number of entries for the competition, the organizer can decide to skip battle rounds and commence directly with the best 8 small groups. A minimum of 4 small teams shall continue to the battle rounds. In case only 4 small teams will continue to the battle rounds the small teams ranked 3rd and 4th in the preliminary round will battle for 3rd and 4th place and the teams ranked 1st and 2nd in the preliminary round will battle for 1st and 2nd place.

19.3.3.3 Music

During the preliminary round the teams will use their own music. In the battle rounds the organiser’s music shall be used.

19.3.3.4 Safety

Disturbing, obstructing and/or endangering the safety of the opponents performance is a serious violation and will result in a degrading of the score.

19.3.3.5 Tempo

There is no restriction in tempo. In every battle round the same tempo shall be used. Tempo may be switched in between battle rounds.

Rule N.20 (Street Dance Show)

20.1 Duration table

Nr. of Dancers	Category	Duration	Tempo	Music
1	Solo	1:45 minutes - 2:00 minutes	No restrictions	Own music
2	Duo	1:45 minutes - 2:00 minutes	No restrictions	Own music
4-8	Small teams	2:00 minutes - 2:30 minutes	No restrictions	Own music
9-24	Big teams	2:30 minutes - 3:00 minutes	No restrictions	Own music
25+	Mega teams	3:00 minutes - 5:00 minutes	No restrictions	Own music

20.3 All the rules as laid out in Chapter N of these **Rules** apply with the exception of the following:

20.2.1 Stage props and/or scenic background

Stage props and scenic background are allowed during performing arts unless otherwise stated in the relevant chapter. The time to set up and breakdown the stage props and/or scenic background is limited according the record below. Use of stagehands and/or assistants is allowed but they should have cleared the stage in the same timeframe as if the participant(s) were self-supporting.

- For Solo, Duo and Trio: 20 seconds to build up and 20 seconds to breakdown
- For Small group and Formation: 30 seconds to build up and 30 seconds to breakdown.

Time will start as soon as the first prop / assistant enters the floor and ends when the last prop / assistant clears the floor. Props and/or scenic background that will or may damage the floor, will or may litter the floor, will or may make the floor unsafe in any way will not be allowed. (e.g. liquids). It is not allowed to use open flames. It is not allowed to use live animals.

20.2.2 Competition setup

Depending on the number of entries in the respective competitions, there will be preliminary rounds followed by a final round or only a final round. During every preliminary round the number of competitors will be reduced to half for the next round. The maximum competitors in the final round is between 6 - 8, depending on the organization. The time to set-up the stage with props and/or scenic background is not included.

20.2.3 Figures and elements

The performance shall consist of street dance techniques and current trends. It shall correspond with the age and movement skills of the respective dancer(s). Every performance shall have a title with theme, story-line, idea or concept that must be clearly visible / recognizable throughout the performance. The story-line, theme, idea or concept must be in good taste with the applicable age- group and when using intimate human situations it shall be acceptable to be viewed by all ages. For small teams, big teams and mega teams, solo, duo and reduced group-elements are allowed but the respective team will be judged as a whole at all times.

20.2.4 Music

All entries will dance to their own music. Music has to support the performance.

20.2.5 Tempo

There are no restrictions in tempo.

Rule N.21 (Techno)

21.1 Duration table

Nr. of Dancers	Category	Duration	Tempo	Music
1	Solo	3 X 1:00 minute +/- 5 seconds	136 - 144 bpm	Organisation
2	Duo	3 X 1:00 minute +/- 5 seconds	136 - 144 bpm	Organisation
4-8	Small teams	2:00 minutes +/- 5 seconds	136 - 144 bpm	Organisation
9-24	Big teams	2:30 minutes - 3:00 minutes	136 - 144 bpm	Organisation
25+	Mega teams	3:00 minutes - 5:00 minutes	136 - 144 bpm	Organisation

21.2 All the rules as laid out in Chapter N of these **Rules** apply with the exception of the following:

21.2.1 Techno Solo

21.2.1.1 Acrobatics

Acrobatics are not allowed.

21.2.1.2 Competition setup

21.2.1.2.1 General

The competitions for solo's are set up in preliminary rounds until reaching the final. Preliminary rounds last 3 times 1 minute (3 X 1:00). Every preliminary round starts with heat of one minute in which all solo's dance at the same time. Then the dancers will perform a heat of one minute with a maximum of 6 dancers on the floor. When all the dancers had their second minute the last heat of one minute will start with all dancers on the floor again.

Final rounds last 3 times 1 minute (3 X 1:00). The final round starts with one minute in which all finalists dance at the same time. Then the finalists will perform a heat of one minute with a maximum of 2 dancers on the floor. When all finalists had their second minute the last heat of one minute will start with all the finalists on the floor again. The competitions for duo's are set up in preliminary rounds until reaching the final.

Preliminary rounds last 3 times 1 minute (3 X 1:00). Every preliminary round starts with heat of one minute in which all duo's dance at the same time. Then the duo's will perform a heat of one minute with a maximum of 6 duo's on the floor. When all the duo's had their second minute the last heat of one minute will start with all duo's on the floor again.

Final rounds last 3 times 1 minute (3 X 1:00). The final round starts with one minute in which all finalists dance at the same time. Then the finalists will perform a heat of one minute with a maximum of 2 duo's on the floor. When all finalists had their second minute the last heat of one minute will start with all the finalists on the floor again.

21.2.1.2.2 Preliminary round

21.2.1.2.3 Final round

21.2.1.3 Figures and elements

It is required to have a 50/50 combination of club style and sport style elements in the performance.

21.2.1.4 Tempo

The predetermined tempo is set to 34 - 36 bars per minute (136 - 144 beats per minute). The tempo for every heat shall be the same. In between heats and rounds music can be changed.

21.2.2 Techno Duo

21.2.2.1 Acrobatics

Acrobatics are not allowed.

21.2.2.2 Competition setup

21.2.2.2.1 General

21.2.2.2.2 Preliminary round

21.2.2.2.3 Final round

- 21.2.2.3 Figures and elements
It is required to have a 50/50 combination of club style and sport style elements in the performance.
- 21.2.2.4 Lifts
Lifts are not allowed.
- 21.2.2.5 Tempo
The predetermined tempo is set to 34 - 36 bars per minute (136 - 144 beats per minute). The tempo for every heat shall be the same. In between heats and rounds music can be changed.

21.2.3 Techno Small Teams

- 21.2.3.1 Acrobatics
Acrobatics are not allowed.
- 21.2.3.2 Competition setup
The small teams will dance for 2 minutes (2:00) on organizer's music. Depending on the number of entries in the respective competitions, there will be preliminary rounds followed by a final round or only a final round. During every preliminary round the number of competitors will be reduced to half for the next round. The maximum competitors in the final round is between 6 - 8, depending on the organization.
- 21.2.3.3 Figures and elements
Solo, duo and reduced group-elements are allowed but the respective team will be judged as a whole at all times. It is required to have a 50/50 combination of club style and sport style elements in the performance.
- 21.2.3.4 Lifts
Lifts are not allowed.
- 21.2.3.5 Tempo
The predetermined tempo is set to 34 - 36 bars per minute (136 - 144 beats per minute). The tempo for every round shall be the same. Between rounds music can be changed.

21.2.4 Techno Big Teams

- 21.2.4.1 Acrobatics
Acrobatics are not allowed.
- 21.2.4.2 Competition setup
The big teams will dance between 2 minutes and 30 seconds (2:30) and 3 minutes (3:00) on organizer's music. Depending on the number of entries in the respective competitions, there will be preliminary rounds followed by a final round or only a final round. During every round preceding the final round, the number of competitors will be reduced to half for the next round. The maximum competitors in the final round is between 6 - 8, depending on the organization.
- 21.2.4.3 Figures and elements
Solo, duo and reduced group-elements are allowed but the respective team will be judged as a whole at all times. It is required to have a 50/50 combination of club style and sport style elements in the performance.
- 21.2.4.4 Lifts
Lifts are not allowed.

- 21.2.4.5 Tempo
The predetermined tempo is set to 34 - 36 bars per minute (136 - 144 beats per minute). The tempo for every round shall be the same. Between rounds music can be changed.

21.2.5 Techno Mega Teams

- 21.2.5.1 Acrobatics
Acrobatics are not allowed.
- 21.2.5.2 Competition setup
The mega teams will dance between 3 minutes (3:00) and 5 minutes (5:00) on organizer's music. Depending on the number of entries in the respective competitions, there will be preliminary rounds followed by a final round or only a final round. During every round preceding the final round, the number of competitors will be reduced to half for the next round. The maximum competitors in the final round is between 6 - 8, depending on the organization.
- 21.2.5.3 Figures and elements
Solo, duo and reduced group-elements are allowed but the respective team will be judged as a whole at all times. It is required to have a 50/50 combination of club style and sport style elements in the performance.
- 21.2.5.4 Lifts
Lifts are not allowed.
- 21.2.5.5 Tempo
The predetermined tempo is set to 34 - 36 bars per minute (136 - 144 beats per minute). The tempo for every round shall be the same. Between rounds music can be changed.

O. Rules for Competitions Disco Dance and Acrobatic Disco Dance (Freestyle)

Rule 1.0 Dances

- 1.1 The general rules in this chapter will apply to the following dances

Disco Dance
Acrobatic Disco Dance (Freestyle)

- 1.2 Disco Dance is competed in the following categories:

Solo
Duo (girl+ girl, boy+ boy and mixed combination of 2 dancers)*
Team (3-24 dancers)

*For having competitions with separate categories in duos there need to be at least three duos competing in each category. If not, Duo Boys are first to be integrated with the Mixed Duo and if not possible all Duos compete together

- 1.3 Acrobatic Disco Dance (Freestyle) is competed in the following category.

Solo

Rule 0.2 Age limitations

2.1 The age categories are defined on the calendar-year.

- Juveniles -12
- Junior 13-15
- Youth 16-18
- Adult 19 +

2.2 Age differences in a duo or team

The oldest competitor in a duo or team will determine the entrance in an age-category for any competition.

Rule O.3 Competition setup

No of Dancers	Category	Duration	Tempo	Music
Disco Dance				
1	Solo	3x1 min* (+/- 5 sec)	140 bpm	Organiser
2	Duo	3x1 min* (+/-5 sec)	140 bpm	Organiser
3-24	Team	2,5 – 3 min ***	100-160 bpm	Own music
Acro Disco				
1	Solo	3x1 min **		

3.1 * Rounds 3x1 Disco Dance

- 3x1 rounds:
 - 1 presentation, all dancer
 - 1 heats (depending on entries) 1 ending, all dancers
- Length of heat +/-5 seconds
- First Preliminary round starts with 1 minute presentation of all dancers. All other preliminary rounds lasts 30 seconds with all remaining dancers
- Heats after presentations lasts 1 minute and consists of 6 dancers at maximum in Solo and maximum 3 Duos.
- Every preliminary round ends with all dancers 1 minute on the floor.
- The Final round starts with 30 seconds all dancers, heats of 1 minute maximum 2 dancers/duos, ending 1 minute all dancers

3.2** Rounds 3x1 Acrobatic Disco Dance (Freestyle)

- 3x1 rounds:
 - 1 presentation, all dancers
 - 1 heats (depending on entries)
 - 1 ending, all dancers
- Length of heat +/-5 seconds
- Preliminary rounds and final starts with 20 seconds presentation of all dancers, Disco Dance
- Heats after presentations including final, lasts 1 minute and consists of 2 dancers at maximum, Acrobatic Disco Dance. The acrobatic dance must be presented with a flow and danced musically.
- Preliminary rounds and Final ends with all dancers 20 seconds on the floor, Disco Dance.
- The Final round starts with 30 seconds all dancers, heats of 1 minute maximum 2 dancers/duos, ending 1 minute all dancers

3.3*** Rounds Disco Dance Team

- One team at the time dancing to their own music
- Music, choreography and clothes stays the same during all rounds

Rule O.4 Dress code

4.1 Dress should be appropriate and according to the good taste rule

- An Athletes costume must cover the intimate part of the body, bosom and bottom.
- The “intimacy area” must be covered by trousers in tight hot pant style
- Trousers may not be transparent or “body – coloured”
- Costume and make-up must be appropriate to the age category and type of competition

Rule O.5 Floor dimensions

5.1 The minimum floor dimensions for solos and duos are 10 X 12 meters.

5.2 The minimum floor dimensions for teams are 12 X 18 meters.

Rule O.6 Substitutes in teams

6.1 In case of exceptional circumstances (e.g. injuries, unforeseen conditions) dancers in teams may be replaced with a substitute. The maximum number of substitutes is 1 (one) dancer. Prior to any replacement the Chairperson has to allow it.

Rule O.7 Grades of Competition

7.1 WDSF World and Continental Championship

7.1.1 Adult and Youth

a) Types of competitions:

WDSF Disco Dance Championship

WDSF Acrobatic Disco Dance Championship

b) Invitations:

Invitations must be sent to all WDSF Member Bodies

c) Eligibility:

Every WDSF Member body may nominate maximum 3 (three) dancers/duos/teams in each category and age category

d) Qualification:

WDSF Member Bodies will decide on the qualification requirements for WDSF Continental and World Championships. When using different entry levels nationally, only the highest level can qualify for these Championships.

e) Automatic qualification:

An automatic qualification is granted for those dancers/duos/teams who have won the title in the previous year if still competing.

f) Wild card:

The Organizing country may hand out a wild card per category and age category in Continental and World Championship

7.2 WDSF Open

7.2.1 Adult and Youth

Ranking tournament

7.2.2 Junior and Juveniles

Ordinary competitions

Rule O.8 Disco Dance

8.1 Character of Disco Dance

- Body pump with body action with basics in contraction and release
- There must not be any allusion to sexual moves
- Personal interpretation to contemporary trends are allowed

8.1.1 Character for duos in Disco Dance

- Synchronized movements on the floor
- Steps like follow the leader, shadows and mirror choreography may be used
- Distant between the dancers may not exceed 3 (three) meters

8.1.2 Character for teams in Disco Dance

- Variations in formations are essential
- Dancers' ability to hold lines and places are important
- Ability to accentuate effects as highlights are important

8.2 Acrobatics and lifts are not allowed in Disco Dance

Rule O.9 Acrobatic Disco Dance (Freestyle)

9.1 Character of Acrobatic Disco Dance

In the Acrobatic Disco Dance integrates advanced acrobatic into the performance. At least 40 % of the performance should be acrobatic and 60% disco dance.

The quality of the execution of the acrobatic is just as essential in judging as the level of difficulty in the acrobatic movement.

9.2 Acrobatics:

9.2.1 An acrobatic movement is defined as a movement in which the body overturns either the sagittal or frontal axis (e.g. somersaults, hand-wheeling)

9.2.2 Acrobatics should be distinguished from Gymnastic movements and Gymnastic lines

9.2.3 Acrobatic movements are included in the performance. If not performed technically correct it can degrade the dancer's score

Rule O.10 Judging Criteria

10.1 All Judging Criteria has the same weight even though pace and rhythm are overall.

10.1.1 Musicality Pace is mandatory.

Variation in rhythm that shows dynamic and timing also accentuates musicality

10.1.2 Technique

Posture, balance, control

Straight knees and ankle/insteps, pointed toes

Arm- and leg movements should be executed with extensions giving long lines Flexible footwork in both basic steps and technical elements as kicks and jumps

The overall impression should be a performance showing the dancer dancing the routine with ease, fast, explosive and elastic

10.1.3 Performance

Jumps, turns and kicks may not dominate

The choreography should present the dancers ability to dance dynamic with quality in the movement also presenting hard – soft, quick – slow, rough - gracef

SCHEDULE H - CANADA DANCESPORT GUIDELINE ON REINSTATEMENT AS AN AMATEUR

Applies to International Style of Dance only

RULE 1 – REINSTATEMENT GUIDELINE

- 1.01 If a person is reinstated he/she will start at least one level higher than that level when competing as an amateur unless he/she competed at the Championship level. The minimum starting level will be Silver for Reinstated applicants.
- 1.02 A person wishing reinstatement must be tested by 2 examiners with appropriate qualifications as determined by each Regional Association at its discretion if the candidate is lower than Pre Championship level to determine the applicant's starting level. All costs for this examination shall be borne by the applicant.

RULE 2 – REINSTATEMENT APPLICATION (refer to CDS Rule 9 for more details)

- 2.01 Each application will be considered according to its own merit. The CDS Board will exam certain criteria in its consideration, including but not limited to the following:
 - a. Finished in the final of a CCC if a semifinal was held.
 - b. Competed as a Professional in a Professional competition.
 - c. Has adjudicator's Qualifications or other Professional DanceSport qualifications.
 - d. Taught dancesport competitors that were silver or higher unless they did so as an "Amateur Licensed Teacher".
 - e. Worked as a Professional within the last six (6) months
- 2.02 A DanceSport Professional must apply in writing to the Regional Association where he/she resides, such application must include (but not limited to) the following:
 - a. Complete résumé of his/her amateur and Professional careers
 - b. Answers to the following:
 - i. Total amount of money and money's worth earned as a Professional;
 - ii. Style and level of dancing attained, taught and demonstrated, or any of them;
 - iii. Total amount of time spent teaching dancing or engaging in other dance related activities as a Professional;
 - iv. Professional training and Professional exams taken, and the results thereof;
 - v. Professional competitions entered and the results;
 - vi. Current or past membership in a recognized Professional Association, length of membership therein, offices held therein, and classification granted or attained therein; and
 - vii. Time elapsed since last activity as a Professional.
 - c. Photocopies of any Professional Certificates received in Dancesport.
 - d. A non-refundable processing fee of \$150

SCHEDULE I - CANADA DANCESPORT ATHLETE'S CODE OF CONDUCT

RULE 1 – GENERAL BEHAVIOUR OF ATHLETES

- 1.01 Athletes occupy a position of trust. A high standard of behaviour before, during and after any DanceSport competition is required of any athlete.
- 1.02 An athlete's behaviour both on and off the dance floor must be consistent with the principles of good sportsmanship.
- 1.03 An athlete participating in DanceSport:
- i) will always give his or her best performance regardless of any other considerations
 - ii) will always be gracious and conduct himself/herself in a sportsmanlike manner, whether in victory or defeat, and in a way that inspires fellow competitors and future competitors to attain the highest level of sportsmanship
 - iii) will always compete without the use of prohibited substances and will actively fight against doping, respect WADA and act in the spirit of fair play
 - iv) will always respect the property of others, whether it is private property or public property
 - v) will always respect his or her dance partner, other competitors, spectators, organizers, and officials
 - vi) will not engage in discriminatory conduct
 - vii) will not engage in violent or abusive conduct whether verbal or physical or in sexual harassment or abuse of any kind
 - viii) will comply with the rules, regulations, policies and decisions of CDS,
 - ix) will at all times act as an exemplary ambassador for DanceSport, CDS, and his or her own country

RULE 2 – GENERAL PRINCIPLES

- 2.01 Athletes shall at all times:
- a) Compete fairly.
 - b) Observe the rules of DanceSport.
 - c) Respect fellow competitors, officials, judges and spectators.
 - d) Accept defeat with dignity.
 - e) Reject corruption, violence, poor sporting behaviour and other threats to our sport.
 - f) Dance to the best of their ability.

RULE 3 – COMPETITOR CONDUCT

- 3.01 Athletes must at all times conduct themselves in a civil and sporting manner in competition and practices. Unsporting behaviour includes, but is not limited to: consistently poor floorcraft; foul, rude or abusive language in any context; threatening or intimidating conduct; discourteous gestures; unwillingness to marshal; or violent actions of any degree or kind.
- 3.02 Athletes must not encourage or allow family or friends to hinder the promoter's ability to marshal athletes or manage the competition.
- 3.03 Athletes must be present one hour prior to the start of the event for which they registered. The organizer is not obliged to wait for athletes, or to change a previously announced schedule to accommodate athletes' tardiness.
- 3.04 Athletes must register themselves only in events for which they are eligible.

- 3.05 Athletes must accept all judges' decisions as final; no possibility of appeal will be considered unless a mistake in scrutineering can be proven.
- 3.06 Athletes must not harass a judge regarding reasons for the marks awarded.
- 3.07 When athletes take to the floor to participate in a parade or march, they must do so in dance costume, and must not wear a studio or club jacket, robe, or any other inappropriate clothing. When competitors take to the floor to receive a trophy or medal, it is recommended that they do so in dance costume, and not wear a studio or club jacket, robe, or any other inappropriate clothing.
- 3.08 Athletes must not move or remove scrutineer's sheets from the competition.
- 3.09 In the event a competitor is, for whatever reason, unable to attend a competition in which he/she has submitted an entry to compete, it is the responsibility of the athlete to forthwith notify the event organizer prior to the date of the competition of his/her inability to attend and his/her withdrawal from the competition events entered in order to allow the organizer sufficient time to schedule or re-schedule the competition events accordingly.
- 3.10 Athletes must not do or permit anything to be done which could result in damaging any walls, floors carpets and property within the vicinity of the competition venue including but not limited to the use of colored spray products for tanning or hair; colored shoe polish, use of castor oil, or water on the floors or carpets.
- 3.11 Athletes must adhere to any rules and regulations of the competition venue and shall not enter into any "Restricted" or "No Admittance" areas without permission.
- 3.12 Athletes must at all times maintain a level of cleanliness by disposing refuse in the garbage bins provided within the Change Rooms, Restrooms, or any other areas of the competition venue.
- 3.13 Athletes have to accept the number card as issued and are not allowed to tamper with or reduce the size of the number card.
- 3.14 Any athlete competing in a competition run under the jurisdiction of any recognized DanceSport association will refrain from fraternizing with any judge, scrutineer, invigilator, or other official of that event from the beginning of the event until the conclusion of the final awards ceremony.

RULE 4 – DEFINITIONS

- 4.01 Competition: is the aggregate of a series of individual events.

Fraternize: to associate in a close way that exceeds behaviour consistent with the performance of one's duty, good manners or common courtesy; to engage in substantial communication. ceremony.

RULE 5 – BREACH OF CONDUCT

- 5.01 Athletes found in violation of the Code of Conduct will be subject to disciplinary action, at the discretion of the CDS board that may include but is not limited to:
 - a. A letter of warning or reprimand.
 - b. Disqualification, which may be immediate, from participation in further competition.
 - c. Suspension of non-competitive membership privileges (e.g. paid demonstrations, travel funds, member discounts; member handbook and newsletter etc.)

- d. Suspension of competitive license.
 - e. Revocation of membership.
 - f. Such further and other action as the nature of the case requires and as the Board or its representative(s) deems advisable or necessary in the best interests of DanceSport.
- 5.02 All violations of the Code of Conduct must be reported immediately to a ranking CDS official. Violations not witnessed by CDS officials should be reported in writing within seven (7) days to a CDS official.

RULE 6 – HOW TO FILE A COMPLAINT

- 6.01 A complaint:
- a. must be in writing
 - b. must be completed with a name, address (postal and email), and contact numbers, and must be dated and signed
 - c. must not be made on condition of anonymity, or on any other condition
 - d. must be clear and specific, including details of alleged infractions, with dates and places where these infractions occurred
 - e. should may be supported where possible by documents, photographs, names, and contact information of witnesses
 - f. an oral complaint is acceptable only if immediate action is required during a competition and must be made directly by the complainant to the CDS official or their representative.

SCHEDULE J - CANADA DANCESPORT PROFESSIONAL DIVISION COMPETITION RULES

SCHEDULE K - CANADA DANCESPORT ADJUDICATOR'S CODE OF CONDUCT

This Code of Conduct ("the Code") is a framework of standards for conduct and ethics for adjudicators.

The Code applies to all adjudicators and Chairmen (hereinafter referred to collectively as "adjudicators") hired by CDS or its Regional Associations to work at any CDS or Regional association sanctioned competition.

The rules and standards set out in the Code assist adjudicators to establish appropriate standards of conduct in order that they have the confidence of their peers, the competitors they are judging, the CDS and CDS Regional Associations utilising their services, other sports administration bodies including IOC, and the sports media and general public.

It must be recognised that the Code cannot anticipate all possible situations in which adjudicators may be called upon to exercise judgement. In all cases, it remains the ultimate responsibility of each individual adjudicator to consider the intent as well as the letter of the standards, which have been set, to conduct himself/herself in an ethical and professional manner, and to ensure all competitors are judged on their merits free from any bias or coercion.

1. Conflict of Interest

A Conflict of Interest is any interest, relationship, association or activity that is incompatible with an adjudicator's obligations to ensure that all competitors are judged on their merits, free from any bias or coercion.

Conflicts of Interest arise in particular when the personal interests of an adjudicator influence that adjudicator's judgement or ability to act in the best interest of CDS or its Regional Associations, which is the same as the best interest of the competitors.

An adjudicator must adhere to the rules set out in this Code, and shall retire from the panel where any potential Conflict of Interest arises.

2. Rules for Adjudicators

- a. An adjudicator shall not judge in any event and shall retire from the panel, if s/he knows or believes that his/her physical or mental condition does not allow him/her to perform the job properly without any limitations.
- b. An adjudicator shall not judge any event, and shall retire from the panel, where any person competing in that competition is a member of his/her immediate and extended family, including defacto relationships, or where s/he has a personal relationship to any competitor in the competition which makes it inappropriate for him/her to serve as an adjudicator.
For greater clarity, the words "immediate and extended family" include anyone to whom that judge is related by blood or marriage, to the degree of first cousin or closer, or adoption order, or with whom the judge lives or cohabits.
- c. An adjudicator shall not accept money, awards, articles or things of substantial material value, or favours or promises of any future consideration, whether as gift or as payment for services, from any competitor or organiser, or from any other third party, who may be or may have been affected directly or indirectly by the adjudicator's decision.
- d. An adjudicator shall not make any false representation in respect of his/her accreditation level or experience and in relation to his/her adjudicators licence.
- e. Once an adjudicator is engaged to officiate at a particular event s/he can only act as an adjudicator throughout the event and this Code applies to the event as a whole.
- f. An adjudicator shall not coach, teach, or give any advice to any participating couple including family members during an event and on the day at which he/she is judging.
- g. An adjudicator shall not threaten to mark a couple in a particular way.
- h. An adjudicator shall not in any way threaten a couple during the conduct of a competition s/he is judging and in which the couple is competing.

- i. An adjudicator shall refrain from publicly taking any partisan position in respect of any couple he/she may judge in any competition.
- j. An adjudicator shall not seek by any means to improperly influence, or to intimidate, another adjudicator.
- k. An adjudicator who is not a member of the judging panel for an event, shall not discuss with any adjudicator who is a member of the judging panel for that event the merits of the performance of a competitor in that event or any previous performances or results, before the completion of the event.
- l. An adjudicator shall not discuss the merits of a competitor's performance with the competitor before the end of the event in which s/he is judging.
- m. An adjudicator shall not seek to influence the outcome of a competition other than by marking all couples in the competition on their merits
- n. An adjudicator when appointed to judge a CDS or Regional association sanctioned competition has to judge strictly according to CDS rules and policies.
- o. An adjudicator shall not engage in any conduct that is intended to gain an advantage for any competitor
- p. An adjudicator shall not falsely claim to officially represent CDS in any capacity.
- q. If an adjudicator converses with fellow adjudicators, spectators, competitors or coaches during an event, s/he may not discuss the performance of any couple s/he is judging or any of their previous performances or results, until after the end of the event.
- r. An adjudicator may not use mobile telephones or portable digital-information devices of any kind on or near to the competition floor during judging.

3. General Behaviour of Adjudicators

Adjudicators shall comply with the following rules of conduct so as to uphold the highest standards of behaviour:

- a. An adjudicator's behaviour both on and off the dance floor must be consistent with the principles of good sportsmanship. An adjudicator must not behave in a questionable or unseemly manner in public or at any Dance Sport related function or occasion where members of the public (including competitors, spectators and the media) are present in any capacity.
- b. An adjudicator must be consistent, objective and neutral in his/her decisions. Biased judging undermines the whole basis of competition.
- c. An adjudicator must not publicly question his/her fellow adjudicators' judgement, honesty or good faith.
- d. Where an adjudicator is permitted by this Code to judge the couples s/he coaches or has coached in the past, the adjudicator should not allow this relationship to influence his/her judgement.
- e. Where judging responsibilities have been assigned to an adjudicator for a competition, regardless of the status of that competition, the adjudicator shall not consume any alcoholic beverage or recreational drugs before and during any period of the event, until the end of the event.
- f. An adjudicator shall not otherwise act in any way that may bring the image of CDS or Dance Sport into disrepute.

It is a basic requirement of the adjudicator's licence that any adjudicator engaged to judge at a competition shall

- a. Arrive on time at the venue in reasonable physical and mental condition.
- b. Report his/her presence to the organiser and Chair of Adjudicators.
- c. Ascertain the timetable of the competitions.
- d. Be available to perform the duties of an adjudicator as scheduled.
- e. Behave in such a way during the competition as to preserve the good reputation of DanceSport and CDS.

During the conduct of a competition, the adjudicators on the judging panel shall:

- a. Stand apart from one another and at such locations that they do not interfere with the competitors.
- b. Move to whatever position is required to see all of the couples.
- c. Judge independently and not compare notes with the other adjudicators.
- d. Mark and sign their paper score cards in ink, including their code letter, and initial each and every alteration s/he makes to the score card or mark and electronically sign on the electric device.
- e. Not make any attempt to become familiar with names, numbers and nationalities of the participants by using the official programme and with any intermediate results or marks of other fellow adjudicators of the competition before the end of the competition.
- f. Follow any instruction given by the Chair.
- g. Concentrate on judging only and not have any communication with the audience, fellow adjudicators or couples and not do anything that might distract him/her, including by the use of any electronic device or camera.

4. Complaints about Adjudicators during a Competition

During a competition the Chair nominated or confirmed by CDS or its Regional Associations is authorized and obliged to observe the compliance of all licensed adjudicators engaged for the competition with the Code.

Any complaints regarding the breach of Code during the competition, should be made by an official representative of CDS or its Regional Associations or CDS PD in writing and shall be addressed to the Chair, provided always that anyone may make such a complaint to the Chair when an official representative of CDS or its Regional Associations or CDS PD is unable or unwilling to do so.

If the Chair has reason to believe that there has been a breach of the Code by an adjudicator on the panel of which s/he is Chair, then s/he is empowered and obliged to notify such adjudicator of the complaint against him/her, hear him/her in reply, and then take appropriate action immediately according to the terms of the Code.

The Chair shall have the power to reprimand or replace the adjudicator by an appropriate substitute for the remainder of the competition.

The Chair shall document any incident or observation of alleged or suspected misconduct by an adjudicator, and any reprimand or replacement of an adjudicator, and include it in a written report to CDS or its Regional Associations and copy to CDS PD who shall decide whether there is the need to initiate a further investigation.

5. Other Complaints about Adjudicators

Any other complaints about an alleged breach of the Code after the results of the competition have been announced must be submitted by the person in writing to CDS or its Regional Association member and copy to CDS PD.

A complaint shall not be considered unless the following lodgement criteria are met:

- a. The complaint must be made in writing and signed by the complainant, and must be lodged with CDS or its Regional Association member Director and copy to CDS PD within ten (10) days of the date of the alleged breach together with any supporting documentation.
- b. The complainant must specify the full name, address and contact details of the complaining person or persons and must agree in writing to give evidence and to take all steps in its power

to require persons with knowledge of the matter of the complaint to be cross examined on that evidence.

If a complaint meets these criteria, the CDS Regional Association Board shall forward the complaint to the CDS Board for further consideration. If these criteria are not met, the CDS Regional Association shall write to the complainant immediately advising that s/he has failed to meet these criteria and inviting a revised complaint that meets these criteria.

Nothing in this rule shall prevent CDS or its CDS Regional Association from initiating an investigation at any time where they believe there has been a breach of this Code or any rule or policy of CDS, and referring it to the CDS Board for consideration.

The CDS Board shall consider any complaint made under this section. The CDS Board may give a complaint lesser weight or no weight based on the degree to which that complaint is based on hearsay rather than direct evidence.

6. Disciplinary Actions against Adjudicators

If an adjudicator

- a. Manifestly contravenes the Code, or otherwise commits gross misconduct
- b. Wilfully infringes any of these rules; or
- c. Is found to have engaged in any conduct which in the opinion of the CDS Board is prejudicial to the interests of CDS;

then the CDS Board shall have the power to reprimand or impose a disciplinary action on the adjudicator provided always that no disciplinary action shall be taken unless such adjudicator shall by notice, in writing, be notified of the complaint against him/her before the CDS Board takes any action. The adjudicator has a right to appear before the CDS Board to defend his/her case, be represented by another person or send his/her comments in writing, provided always that this right shall not restrict or delay the CDS Board from acting prior to such appearance if in the CDS Board decides that it is in the best interests of DanceSport to do so. The adjudicator must pay the costs of attending before the CDS Board. The CDS Board will use its best efforts to help the adjudicator to minimize such costs. All complaints made under this Code shall be considered and decided by the CDS Board according to its absolute discretion and its decision shall be final, provided always that it shall give written reasons for its decision.

SCHEDULE L - SAFE SPORT POLICIES

A) CCES Canadian Safe Sport Program (CSSP) Privacy Policy (Effective January 1, 2025)

1.1 Summary

The Canadian Centre for Ethics in Sport (CCES) is committed to ensuring that individuals feel safe when coming forward with a Report (as defined below) of maltreatment. Part of this is understanding how we will keep your sensitive information secure. This Policy is about your rights pertaining to your information. When the CCES receives a Report of maltreatment, it collects personal information about the person making the report (if given), the person the report is about and, sometimes, about affected parties. In some instances, some or all of those individuals may be minors. Our commitments to those who we hold personal information about:

- We will keep your information safe.
- We will explain why we need the information before you give it to us.
- We will only use your personal information for the purpose you gave it to us.
- We will not sell your information.
- We will not share your personal information without your agreement, unless necessary. For example, if necessary for reasons of safety, to enforce a Provisional Measure, to investigate the Prohibited Behaviour, to enforce a sanction, or if required by law.
- We will use your information as part of an anonymized database to track and evaluate our work and the landscape of maltreatment in sport in Canada.

Part of ensuring that your information is safe is making sure we both understand why you are providing your personal information to us, how it will be used and how we will keep it safe. This Policy provides a fulsome explanation of how the CCES collects, uses, retains, safeguards, discloses and disposes of your Personal Information in the context of the CSSP, and it should be read and understood in the context of and alongside the CSSP itself. Defined terms in this Policy should be given the same meaning as in the CSSP Rules, unless expressly stated otherwise.

For any questions or concerns relating to your personal information, please contact the CCES Privacy Officer: Caroline King, privacy@cces.ca.

1.2 Scope of CSSP Application

This privacy policy applies to all Participants who are subject to the CSSP Rules and their application.

1.3 Disclaimer

The CCES educates Parties and witnesses on the confidentiality requirements of the CSSP and the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS). However, the CCES cannot be held responsible for the conduct of the Parties or witnesses involved in the CSSP process which may cause unlawful disclosure of Personal Information that forms part of the evidentiary record before CCES.

In delivering certain services virtually, the CCES shall take reasonable steps to prevent unauthorized access to Personal Information in electronic form while stored on its own servers; however, it cannot be held responsible for any breach caused by email or Internet service providers of intended email recipients.

1.4 Background

The UCCMS commits the Canadian sport sector to advancing a respectful sport culture that delivers quality, inclusive, accessible, welcoming and safe sport experiences. The CSSP is similarly committed to advancing this fundamental goal.

The CSSP recognizes the CCES as the body mandated to independently administer and enforce the UCCMS for Sport Organizations, by receiving and responding to Reports of Prohibited Behaviour, and by developing and carrying out education, prevention and policy activities, including sport environment assessments. This Policy is based on the ten principles outlined in the Model Code for the Protection of Personal Information of the CSA Group and in the fair information principles outlined in the Personal Information Protection and Electronic Documents Act.

The purpose of this Policy is to describe the way the CCES collects, uses, retains, safeguards, discloses and disposes of Individual's Personal Information in the context of the CCES's role as defined in the CSSP.

The Policy may be updated or modified from time to time by the CCES for any reason, including to account for the introduction of new technologies, business practices, stakeholder needs or applicable laws and regulations.

1.5 Definitions

All capitalized terms not otherwise defined in this Policy shall have the same meaning as defined in the CSSP Rules.

Authorized Representative: any lawyer or any other person so designated in writing by the Individual, or, in the case of a minor Individual who is not emancipated, any parent, legal guardian or authorized representative representing a party to a CSSP process.

Document Management System: the software platform used by the CCES in the management of documents for CSSP proceedings and/or its business operations.

Report: a submitted report intake form or information expressly deemed by the CCES to constitute a report.

CSSP Case Management System: the software platform used by the CCES in the management of Reports to share information internally and with the Contractors to receive the information.

Contractor: any person retained by the CCES to execute tasks in the conduct of its operations in exchange for monetary compensation or co-op education credits, including those individuals under employment contracts with the CCES.

Express Consent: consent given electronically, in writing or orally when necessary by an Individual, which will always be unequivocal and not require inference on the part of the CCES.

Implied Consent: consent that can be reasonably inferred in the circumstances from an Individual's actions or inaction.

Individual: a person whose Personal Information is collected, used, disclosed or retained by the CCES including, but not limited to, Party(ies).

Party(ies): A Reporting Person, a Respondent, an Interested Party, each as defined in the CSSP Rules. This Policy applies regardless of how Personal Information is recorded (for example, electronically, or on paper). This Policy does not cover any information about more than one individual where the identity of the individuals is not known and cannot be inferred from the information ("Aggregated Information"). The CCES retains the right to use Aggregated Information in any way that it reasonably determines is appropriate. This Policy also does not apply to information about companies or other legal entities.

1.6 Accountability

The CCES is committed to protecting Personal Information. The CCES requires all Contractors, employees and others who provide services in connection with the delivery of services to comply with the obligations set out in the Policy.

1.7 Identifying Purpose and Type of Information Collected

Types of Information Collected

- i The CCES collects Personal Information that is reasonably necessary for its operations and/or required by law. This includes the categories of information described below as well as any other Personal Information volunteered to the CCES.
- ii The CCES's operations requests last names, given names, and contact information (email address and/or telephone number), confirmation of identity or authority of Contractors, Parties and, if applicable, their Authorized Representatives.
- iii The CCES receives Personal Information from the Parties or their Authorized Representatives through the initial complaint/Report, investigation, evidentiary record, submissions and other steps taken and documents received in the course of the processes set out in the CSSP Rules. This information may include, but is not limited to, health information, criminal offences, last name, given name, contact information, and information relating to Reports against individuals and related sanctions. Personal Information provided by the Parties or their Authorized Representatives, including without limitation, financial information, health information, last name, given name and contact information, information regarding Reports or other information about procedures before the CCES, may also be collected in order to determine the admissibility to certain programs offered by the CCES (e.g., mental health referrals) and in order to offer such programs to the eligible Parties.
- iv The CCES collects Personal Information from its Contractors which includes, but is not limited to, financial information, last names, given names and contact information.
- v The CSSP Case Management System may collect cookies on user accounts such as IP addresses, sections of portal visited, and information downloaded.
- vi The CCES's websites may also collect non-identifiable information such as cookies including, but not limited to, IP addresses, sections of website visited, and information downloaded.
- vii In some cases, the CCES collects Personal Information from regulatory and legal authorities, other organizations with whom the CCES or Individuals have dealings, such as government agencies, credit reporting agencies, recruitment agencies, information or service providers, and from publicly available records. The CCES may also collect information from third parties or public sources in the context of an investigation or CSSP process.

1.8 Purpose

The purposes for which Personal Information is collected by the CCES are enumerated in Appendix A. The CCES will inform the Individual of the purposes for collecting and using their Personal Information by referring them to this Policy at or before the time of collection. The CCES will not sell any Personal Information obtained.

1.9 Obtaining Valid, Informed Consent

When to Seek Consent

Except when it is reasonable to think that implicit consent was given, in case of emergency or when not required by law, the CCES shall obtain consent from the Individual, or Authorized Representative, at or before the time of collection for the use and disclosure of Personal Information.

Except when permitted by law, if the Personal Information collected is to be used for purposes not originally agreed upon by the Individual, the CCES will notify and obtain consent for any new purposes for which it intends to use such information.

1.10 Express and Implied Consent

An individual or their Authorized Representative's provision of Personal Information to the CCES means that they agree to the collection, use and disclosure of their Personal Information under this Policy. If they do not agree to these terms, they shall not provide any personal information to the CCES. However, while providing some Personal Information to the CCES is optional, certain services can only be provided if the Individual's Personal Information is provided and the CCES may not be able to deliver certain services if the Individual chooses not to provide the required Personal Information.

Consent can either be Express Consent or Implied Consent and may be provided by the Individual or by an Authorized Representative. In determining the form of the consent required, the CCES will take into account the sensitivity of the Personal Information and the reasonable expectations of the Individual. Notwithstanding the above, except when permitted by law, the CCES shall seek Express Consent when the Personal Information is likely to be considered sensitive.

1.11 Detailed Consent Procedures

Standardized Consent Forms: The CCES shall develop and utilize standardized consent forms for obtaining express consent. These forms will be available in both digital and paper formats and shall be agreed to by the Individual or their Authorized Representative.

Digital Consent Mechanisms: For digital interactions, the CCES will implement secure digital consent mechanisms, such as electronic signatures or checkboxes, to ensure that express consent is clearly documented.

Revocation of Consent: Individuals have the right to revoke their consent at any time, however a request to revoke consent will not terminate an ongoing process under the CSSP. The CCES shall provide a clear process for revocation, including a standardized form and a dedicated contact point for submitting revocation requests.

1.12 Limiting Collection

The CCES shall only collect Personal Information by fair and lawful means reasonably necessary for the identified purposes.

1.13 Limiting Use: Use and Disclosure

General Principle
The CCES shall only use and disclose Personal Information for the identified purposes and such purposes shall be limited, as reasonably necessary, solely to fulfilling the necessary functions of the CCES, as set out in the terms of the CSSP.

1.14 Applications of the Principle

Last name and given name may be shared with other Parties involved in the same dispute or CSSP process and with their Authorized Representatives during a CSSP proceeding(s).

Personal Information described in section 1.7(iii) may, at the sole discretion of the CCES and/or by any Contractor in the course of an investigation, adjudication, appeal, mediation or other process under the CSSP, be disclosed in the investigation report and/or adjudicator's decision when reasonably necessary to provide reasoning for the decisions rendered or findings made.

Any Personal Information described in section 1.7(iii) that is disclosed in a decision issued by the CCES and that allows for the identification of an Individual against whom a violation has been asserted shall be published, retained and distributed in accordance with the CSSP Rules.

Personal Information described in section 1.7(iv) shall be used strictly for purposes of human resources management, governance and activities of the CCES respectively.

Where possible and if it can serve the same purpose, the Personal Information described in sections 1.7(v) and 1.7(vi) will be used in aggregate forms.

Access to, use and disclosure of Personal Information outside of the CCES will be limited to the CCES's Contractors in accordance with the reasonable limits required to fulfill their duties and responsibilities with the CCES.

Personal information that is subject to a request by an Individual or their Authorized Representative shall be retained for as long as is reasonably necessary to allow the Individual to exhaust any recourse that he/she may have, provided the request is made prior to its deletion.

Any Personal Information collected by the CCES shall be managed in accordance with the Safeguards and Security standards stated in Section 1.17.

1.15 Retention

Personal Information collected under the CSSP shall be retained for a minimum period of two years and shall be retained only as long as reasonably necessary and still relevant for the purposes for which it was collected.

1.16 Accuracy of Information

The CCES will take reasonable steps to ensure that Personal Information is accurate, complete, and as up to date as is necessary for the identified purpose for which it was collected.

The CCES requires that each Individual be responsible to provide accurate Personal Information and to ensure it remains current by communicating any changes promptly to the CCES.

The CCES is not responsible for any loss of services or benefits resulting from Individuals who fail to advise the CCES in writing of any changes to their Personal Information on file.

1.17 Safeguards and Security

General Provisions

The CCES has implemented safeguards to protect against loss, theft, unauthorized access, disclosure, copying, use or modification of Personal Information. The CCES commits to maintain those measures or equivalent ones as they may be modified from time to time.

The security methods employed by the CCES are described in the CCES IT Security Policy.

Specific Areas of Safeguarding

Access to Personal Information stored on the CCES's CSSP Case Management System and Document Management System is restricted to each employee's or Contractor's responsibilities and needs.

The CCES's CSSP Case Management System and Document Management System deploy the data protection measures outlined in the CCES IT Security Policy in Part IV.

Any necessary transfer of Personal Information held by the CCES shall be transferred through the CSSP Case Management System and Document Management System. Transmission of Personal Information via email will be avoided, where possible. All transmissions of Personal Information will be in non-downloadable, non-printable formats. Documents sent via email shall be password protected. A password will not be sent within the same email as the password protected document.

Privacy Education, Training and Agreements

All employees and Contractors are made aware of the importance of maintaining the security and confidentiality of Personal Information by the CCES.

All employees and Contractors shall execute an agreement which binds them to this Policy and the relevant provisions of the policy under which the Reports(s) they are addressing are administered.

Parties and their Authorized Representatives are bound by the relevant provisions of the CSSP Rules and the UCCMS which stipulate that they and any other persons attending the proceedings on their behalf shall

not disclose any information or document obtained through their participation in the resolution process, unless required by law.

All employees and Contractors of the CCES shall undergo mandatory security training upon onboarding and at least annually thereafter. This training will cover the latest security threats, best practices for data protection, and the CCES's specific security policies and procedures.

The CCES will maintain records of all security training sessions, including attendance and training materials. These records will be reviewed periodically to ensure compliance and effectiveness.

1.18 Destruction, Deletion or De-Identification

Personal information will be destroyed, deleted, permanently anonymized or, in the case of paper files, shredded, once it is no longer relevant or necessary for the purposes of the collection.

1.19 Openness

Amendments

Amendments to the Policy shall be made publicly available, after their adoption but at least one month prior to becoming effective, through the CCES's website or upon request. It is recommended to Individuals sharing Personal Information with the CCES to check the Policy regularly for changes and updates.

Discrepancies

In the event that there are any discrepancies or inconsistencies between applicable privacy legislation and the Policy, the applicable privacy legislation shall take precedence.

1.20 Individual Access and Correction

Access and Corrections to Information

Subject to section 1.18 above:

- It is the right of any Individual to access their Personal Information upon written request to the Privacy Officer;
- The CCES shall also provide, upon written request, basic information regarding the use of the Individual's Personal Information, including disclosure to third parties, subject to the terms of the CSSP Rules;
- The Individual is entitled to request the correction of any demonstrable errors with respect to their Personal Information, in writing; and
- Where necessary for the conduct of its operations or the maintenance of services and benefits to the Individual, the CCES shall transmit the corrected Personal Information to Contractors and third parties with authorized access.

Identification

Only requests made in writing (by Individuals having properly identified themselves or by Authorized Representatives having the proper authority on behalf of such Individual to obtain the requested Personal Information) may be fulfilled.

Proper identification of the requestor shall include two government-issued identification documents (passport, driver's license, birth certificate, etc.), at least one of which will bear a photo of the requestor.

Time to Respond to Request

The CCES shall respond no later than 30 days from the date of receipt of a written request by an eligible individual or their Authorized Representative.

Under reasonable circumstances including, but not limited to, requests of voluminous information, impracticable requests, or requests requiring a conversion of information, the CCES may require an extension of time beyond the 30-day time limit. In such cases, the requestor will be notified in writing before the expiration of the 30 days, of the reasons for extending the time limit and of their right to make a complaint to the Privacy Officer in respect of the extension.

Cost

The CCES may require the Individual requesting a response to pay a cost for the response. The Individual will be advised of the approximate cost and shall make payment before the requested information will be provided.

Refusing a Request

The CCES may refuse a correction request, with brief reasons, under certain limited instances including, but not limited to, where the Individual fails to provide sufficient proof that such information is incorrect, or where disclosure would be contrary to the terms or purposes of the CSSP. When it is impossible to amend a document, the correction shall be made by a note to file.

Despite a general right to access Personal Information upon request, the CCES may refuse an access request with reasons provided. That decision is for CCES to make in its absolute discretion, is final and binding, and is not subject to internal review or appeal.

The CCES may deny an access request in certain situations such as, but not limited to:

- i Fulfilling the access request may cause harm to the Individual or to another Individual;
- ii Fulfilling the access request may compromise the administration, investigation or preparation for adjudication of a Report;
- iii Fulfilling the access request would disclose Personal Information of another Individual, which cannot be separated from the requested information without their consent, unless such disclosure is necessary to protect that other Individual from harm; or
- iv Any reasonable doubt exists in the proper identification or authority of the requestor, whether the Individual or the person alleged to have authority to act on behalf of the Individual.

The CCES may, where reasonable and possible, allow access to Personal Information in a redacted form in order to avoid harm.

The CCES will be deemed to have refused an access request if it does not respond within the 30-day time limit.

Appendix A to CSSP Privacy Policy

The CCES collects Personal Information in respect of Individuals for the purposes set out in the CSSP, CSSP Rules as well as for the following purposes:

From and about all Individuals:

- to assist the Individuals with administrative or technical support in the use of the CCES's Document Management System and CSSP Case Management System and services;
- to collect the Individuals' opinions and comments in regard to the CCES's operations;
- such other collections and uses of Personal Information from such persons and for such purposes for which the CCES may obtain consent from time to time; and
- as otherwise required or permitted by law.

From Individuals other than Contractors:

- to respond to the Individuals' Reports or inquiries;
- to receive, process, administer, investigate, mediate and adjudicate Reports and enforce decisions made under the CSSP. This may include publishing Personal Information on the public registry;

- to advise Individuals about new programs and services that may be of interest to them or to their organizations;
- to monitor the use of the CSSP Case Management System and Document Management System and detect possible fraudulent attempted use; and
- for the purposes of statistical reporting.

From Contractors:

- to organize events involving their participation;
- for the purpose of recruitment for positions at the CCES;
- for the purpose of the administration of the CCES's policies and procedures regarding the training, retention and evaluation of Contractors;
- for the purposes of coaching, mentoring and professional development;
- for the purposes of managing productivity, including making accommodations and allowances;
- to refund admissible expenses incurred by Contractors in the form of invoices, receipts and travel information;
- from Third Party providers of benefits, pension arrangements and insurance and other related Contractor services, for the purpose of providing compensation and such services and fulfilling taxation requirements in respect of same; and
- to comply with other requirements imposed by law including, but not limited to, collecting Personal Information as required by applicable workplace insurance and safety legislation and occupational health and safety legislation.

B) UNIVERSAL CODE OF CONDUCT TO PREVENT & ADDRESS MALTREATMENT in SPORT (UCCMS) VERSION 7.0 (April 1, 2025)

DEFINITIONS

Adopting Organization « Organisme ayant adopté le CCUMS »: An organization that has adopted the current version of the UCCMS, as amended.

Boundary Transgressions « Transgressions des limites »: Interactions or communications that breach objectively reasonable boundaries of an individual and are inconsistent with duties/responsibilities of the *Participant*. See Section 5.7.

Consent « Consentement (consentir) »: The communicated voluntary agreement to engage in the activity in question, by a person who has the legal capacity to consent. *Consent* regarding sexual activity is assessed in accordance with the laws of Canada, including the *Criminal Code*.

Criminal Code « Code Criminel »: The Criminal Code of Canada (Criminal Code, R.S.C. 1985, c. C-46, as amended).

Disclosure « Divulgarion »: The sharing of information by a person regarding an incident or a pattern of *Maltreatment* experienced by that person, including a breach of reasonable boundaries. *Disclosure* does not constitute a formal *Report*.

Discrimination « Discrimination »: Behaviour, policies, and/or practices that contribute to differential, inequitable, adverse or otherwise inappropriate treatment of or impact on an individual or class of individuals based on one or more prohibited grounds, which include race, national or ethnic origin, colour, Indigeneity, religion, age, sex, sexual orientation, gender identity or expression, pregnancy, marital status, family status, language, genetic characteristics or disability, and analogous grounds. Behaviour, policies,

and/or practices specifically benefitting members of marginalized groups shall not be considered *Discrimination*. *Discrimination* does not include behaviour, policies and/or practices rationally connected to legitimate sport objectives with the honest and good faith belief that they are reasonably necessary to accomplish the relevant objectives, provided that accommodation of the needs of an individual or a class of individuals affected would impose undue hardship on the *Participant* and/or *Adopting Organization* that would have to accommodate those needs, considering health, safety, cost, and legitimate sport objectives. See Section 5.8.

Grooming « Conditionnement »: Deliberate conduct by a *Participant* comprised of one or several acts that, viewed objectively, either make it easier to engage in *Sexual Maltreatment* or reduce the chance that *Sexual Maltreatment* will be *Reported*. See Section 5.6.

Legal Duty to Report « Obligation légale de signaler »: The legal obligation to report potential abuse of a person under the age of protection in their province or territory of residence, in accordance with applicable provincial and territorial legislation.

Maltreatment « Maltraitance »: A volitional act and/or omission described in Sections 5.2 to 5.6 that results in harm or has the potential for physical or psychological harm.

Minor « Mineur »: For the purpose of the UCCMS, an individual who is under the age of 19 years old. It is at all times the responsibility of the adult *Participant* to know the age of a *Minor*.

Neglect « Négligence »: Any pattern or a single serious incident of lack of reasonable care, inattention to a *Participant's* needs, nurturing or well-being, or omissions in care. See Section 5.4.

Participant « Participant »: Any individual who is subject to the UCCMS. *Participants* could include, without limitation, athletes, coaches, officials, volunteers, administrators, directors, employees, trainers, parents/guardians, etc., according to the policies of the *Adopting Organization*.

Physical Maltreatment « Maltraitance physique »: Any pattern or a single serious incident of deliberate conduct, including contact behaviours and non-contact behaviours as outlined in Section 5.3, that has the potential to be harmful to a person's physical or psychological well-being. See Section 5.3.

Power Imbalance « Déséquilibre de pouvoir »: A *Power Imbalance* is presumed to exist where a *Participant* has authority or control over another person, is in a position to confer, grant or deny a benefit or advancement to the person, or is responsible for the physical or psychological well-being of the person. Whether an actual *Power Imbalance* exists will be determined based on the totality of the circumstances, including the subjective view of the subordinate *Participant*.

a) Once a coach-athlete relationship is established, a *Power Imbalance* is presumed to exist throughout the coach-athlete relationship, regardless of the age of the athlete.

b) Where the coach-athlete relationship began while the athlete was a *Minor*, the *Power Imbalance* is presumed to continue even after the coach-athlete relationship terminates, until the athlete reaches 25 years of age.

b) A *Power Imbalance* may exist, but is not presumed, where a sexual or romantic relationship existed between two adult *Participants* before the sport relationship commenced (e.g., a relationship between two spouses or life partners, or a sexual relationship between *Consenting* adults that preceded the sport relationship).

d) A *Power Imbalance* is presumed to exist where the *Participant* and other person are in:

i) an authority-based relationship in which one person has power over another by virtue of an ascribed position of authority, such as between high performance director and coach; employer and employee; technical official and athlete; or

ii) a dependency relationship in which the person in a position of lesser power is dependent upon the other person for a sense of security, safety, trust, and fulfillment of needs, conducive to intimate physical or psychological connections, such as between parent/guardian and child; teacher and student; person with a disability and attendant; coach and athlete; high performance director and athlete; sport science and medical support staff and athlete; billet or host family and athlete.

d) A presumption that *Power Imbalance* exists may be rebutted.

A *Power Imbalance* may arise in a peer-to-peer relationship, including but not limited to teammate-teammate, athlete-athlete, coach-coach or official-official relationships.

g) Power may be represented by seniority, age differential, ability, physical size, public profile, gender identity or expression, sexual orientation, ethno-racial identity, level of physical and intellectual disability, and their intersections, as some examples.

h) *Maltreatment* occurs when this power is misused. Moreover, it is recognized that those from marginalized groups have experienced positions of lesser power.

Prohibited Behaviour « Comportement prohibé »: Any of the conduct described in Section 5, including but not limited to *Maltreatment*.

Psychological Maltreatment « Maltraitance psychologique »: Any pattern or a single serious incident of deliberate conduct that has the potential to be harmful to a person's psychological well-being. See Section 5.2.

Reporting (or Report) « Signalement (signaler) »: The provision of information by a *Participant* or by any person to an independent authority designated by the *Adopting Organization* to receive *Reports* regarding *Prohibited Behaviour*. *Reporting* may occur through either:

a) the person who experienced the *Prohibited Behaviour*, or

b) someone who witnessed the *Prohibited Behaviour* or otherwise knows or reasonably believes that *Prohibited Behaviour* or a risk of *Prohibited Behaviour* exists.

Reporting Obligation « Obligation de signaler »: The obligation to *Report* possible *Prohibited Behaviour* under the UCCMS. See Section 5.11.

Respondent « Intimé »: A *Participant* who is alleged to have engaged in one or more of the *Prohibited Behaviours* described herein.

Sexual Maltreatment « Maltraitance sexuelle »: Any pattern or a single incident, whether physical or psychological in nature, that is committed, threatened, or attempted, and that has the potential to be harmful to a person's sexual integrity. See Section 5.5.

Vulnerable Participant « Participant vulnérable »: Persons at increased risk of *Maltreatment* and/or coercion, often due to age, gender, race, poverty, Indigeneity, sexual orientation, gender identity or expression, disability, psychosocial or cognitive ability, and their intersections. *Vulnerable Participants* include persons who are not able to provide informed *Consent*.

SECTION 1 PURPOSE

1.1 The Canadian sport sector is committed to advancing a respectful sport culture that delivers quality, inclusive, accessible, welcoming and safe sport experiences.

1.2 Individuals should have the reasonable expectation when they participate in sport in Canada that it will be in an environment that is free from all forms of *Maltreatment* and that treats every individual with dignity and respect. *Maltreatment* in all its forms is a serious issue that undermines the health, well-being, performance and security of individuals, communities, and society.

SECTION 2 GENERAL PRINCIPLES AND COMMITMENT

2.1 *Maltreatment* violates the integrity of individual(s) and undermines the principles endorsed by the Federal, Provincial, and Territorial Ministers responsible for Sport, Physical Activity, and

Recreation through the Red Deer Declaration for the Prevention of Harassment, Abuse and Discrimination in Sport.

2.2 Sport organizations that have adopted the present Universal Code to Prevent and Address Maltreatment in Sport (UCCMS) are committed to creating a sport environment that is free from all forms of *Maltreatment* and that treats all *Participants* with dignity and respect.

2.3 *Maltreatment* is unacceptable and fundamentally incompatible with the core values that lie at the heart of Canadian sport. The commitments expressed below reflect this common understanding amongst *Adopting Organizations* and shall guide the interpretation and application of the UCCMS:

2.3.1 All *Participants* in sport can expect to play, practice, compete, work, volunteer, and interact in an environment free from *Maltreatment*.

2.3.2 All *Participants* recognize that *Maltreatment* can occur regardless of race, sex, gender identity, gender expression, sexual orientation, age, disability, religion, and other characteristics. Moreover, it is recognized that those from marginalized groups have increased vulnerability to experiences of *Maltreatment*.

2.3.3 All *Participants* recognize that persons who have experienced *Maltreatment* may experience a range of effects that may emerge at different times and that can profoundly affect their lives.

2.3.4 Persons who have experienced *Maltreatment* may suffer from the impact of trauma, and efforts must be made to understand that impact and to avoid re-traumatization.

2.3.5 Addressing the causes and consequences of *Maltreatment* is a collective responsibility and requires the deliberate efforts of all *Participants* and other sport stakeholders.

2.4 The following principles will guide the determination of *Prohibited Behaviour* and imposition of sanctions:

- Harmonized;
- Comprehensive;
- Fair;
- Trauma-informed;
- Evidence-driven;
- Independent administration;
- Proportionate;
- Expert-informed.

SECTION 3 OBJECTIVES

3.1 Every *Participant* in sport should strive to:

3.1.1 Ensure their intentions, actions and efforts reflect a commitment to prioritizing the safety of all *Participants*.

3.1.2 Treat others with respect and dignity.

3.1.3 Demonstrate the spirit of sportsmanship, leadership and ethical conduct.

3.1.4 Demonstrate respect for the diversity of *Participants*.

3.1.5 Act to correct or prevent practices that are unjustly *Discriminatory*.

- 3.1.6 Treat individuals fairly and reasonably.
- 3.1.7 Ensure adherence to the rules of the sport and the spirit of the rules.
- 3.1.8 Immediately *Report* any acts or suspicions of *Maltreatment* or other *Prohibited Behaviours*.
- 3.1.9 Foster meaningful inclusion of all individuals.
- 3.1.10 Identify and engage in conversations that lead to positive behaviour change.
- 3.1.11 Accept and consider feedback with respect to their own actions and take positive steps to resolve the concerns raised.
- 3.1.12 Establish, respect and maintain appropriate boundaries with *Participants*.
- 3.1.13 Ensure all interactions and communications are consistent with the role of the *Participant* in relation to the sport, and carried out in a way that is transparent to other *Participants* and promotes the concept of individual accountability.
- 3.1.14 Monitor their own behaviours and the behaviours of others.
- 3.1.15 Treat all *Disclosures*, allegations or suspicions of *Maltreatment* seriously.
- 3.1.16 Abstain from all forms of *Prohibited Behaviours*.

3.2 All *Participants* in a position of trust or authority have a responsibility to:

- 3.2.1 Protect the health and well-being of other *Participants*.
- 3.2.2 Prevent or mitigate opportunities for *Maltreatment* and other *Prohibited Behaviours*.
- 3.2.3 Respond appropriately to incidents of *Maltreatment*.
- 3.2.4 Incorporate best practices to recognize systemic bias, unconscious bias, and other *Discriminatory* practices.
- 3.2.5 Respond quickly and effectively to eliminate *Discriminatory* practices.
- 3.2.6 Recognize when they are in a position of *Power Imbalance*.

SECTION 4 SCOPE OF APPLICATION

4.1 Individual Subject to and Protected by the UCCMS

The UCCMS applies to all *Participants* as determined by the *Adopting Organization*. *Participants*, especially those in positions of trust or authority, are responsible for knowing what constitutes a *Prohibited Behaviour*. They shall also recognize that the categories of *Maltreatment* are not mutually exclusive, nor are the examples provided in each category an exhaustive list.

4.2 Investigations and Disciplinary Review

Participants alleged to be in violation of the UCCMS are subject to applicable investigation and disciplinary review processes as outlined in the *Adopting Organization's* policies.

4.3 Context in which the UCCMS is in Effect

4.3.1 The UCCMS applies to any of the *Prohibited Behaviours* described herein, provided the *Prohibited Behaviour* occurs in any one or a combination of the following situations:

- a) Within an *Adopting Organization's* environment; or
- b) When the *Participant* alleged to have committed a *Prohibited Behaviour* was engaging in an *Adopting Organization's* activities.

4.3.2 The UCCMS may also apply when the *Prohibited Behaviour* occurs in any one or a combination of the following situations:

- a) When the *Participants* involved interacted or were known to each other due to their mutual involvement in an *Adopting Organization's* activities; or

b) Outside of an *Adopting Organization's* environment where the *Prohibited Behaviour* has a serious and detrimental impact on another person or could undermine the integrity of sport or bring the Canadian sport system into disrepute.

4.3.3 The physical location(s) where the alleged *Prohibited Behaviour* occurred is not determinative.

4.4 Sport-Specific Considerations

The UCCMS acknowledges that sport-specific differences exist with respect to such aspects as acceptable levels of touch, physical contact, and aggression during training or competition. However, as the UCCMS does not address rules of the game, any relevant sport-specific differences will be considered during an investigative or disciplinary review process.

4.5 Amendments

The UCCMS may be amended from time to time by the Canadian Centre for Ethics in Sport and amendments shall be published on its website six (6) months before such amendments must come into effect.

SECTION 5 PROHIBITED BEHAVIOURS

5.1 Violations of the UCCMS

It is a violation of the UCCMS for a *Participant* to engage in the behaviours described in this Section. It may be that conduct constituting *Prohibited Behaviour* falls into more than one of the categories of this Section. It is the assessment of the conduct itself that is important, not into which category or categories it falls.

5.2 Psychological Maltreatment

5.2.1 *Psychological Maltreatment* includes, without limitation, verbal conduct, non-assaultive physical conduct, conduct that denies attention or support, and/or a person in authority's pattern of deliberate non-contact behaviours that have the potential to cause harm.

a) Verbal Conduct: without limitation, verbally assaulting or attacking someone, including in online forms; unwarranted personal criticisms; implied or expressed body shaming; derogatory comments related to one's identity (e.g. race, gender identity or expression, ethnicity, Indigeneity, disability); comments that are demeaning, humiliating, belittling, intimidating, insulting or threatening; the use of rumours or false statements about someone to diminish that person's reputation; using confidential sport and non-sport information inappropriately.

b) Non-assaultive physical conduct: physical behaviour, or the encouragement of physical behaviour, that has the potential to be harmful or instil fear, including, without limitation:

i) body-shaming, such as, without limitation, repeated and unnecessary weigh-ins, setting unreasonable weigh-in goals, inappropriately taking food away from athletes, prescribing inappropriately restrictive diets, inappropriately focusing on the physical appearance of a person's body, unnecessary or inappropriate emphasis on biometric data; and

ii) forms of physically aggressive behaviours such as, without limitation, throwing objects at or in the presence of others without striking another; damaging another's personal belongings; hitting, striking or punching objects in the presence of others.

c) Conduct that causes denial of attention or support: without limitation, forms of lack of support or isolation such as ignoring psychological needs or socially isolating a person

repeatedly or for an extended period of time; abandonment of an athlete as punishment for poor performance; arbitrarily or unreasonably denying feedback, training opportunities, support or attention for extended periods of time and/or asking others to do the same.

d) A person in authority's pattern of deliberate non-contact behaviours that has the objective potential to be harmful.

5.2.2 *Psychological Maltreatment* is determined by the behaviour viewed objectively, not whether harm is intended or results from the behaviour.

5.3 Physical Maltreatment

5.3.1 *Physical Maltreatment* includes contact or non-contact infliction of physical harm.

a) Contact behaviours: without limitation, deliberately punching, kicking, beating, biting, striking, strangling or slapping another; deliberately hitting another with objects; providing a massage or other purported therapeutic or medical interventions with no specific training or expertise.

b) Non-contact behaviours: without limitation, isolating a person in a confined space; forcing a person to assume a painful stance or position for no athletic purpose (e.g., requiring an athlete to kneel on a hard surface); the use of exercise for the purposes of punishment; withholding, recommending against, or denying adequate hydration, nutrition, medical attention or sleep; denying access to a toilet; providing alcohol to a *Participant* who is under the legal drinking age; providing illegal drugs or non-prescribed medications to a *Participant*; encouraging or permitting an athlete under their authority to return to play following any injury, including after a concussion, when they knew or ought to have known that the return is premature, or without the clearance of a medical professional where reasonably required; encouraging an athlete to perform a potentially dangerous skill for which the *Participant* knows or ought to know that the athlete is not developmentally ready.

5.3.2 *Physical Maltreatment* is determined by the behaviour viewed objectively, not whether harm is intended or results from the behaviour.

5.4 Neglect

5.4.1 *Neglect* refers to the omission of adequate care and attention and is evaluated with consideration given to the *Participant's* needs and requirements. Examples of *Neglect* include without limitation: not allowing an athlete adequate recovery time and/or treatment for a sport injury; disregarding and/or not considering a person's physical or intellectual disability; not ensuring appropriate supervision of an athlete during travel, training or competition; not considering the welfare of the athlete when prescribing dieting or other weight control methods (e.g., weigh-ins, caliper tests); disregarding the use of performance-enhancing drugs by an athlete; failure to ensure safety of equipment or environment; allowing an athlete to disregard sport's rules, regulations, and standards.

5.4.2 *Neglect* is determined by the behaviour viewed objectively, not whether harm is intended or results from the behaviour.

5.5 Sexual Maltreatment

5.5.1 *Sexual Maltreatment* includes, but is not limited to,

- a) any non-*Consensual* touching of a sexual nature and/or the *Criminal Code* offence of sexual assault;
- b) forcing or coercing a person into sexual acts;
- c) participating in or performing acts on a person that violate their sexual integrity;

d) *Criminal Code* offences that do not involve actual physical contact or that can occur through electronic means such as indecent exposure, voyeurism, non-*Consensual* distribution of sexual/intimate images, luring and agreement or arrangement to commit a sexual offence;

e) Sexual harassment, which is defined as any series of or serious comment(s) or conduct of a sexual nature that is unwelcome and that would be objectively perceived to be unwelcome, and which broadly includes jokes, remarks or gestures of a sexual or degrading nature, or distributing, displaying or promoting images or other material of a sexual or degrading nature, or any act targeting a person's sexuality, gender identity or expression. It can also include stalking or harassment in person or by electronic means where the stalking or harassment is of a sexual nature.

5.5.2 *Sexual Maltreatment* can take place through any form or means of communication (e.g. online, social media, verbal, written, visual, hazing, or through a third party).

5.5.3 *Sexual Maltreatment* of a *Minor* is any *Sexual Maltreatment* against a *Minor*. It includes the items described in Section 5.5.1 above and also includes, but is not limited to, the *Criminal Code* offences that are specific to individuals who are not adults or to individuals under a particular age, such as sexual exploitation, sexual interference, and any offence related to exploitation of a *Minor* through prostitution. *Sexual Maltreatment* of a *Minor* is not limited to acts that involve physical contact but can include acts that can occur in person or via electronic means such as, but not limited to, invitation to sexual touching, making sexually explicit material available to a *Minor*, and acts that occur only online such as luring or agreement or arrangement to commit a sexual offence against a *Minor*. It also includes any offence related to child pornography as that term is defined in the law in Canada. For the sake of clarity, it shall not constitute a violation in and of itself for a *Minor Participant* to create, possess, make available or distribute images of themselves.

5.5.4 A *Participant* is presumed to know that a person is a *Minor*.

5.5.5 It is prohibited for a *Participant* to create, possess, make available or distribute images that sexualize or contain nudity of another person in the absence of *Consent*.

5.5.6 Where there is a *Power Imbalance*, sexual acts or communications (electronic or otherwise) between any *Participant* and another *Participant* are prohibited.

5.5.7 Examples of *Sexual Maltreatment* include, without limitation:

a) Reprisal or a threat of reprisal for the rejection of a sexual solicitation or advance, where the reprisal is made or threatened by a *Participant* who has more power in the context of a relationship that involves a *Power Imbalance*, or if the person to whom the solicitation or advance is made is a *Minor*;

b) Pressuring a person to engage in sexual activity, including by making repeated advances that are known or ought to be known to be unwelcome;

c) Questions asked of a person about their sexual preferences, sexual history, sexual organs or sexual experiences, particularly when such questions are asked by a *Participant* who has more power in the context of a relationship that involves a *Power Imbalance*, or asked of a *Minor* or *Vulnerable Participant*;

d) Sexual attention when the person giving the attention reasonably knows or ought to know that the attention is unwanted or unwelcome or where the object of the attention is a *Minor*. Sexual attention includes but is not limited to comments about a person's appearance, body or clothing that could be objectively perceived by another person as being sexual in nature, practical jokes based on sex, intimidating sexual remarks, propositions, invitations or familiarity; or

- e) Unwelcome remarks based on gender which are not of a sexual nature, but which are demeaning such as derogatory gender-based jokes or comments.

5.6 Grooming

5.6.1 *Grooming* is conduct that may precede other behaviours defined as *Sexual Maltreatment*, or is carried out in conjunction with other forms of *Sexual Maltreatment*.

Repeated *Boundary Transgressions* by a *Participant* toward a *Minor* or *Vulnerable Participant* may also be deemed to be *Grooming*, even in the absence of deliberate intention to facilitate a sexual relationship.

5.6.2 In assessing whether *Grooming* has occurred, the existence of a *Power Imbalance* should be taken into account.

5.6.3 The *Grooming* process is often gradual and involves building trust and comfort with a person, and sometimes also with the protective adults and peers around the person. It may begin with subtle behaviours that may not appear to be inappropriate but that can serve to sexualize a relationship, reduce sexual inhibitions, or normalize inappropriate behaviour. It may include the testing of boundaries (e.g., seemingly accidental touching) that gradually escalates to *Sexual Maltreatment* (e.g. sexualized touching). It is acknowledged that many victims/survivors of sexual abuse do not recognize the *Grooming* process as it is happening, nor do they recognize that this process of manipulation is part of the overall abuse process.

5.7 Boundary Transgressions

5.7.1 Identifying a *Boundary Transgression* is dependent on context, including the age of the persons involved and the existence of a *Power Imbalance*. It may be the case that a particular act or communication does not meet the threshold of any of the types of *Maltreatment* but is an act or communication that is nonetheless viewed as inappropriate in the circumstances. The assessment of the behaviour should consider whether the behaviour would raise concern in the mind of a reasonable observer, what objective appears to be guiding the interaction, and whose needs are being met. Even if the act in question does not, on its own, objectively cause harm to another person, a *Boundary Transgression* is nonetheless an act that should be corrected in order to ensure the safety and security of all members involved in sport, recognizing that *Boundary Transgressions* are often part of the *Grooming* process.

5.7.2 Recognizing that there may be a need to be flexible in the way in which such *Boundary Transgressions* are addressed, a *Boundary Transgression* may trigger review of the circumstances and potentially be resolved informally, or a formal conduct review may be initiated.

5.7.3 Consequences can range from formal disciplinary action to simply recording the circumstances and its resolution and retaining it in the record of the *Participant* in the event future *Boundary Transgressions* occur. A repeated *Boundary Transgression* after a consequence should be treated seriously.

5.7.4 The concept of *Boundary Transgressions* is intended to be broad in scope. By way of example and not limitation, a *Boundary Transgression* may be a circumstance where:

- a) one person uses contact information available to the person for the purpose of sport, to make contact with a person for a purpose that is not related to sport;
- b) a *Participant* uses or attempts to use a line of communication with another person that is not within the typical communication channels;
- c) communicating privately with a *Minor* through social media or text;
- d) a *Participant* inappropriately shares personal photographs;
- e) a *Participant* arranges for or engages in inappropriate sharing of locker rooms;
- f) one-on-one meetings that are not held in an open and observable environment;

- g) there is inappropriate private travel or transportation; and
- h) providing personal gifts.

5.8 Discrimination

5.8.1 *Discrimination* can include overt or subtle forms of harm that uniquely define the adverse or inequitable experiences of marginalized persons.

5.8.2 The following are examples of *Discrimination* if they are based on one or more of the grounds of *Discrimination* within the definition:

- a) Denying someone access to services, benefits, or opportunities;
- b) Treating a person unfairly;
- c) Communicating hate messages or unwelcome remarks or jokes;
- d) The perpetuation of misogynistic, racist, ableist, homophobic, or transphobic attitudes and stereotypes.

5.8.3 *Discrimination* does not require an intention to cause harm.

5.9 Subjecting a Participant to the Risk of Maltreatment

5.9.1 Sport administrators or other sport decision-makers in positions of authority who place *Participants* in situations that they know or ought to have known make the *Participant* vulnerable to *Maltreatment* are subjecting a *Participant* to the risk of *Maltreatment*.

5.9.2 Subjecting a *Participant* to the risk of *Maltreatment* includes, without limitation: instructing an athlete and coach to share a hotel room when traveling, knowingly hiring a *Participant* who has a past history of *Prohibited Behaviour* and who is under a sanction of temporary or permanent ineligibility pursuant to a UCCMS enforcement process, assigning guides and other support staff to a para-athlete when the guide or support staff has a past history of *Prohibited Behaviour* and is under a sanction of temporary or permanent ineligibility pursuant to a UCCMS enforcement process, or assigning a guide or support staff to a para-athlete in the absence of consultation with the para-athlete.

5.10 Aiding and Abetting

5.10.1 Aiding and abetting is any act or communication taken with the purpose of directly assisting, furthering, facilitating, promoting, or encouraging the commission of *Maltreatment* or other *Prohibited Behaviour* by or against a *Participant*.

5.10.2 Aiding and abetting also includes, without limitation:

- a) knowingly allowing any person who is suspended, or is otherwise ineligible, to participate in an *Adopting Organization's* activities;
- b) providing any coaching-related advice or service to an athlete who is suspended or is otherwise ineligible; or
- c) allowing any person to violate the terms of their suspension or any other sanctions imposed.

5.11 Failure to Report

5.11.1 Failure to *Report* possible *Maltreatment* or other *Prohibited Behaviour*:

- a) It is a violation for any adult *Participant* who knew or ought to have known of a *Participant's Prohibited Behaviour* toward another person to fail to *Report* such conduct. For clarity, a *Participant* is not obligated to *Report* an instance of *Prohibited Behaviour* to which they were personally subject.

- b) Where information regarding a *Participant's Prohibited Behaviour* toward another adult is made known to an adult *Participant* through an explicitly confidential *Disclosure*, the adult *Participant* shall not be required to *Report* the information obtained through that *Disclosure*. Nevertheless, if an adult *Participant* knew or ought to have known of the *Participant's Prohibited Behaviour* for reasons other than the explicitly confidential *Disclosure*, it remains a violation for them to fail to *Report* such conduct.
- c) The person making the *Report* does not need to determine whether a violation took place: instead, the responsibility lies in *Reporting* the objective behaviour. Early intervention is required to prevent escalation, hence the obligation on all adult *Participants* to *Report*.
- d) The *Reporting Obligation* is ongoing and is not satisfied simply by making an initial *Report*. The *Reporting Obligation* includes *Reporting*, on a timely basis, any and all relevant information of which an adult *Participant* becomes aware.
- e) It is a violation for any adult *Participant* to fail to fulfill any applicable legal *Duty to Report*.

5.12 Intentionally Reporting a False Allegation

5.12.1 It is a violation to *Report* a knowingly false allegation, or influence another to *Report* a knowingly false allegation, that a *Participant* engaged in *Prohibited Behaviour*. An allegation is false if the events *Reported* did not occur, and the person making the *Report* knows at the time of *Reporting* that the events did not occur.

5.12.2 A false allegation is different from an unsubstantiated allegation; an unsubstantiated allegation means there is insufficient supporting evidence to determine whether an allegation is true or false. Absent demonstrable bad faith, an unsubstantiated allegation alone is not a violation of the UCCMS.

5.13 Interference with or Manipulation of Process

5.13.1 It is a violation of the UCCMS for a *Participant* to directly or indirectly interfere with or manipulate an investigation or disciplinary review process by:

- a) knowingly destroying, falsifying, distorting, concealing, or misrepresenting information, with the intent to interfere with or influence the resolution process or the implementation of an outcome;
- b) attempting to discourage or prevent a person's proper participation in or use of the processes;
- c) harassing or intimidating any person involved in the processes before, during, and/or following any proceedings;
- d) failing to comply with any temporary or provisional measure or final sanction;
- e) influencing or attempting to influence another person to interfere with or manipulate the process; or
- f) distributing or otherwise publicizing materials a *Participant* gains access to during a UCCMS investigation or hearing, except as required by law or as expressly permitted.

5.13.2 All *Participants* are expected to act in good faith throughout any investigation or disciplinary review process, and the sole purpose of Section 5.13 is to provide a means to discipline those who do not. In recognition that a victim/survivor, of sexual abuse in particular, may conceal information out of embarrassment, shame or to protect the perpetrator, absent demonstrable bad faith, minimizing or concealing in such circumstances is not a UCCMS violation.

5.14 Retaliation

5.14.1 It is considered retaliation for a *Participant* to take an adverse action against any person for making a good faith *Report* of possible *Prohibited Behaviour* or for participating in any UCCMS enforcement process.

5.14.2 Retaliation includes threatening, intimidating, harassing, coercing, negatively interfering with sport participation, or any other conduct that would discourage a reasonable person from engaging or participating in an investigation or disciplinary review process related to behaviour prohibited by the UCCMS. Retaliation after the conclusion of these processes is also prohibited, even where there is a finding that no *Prohibited Behaviour* occurred. Retaliation does not include good-faith actions lawfully pursued in response to a *Report* of possible *Prohibited Behaviour*.

SECTION 6 OTHER PROCEEDINGS AND RECOGNITION OF SANCTIONS

6.1 Facts Accepted by Courts or Professional Disciplinary Tribunals

6.1.1 Facts accepted by a criminal court, by a civil court or by a professional disciplinary tribunal of competent jurisdiction shall be admissible as evidence within the applicable UCCMS enforcement process, as allowable by applicable law.

6.2 Criminal Code Convictions

6.2.1 Automatic Sanctions

A *Participant* convicted of a *Criminal Code* offence for conduct considered to be *Prohibited Behaviour* shall be automatically sanctioned, subject to a right to challenge only the sanction.

6.2.2 Convictions Under Appeal

If the criminal conviction is under appeal, the *Participant* shall continue to serve the UCCMS sanction until such time as the conviction is overturned and is not subject to a further appeal, or the sanction is completed, whichever is earlier.

6.2.3 Convictions Successfully Overturned

If the criminal conviction is successfully overturned, UCCMS violations arising from the same situation may still be asserted and sanctions imposed against the *Participant*. In such cases, evidence of facts accepted by the criminal court shall be admissible within the applicable UCCMS enforcement process, as allowable by applicable law.

6.3 Findings from Other Proceedings

6.3.1 A *Participant* shall be deemed to have violated the UCCMS if found guilty of an offence or of misconduct considered to be *Prohibited Behaviour* by:

- a) a foreign criminal court;
- b) a professional disciplinary tribunal of competent jurisdiction; or
- c) a sport organization's disciplinary process or a specialized sports tribunal.

6.3.2 The *Participant* shall be automatically sanctioned, with consideration given to any sanctions imposed in such other proceeding, subject to a right to challenge:

- a) the sanction; or
- b) the deemed violation, based on a violation of procedural fairness and/or natural justice in the relied-upon proceeding.

SECTION 7 RANGE OF POSSIBLE SANCTIONS

7.1 Temporary or Provisional Measures

Prior to the final resolution of an alleged violation of the UCCMS, temporary or provisional measures may be imposed in accordance with the *Adopting Organization's* policies.

Temporary or provisional measures should be evaluated with consideration to and weighing of the following factors:

- a) the seriousness of the allegations and the facts and circumstances of the case;
- b) the safety and well-being of *Participants* and the sport community;
- c) potential risks and prejudice from action and inaction, with safety being paramount; and
- d) the best interest of sport and those who participate in it, including the views of the person(s) directly impacted.

7.2 Types of Sanctions

Different incidents constituting a violation of the same part of the UCCMS may arise out of markedly different circumstances, including various case-specific aggravating and/or mitigating factors as described in Section 7.4. However, progressive discipline is not required as a single occurrence of *Prohibited Behaviour* can lead to a very significant sanction. Subject to Section 7.3, if *Prohibited Behaviour* is confirmed one or more of the following sanctions may be imposed:

7.2.1 Verbal or Written Apology

The requirement that a *Participant* issue a verbal, written or online apology to acknowledge the *Prohibited Behaviour* and its impact on others.

7.2.2 Verbal or Written Warning

A verbal reprimand or an official, written notice and formal admonition that a *Participant* has violated the UCCMS and that more severe sanctions will result should the *Participant* be involved in other violations.

7.2.3 Education

The requirement that a *Participant* undertake specified supplemental educational or similar remedial measures to address the *Prohibited Behaviour*.

7.2.4 Probation

A probationary period may include a loss of privileges or other conditions, restrictions, or requirements for a specified period of time. Any further violation of the UCCMS during the probationary period will result in additional disciplinary measures, likely including a period of suspension or permanent ineligibility.

7.2.5 Suspension

Suspension, either for a set time or until further notice, from participation, in any capacity, in any program, practice, activity, event, or competition organized or sanctioned by any *Adopting Organization* and/or its members. A suspended *Participant* may be eligible to return to sport but reinstatement may be subject to certain restrictions or contingent upon the *Participant* satisfying specific conditions noted at the time of suspension.

7.2.6 Eligibility Restrictions

Restrictions or prohibitions from some types of participation but allowing participation in other capacities under strict conditions.

7.2.7 Permanent Ineligibility

Permanent ineligibility to participate, in any sport, in any capacity, in any program, activity, event, or competition organized or sanctioned by any *Adopting Organization* and/or its members.

7.2.8 Other discretionary sanctions

Other sanctions for *Prohibited Behaviour* may be imposed, including, but not limited to, other loss of privileges, loss of right to attend or spectate sport events, no contact directives, a fine or a monetary payment to compensate for direct losses, or other restrictions or conditions as deemed necessary or appropriate.

7.3 Presumptive Sanctions

7.3.1 The following sanctions are presumed to be fair and appropriate for the listed *Maltreatment*, but the *Respondent* may rebut these presumptions:

- a) *Sexual Maltreatment* involving a *Minor* shall carry a presumptive sanction of permanent ineligibility;
- b) *Sexual Maltreatment*, *Physical Maltreatment* with contact, *Grooming*, and *Prohibited Behaviour* described in Sections 5.9 to 5.14 shall carry a presumptive sanction of either a period of suspension or eligibility restrictions;
- c) While a *Respondent* has pending charges under the *Criminal Code* regarding allegations of a crime against a person, if justified by the seriousness of the offence, the presumptive sanction shall be a period of suspension until a final determination is made by the applicable UCCMS enforcement process.

7.3.2 Failure to comply with a previously imposed sanction will result in automatic suspension until such time as compliance occurs.

7.4 Sanctioning Considerations

Any sanction imposed against a *Participant* must be proportionate and reasonable, relative to the *Maltreatment* that has occurred. Factors relevant to determining appropriate sanctions for a *Respondent* include, without limitation:

- a) The nature and duration of the *Respondent's* relationship with the affected individuals, including whether there is a *Power Imbalance* or position of trust;
- b) The *Respondent's* prior history and any pattern of *Prohibited Behaviour* or other inappropriate conduct;
- c) Any previous disciplinary findings regarding, or sanctions against, the *Respondent*;
- d) *Maltreatment* of a *Minor* or of a *Vulnerable Participant* is to be considered an aggravating circumstance;
- e) The ages of the persons involved, including when the *Respondent* is a *Minor*, whereby *Maltreatment* by a *Minor* of a child under the age of 12 or of a *Vulnerable Participant* is to be considered an aggravating circumstance;
- f) Whether the *Respondent* poses an ongoing and/or potential threat to the safety of others;
- g) The *Respondent's* voluntary admission of the violation(s), acceptance of responsibility for the *Prohibited Behaviour*, and/or cooperation in the applicable UCCMS enforcement process;
- h) Real or perceived impact of the incident on the affected individuals, sport organization or the sporting community;
- i) Deterrent effect on future such conduct;
- j) Potential impact on the public's confidence in the integrity of the Canadian sport system;
- k) Aggravating or mitigating circumstances specific to the *Respondent* being sanctioned (e.g. lack of appropriate knowledge or training regarding the requirements in the UCCMS; addiction; disability; illness; lack of remorse; intent to harm);
- l) Whether, given the facts and circumstances that have been established, the *Respondent's* continued participation in the sport community is appropriate;
- m) Whether the *Respondent* was found to have committed of one or more previous UCCMS violation(s);
- n) The desired outcomes of the person(s) directly impacted by the *Prohibited Behaviour*; and/or
- o) Other mitigating and aggravating circumstances.

Any single factor, if severe enough, may be sufficient to justify the sanction(s) imposed. A combination of several factors may justify elevated or combined sanctions.

SECTION 8 PUBLIC DISCLOSURE

8.1 In order to uphold the purpose and principles of the UCCMS, a searchable database or registry of *Respondents* whose eligibility to participate in sport has in some way been restricted shall be maintained and shall be publicly available, subject to applicable laws. The database or registry shall include sufficient information to provide context to the applicable sanction pursuant to the provisions contained in the UCCMS. *Adopting Organizations* are responsible to collaborate with one or more organizations maintaining such a registry.

8.2 Further details of the results of a UCCMS enforcement process, for example a summary or redacted decision or summary or redacted investigation report, may also be publicized in a manner consistent with the purpose and principles of the UCCMS, as well as applicable law.

C) Code of Conduct and Ethics

(the “Code”)

*Canada DanceSport (the “NSO”) has adopted the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (“UCCMS”), as amended from time to time, [(provided as **Appendix A**)/which shall be incorporated into this Code by reference as if set out in full herein. Any modifications or amendments made to the UCCMS by the relevant functions of Canadian Safe Sport Program (CSSP) shall come into effect immediately upon their adoption by the relevant functions of CSSP”) and automatically without the need for any further action by the NSO].*

As a Signatory of CSSP, the NSO has designated specific [Organizational Participants/Individuals/Registered Participants] within the NSO as CSSP Participant.

*It is important to note that the Code applies to all [Organizational Participants/Individuals/Registered Participants], **but not all Individuals are CSSP Participant** and subject to the CSSP Process under CCES.*

Members of the NSO may have their own code of conduct applicable to their registrants participating in the Member’s activities and events. A Member’s registrant may also be subject to this Code if they are involved in the NSO activities, events or programs, including being designated an Abuse Free Sport Participant.

A. Purpose

1. The purpose of this Code is to ensure a safe and positive environment within the programs, activities, and Events of the NSO and its Members by making all [Organizational Participants /Individuals /Registered Participants] aware that there is an expectation, at all times, of appropriate behaviour consistent with the NSO’s core values, mission, and policies.
2. The NSO and its Members and Individuals support equal opportunity, prohibit discriminatory practices, and are committed to providing an environment in which all individuals can safely participate in sport and are treated with respect and fairness.

3. It is expected that all Individuals conduct themselves in a manner consistent with the True Sport principles. <https://truesportpur.ca/true-sport-principles>

B. Application – General

4. This Code applies to the conduct of all Individuals during the business, activities, and Events of the NSO and its Members including, but not limited to competitions, practices, evaluations, treatment, or consultations (e.g., massage therapy), training camps, travel associated with organizational activities, the office environment, and any meetings.
5. This Code also applies to the conduct of all Individuals outside of the business, activities, and Events of the NSO and its Members when such conduct adversely affects the NSO's relationships (and the work and sport environment) or is detrimental to the image and reputation of the NSO or a Member. Such applicability will be determined by the NSO or the relevant Member, as applicable, at its sole discretion.
6. In addition, this Policy will apply to breaches of the Code that occurred when the Individuals involved interacted due to their mutual involvement in the sport or, if the breach occurred outside of the sport environment, if the breach has a serious and detrimental impact on the Individual(s).
7. This Code applies to Individuals active in the sport or who have retired from the sport where any claim regarding a potential breach of this Code occurred when the Individuals was active in the sport.

C. Prohibited Behaviours

8. All Individuals must refrain from any behaviour that constitutes a Prohibited Behaviour as defined by the UCCMS and the Code.
9. Individuals are responsible for knowing what actions or behaviours constitute Prohibited Behaviours and Maltreatment.
10. Prohibited Behaviours under the UCCMS include, but are not limited to:
 - a) Physical Maltreatment
 - b) Psychological Maltreatment
 - c) Neglect
 - d) Sexual Maltreatment
 - e) Grooming
 - f) Boundary Transgressions
 - g) Discrimination
 - h) Failing to Report
 - i) Aiding and Abetting
 - j) Retaliation
 - k) Interference with or Manipulation of Process
 - l) False Reports

In addition to the Prohibited Behaviours as defined by the UCCMS, this Code sets out other expected standards of behaviour and conduct for all Individuals and any failure to respect these expected standards of behaviour by an Individuals may constitute a breach of this Code.

D. Responsibilities of [Organizational Participants/Individuals/Registered Participants]

11. All Individuals have a responsibility to:

- a) refrain from any behaviour that constitutes Maltreatment and Prohibited Behaviour under this Code and the UCCMS;
- b) maintain and enhance the dignity and self-esteem of other Individuals by:
 - i treating each other with fairness, honesty, respect and integrity;
 - ii focusing comments or criticism appropriately and avoiding public criticism of Athletes, coaches, officials, organizers, volunteers, employees, or other Individuals.
 - iii consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct; and
 - iv ensuring adherence to the rules of the sport and the spirit of those rules.
- c) refrain from the use of power or authority to coerce another person to engage in inappropriate activities;
- d) refrain from consuming tobacco products, cannabis, or recreational drugs while participating in the programs, activities, competitions, or Events of the NSO or a Member;
- e) in the case of Minors, not consume alcohol, tobacco, or cannabis at any competition or Event;
- f) in the case of individuals who are not Minors, not consume cannabis in the Workplace or in any situation associated with the Events of the NSO or a Member (subject to protections under applicable human rights legislation), not consume alcohol during training, competitions, or in situations where Minors are present, and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations;
- g) when driving a vehicle:
 - i have a valid driver's license;
 - ii obey traffic laws;
 - iii not be under the influence of alcohol or illegal drugs or substances;
 - iv have valid car insurance; and
 - v refrain from engaging in any activity that would constitute distracted driving.
- h) respect the property of others and not wilfully cause damage;
- i) promote sport in the most constructive and positive manner possible
- j) refrain from engaging in deliberate behaviour which is intended to manipulate the outcome of a para-classification, competition and/or not offer, receive or refrain from offering or receiving any benefit which is intended to manipulate the outcome of a competition or para-classification. A benefit includes the direct or indirect receipt of money or other anything else of value, including, but not limited to, bribes, gains, gifts, preferential treatment, and other advantages. Sporting advantage is also a benefit;
- k) adhere to all applicable federal, provincial/territorial, municipal and host country laws; and
- l) comply with the bylaws, policies, procedures, rules, and regulations of the NSO, its Members and those of any other sport NSO with authority over the Individuals, as applicable, and as adopted and amended from time to time.

E. Directors, Committee Members and Employees

12. In addition to section D (above), Directors, Committee Members, and employees of the NSO and its Members will have additional responsibilities to:

- a) function primarily as a Director, committee member or employee of the NSO or the Member (as applicable) and ensure to prioritize their duty of loyalty to the NSO or the Member (and not to any other NSO or group) while acting in this role;
- b) act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the business and the maintenance of an Individual's confidence;
- c) ensure that financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities;
- d) comply with their obligations under the Screening Policy, including understanding ongoing expectations under the Screening Policy and fully cooperating in the screening process;
- e) conduct themselves openly, professionally, lawfully and in good faith;
- f) be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism in their decision-making on behalf of the NSO;
- g) exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to applicable laws;
- h) maintain required confidentiality of organizational information;
- i) commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings; have a thorough knowledge and understanding of all governance documents.

F. Athlete Support Personnel

- 13. In addition to section D (above), Athlete Support Personnel have additional responsibilities.
- 14. Athlete Support Personnel must understand and respect the inherent Power Imbalance that exists in this relationship and must not abuse it, either consciously or unconsciously.
- 15. Athlete Support Personnel will:
 - a) avoid any behaviour that abuses the Power Imbalance inherent in the position of the Athlete Support Personnel;
 - b) ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the Athletes;
 - c) prepare Athletes systematically and progressively, using appropriate timeframes and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm Athletes;
 - d) avoid compromising the present and future health of Athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of Athletes' medical and psychological treatments;
 - e) support the Athlete Support Personnel of a training camp, provincial/territorial team, or national team, should an Athlete qualify for participation with one of these programs;
 - f) comply with all established responsibilities and obligations as set out by the Athlete Support Personnel's professional governing association or order, if any;
 - g) accept and promote Athletes' personal goals and refer Athletes to other coaches and sport specialists as appropriate;
 - h) provide Athletes (and the parents/guardians of Minor Athletes) with the information necessary to be involved in the decisions that affect the Athlete;
 - i) act in the best interest of the Athlete's development as a whole person;

- j) comply with their obligations under the Screening Policy, including understanding ongoing expectations under this Policy and fully cooperating in the screening process;
- k) under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or prohibited substances or prohibited methods and, in the case of Minors, alcohol, cannabis, and/or tobacco;
- l) respect competitor Athletes and, in dealings with them, not encroach upon topics or take actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the Athletes;
- m) when a Power Imbalance exists, not engage in a sexual or intimate relationship with an Athlete of any age;
- n) disclose to the NSO or the Member (as applicable) any sexual or intimate relationship with an Athlete over the age of majority and, if requested by the NSO, immediately discontinue any coaching involvement with that Athlete;
- o) recognize the power inherent in the position of Athlete Support Personnel and respect and promote the rights of all [Organizational Individuals in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of Individuals who are in a vulnerable or dependent position and less able to protect their own rights; and
- p) dress professionally and use appropriate language.

G. Athletes

16. In addition to section D (above), Athletes will have additional responsibilities to:

- a) follow their athlete agreement (if applicable);
- b) report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete;
- c) participate and appear on-time and prepared to participate to their best abilities in all competitions, practices, training sessions, and evaluations;
- d) properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason;
- e) adhere to any rules and requirements regarding clothing, professionalism, and equipment; and
- f) act in accordance with applicable policies and procedures and, when applicable, additional rules as outlined by Athlete Support Personnel.

H. Officials

17. In addition to section D (above), officials will have additional responsibilities to:

- a) maintain and update their knowledge of the rules and rule changes;
- b) not publicly criticize other Individuals;
- c) adhere at all times to the rules of their international federation and any other sport NSO that has relevant and applicable authority;
- d) place the safety and welfare of competitors, and the fairness of the competition above all else;
- e) strive to provide a fair sporting environment, and at no time engage in Maltreatment or Prohibited Behaviour toward any person on the field of play;

- f) respect the terms of any agreement that they enter with the NSO or a Member;
- g) work within the boundaries of their position's description while supporting the work of other officials;
- h) act as an ambassador of the sport by agreeing to enforce and abide by national and provincial/territorial rules and regulations;
- i) take ownership of actions and decisions made while officiating;
- j) respect the rights, dignity, and worth of all Individuals
- k) act openly, impartially, professionally, lawfully, and in good faith;
- l) be fair, equitable, considerate, independent, honest, and impartial in all dealings with others;
- m) respect the confidentiality required by issues of a sensitive nature, which may include discipline processes, appeals, and specific information or data about Individuals;
- n) comply with their obligations under the Screening Policy, including understanding ongoing expectations under this Policy and fully cooperating in the screening process;
- o) honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform a supervisor or the NSO or the Member at the earliest possible time;
- p) when writing reports, set out the actual facts to the best of their knowledge and recollection;
- q) dress in proper attire for officiating.

I. Parents/Guardians and Spectators

18. In addition to section D (above), parents/guardians and spectators at Events will:
- a) encourage Athletes to compete within the rules and to resolve conflicts without resorting to hostility or violence;
 - b) condemn the use of violence in any form;
 - c) never ridicule an Individuals for making a mistake during a competition or practice;
 - d) respect the decisions and judgments of officials and encourage Athletes to do the same;
 - e) support all efforts to stop and prevent verbal and physical abuse, coercion, intimidation, and excessive sarcasm;
 - f) respect and show appreciation to all competitors, and to coaches, officials and other volunteers;
 - g) never harass Individuals, competitors, Athlete Support Personnel, officials, parents/guardians, or other spectators; and
 - h) never encourage, aid, covert up or assist an Athlete in cheating through doping, competition manipulation or other cheating behaviors.

J. Members and Clubs

19. Members and Clubs must:
- a) adhere to all the NSO's governing documents and policies, and, when required, amend their own rules to comply or align with those of the NSO;
 - b) pay all required dues and fees by the prescribed deadlines;
 - c) ensure that all Athletes and coaches participating in sanctioned competitions and Events of the NSO are registered and in good standing;

- d) appropriately screen prospective employees to help ensure Athletes have a healthy and safe sport environment;
- e) ensure that any possible or actual misconduct is investigated promptly and thoroughly;
- f) impose appropriate disciplinary or corrective measures when misconduct has been substantiated;
- g) advise the NSO immediately of any situation where a complainant has publicized a complaint in the media (including social media);
- h) provide the NSO with a copy of all decisions rendered pursuant to the NSO's policies for complaints and appeals;
- i) implement any decisions and disciplinary sanctions imposed pursuant to the NSO, any Member or Club's discipline process.

Anti-Doping¹

- 20. The NSO and its Members adopt and adhere to the Canadian Anti-Doping Program. The NSO and its Members will respect any sanction imposed on an Individual as a result of a breach of the Canadian Anti-Doping Program or any other applicable Anti-Doping Rules.
- 21. All Individuals shall:
 - a) abstain from the non-medical use of medications or drugs or the Use of Prohibited Substances or Prohibited Methods as listed on the version of the World Anti-Doping Agency's Prohibited List currently in force;
 - b) refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision, who has been found to have committed an anti-doping rule violation and is serving a period of Ineligibility imposed pursuant to the Canadian Anti-Doping Program or any other applicable anti-doping rules;
 - c) cooperate with any Anti-Doping Sport Organization that is conducting an investigation into any anti-doping rule violation(s);
 - d) refrain from any offensive conduct toward a Doping Control official or other individual involved in Doping Control, whether or not such conduct constitutes Tampering as defined in the Canadian Anti-Doping Program;
 - e) all Athlete Support Personnel or other Persons who are Using a Prohibited Substance or Prohibited Method without a valid and acceptable justification shall refrain from providing support to Athletes that fall under the NSO or a Member's jurisdiction.

Retaliation, Retribution or Reprisal

- 22. It is a breach of this *Code of Conduct and Ethics* for any Individuals to engage in any act that threatens or seeks to intimidate another individual with the intent of discouraging that Individuals from filing, in good faith, a complaint pursuant to any NSO policy. It is also a breach of this *Code of Conduct and Ethics* for an Individuals to file a complaint for the purpose of retaliation, retribution or reprisal against any other Individuals. Any Individuals found to be in breach of this section shall be liable for the costs related to the disciplinary process required to establish such a breach.

Privacy

- 23. The collection, use and disclosure of any personal information pursuant to this Policy is subject to the NSO's *Privacy Policy*.

¹ Any capitalized terms used in this Anti-Doping section shall, unless the context requires otherwise, have the meanings ascribed to them in the Definitions section of the Canadian Anti-Doping Program.

K. Definitions

24. Terms in this Code are defined as follows:

- a) **Athlete** – an individual who is an Athlete Participant in the NSO who is subject to the policies of the NSO and to this Code.
- b) **Athlete Support Personnel** - any coach, trainer, manager, agent, team staff, official, medical, paramedical personnel, parent or any other person working with, treating or assisting an Athlete participating in or preparing for sports competition.
- c) **Bullying** – offensive behaviour and/or abusive treatment of Individuals that typically, but not always, involves an abuse of power.
- d) **Canadian Safe Sport Program (CSSP)** – Program created by the Canadian Centre for Ethics in Sport (CCES) in accordance with its mandate to independently administer and enforce the UCCMS for CSSP Sport Organizations as defined in the CSSP Rules.
- e) **CSSP Participant**: an individual affiliated with a CSSP Sport Organization, has been defined by the CSSP Rules or otherwise designated by Canada DanceSport and is therefore subject to the CSSP Rules. CSSP Participants may include an Athlete, a coach, a board member, an official, an Athlete Support Personnel, an employee, a Worker, an administrator, or a volunteer acting on behalf of, or representing a CSSP Sport Organization. CSSP Participants must complete certain requisites, including signing the required consent form.
- f) **CSSP Sport Organization** – a sport organization that has adopted the CSSP and has retained the services of the CCES to administer the CSSP.
- g) **Event** – an event sanctioned by the NSO or a Member, and which may include a social Event.
- h) **Harassment or harass** – a course of vexatious comment or conduct against an Individual or group, which is known or ought reasonably to be known to be unwelcome.
- i) **Member** – refers to the provincial/territorial organizations that are admitted as Members of the NSO per the NSO's By-laws.
- j) **NSO** – Canada DanceSport
- k) **Individuals** – refers to all categories of individual members and/or registrants defined in the By-laws of the NSO who are subject to the policies of the NSO, as well as all people employed by, contracted by, or engaged in activities with, the NSO including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, managers, administrators, parents or guardians, spectators, committee members, or directors and officers.
- l) **Person in Authority** – any individuals who holds a position of authority within the NSO including, but not limited to, coaches, instructors, officials, managers, support personnel, chaperones, committee members, or Directors and Officers.
- m) **Power Imbalance** – as defined in the UCCMS.
- n) **Signatories**: UCCMS Adopting Organizations (as defined in the UCCMS), including the NSO, that have retained the services of the Abuse-Free Sport program for the administration and enforcement of the UCCMS, pursuant to an agreement in effect with the SDRCC or its designate.
- o) **UCCMS** – Universal Code of Conduct to Prevent and Address Maltreatment in Sport, as amended from time to time by the relevant functions of Abuse-Free Sport.
- p) **Vulnerable Participant** – as defined in the UCCMS.

- q) **Workplace** – any place where business or work-related activities are conducted. Workplaces include but are not limited to, the registered office(s), work-related social functions, work assignments outside the registered office(s), work-related travel, the training and competition environment, and work-related conferences or training sessions.
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D) DISCIPLINE AND COMPLAINTS POLICY

(the “Policy”)

PURPOSE

1. Individuals are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with all policies, by-laws, rules, and regulations of Canada DanceSport (“NSO”), as updated and amended from time to time.
2. Non-compliance with any of the NSO’s policies, by-laws, rules, or regulations, or those of its Members, as applicable, may result in the imposition of sanctions pursuant to this Policy [or the by-laws of NSO or, as applicable, those of its Members].

SCOPE OF APPLICATION

General

3. This Policy applies to all Individuals and to any alleged breaches of the NSO’s policies, by-laws, rules or regulations, or any of those of its Members, that designate this Policy as applicable to address such alleged breaches.
4. In addition to being subject to disciplinary action pursuant to this Policy, an employee of the NSO who is a Respondent to a complaint may also be subject to consequences in accordance with the employee’s employment agreement or the NSO’s human resources policies, if applicable.

REPORTING

Canadian Safe Sport Participants

5. Any incident that involves alleged Maltreatment or Prohibited Behaviour (as defined in the UCCMS) and involving an Canadian Safe Sport Program (CSSP) Participant must be reported to the CCES and will be addressed pursuant to the CSSP’s policies and procedures.
6. Notwithstanding the requirement in Section 5, the CCES shall determine the admissibility of complaints related to any incidents that involve alleged Maltreatment or Prohibited Behaviour that occurred prior to January 31, 2023 in accordance with the relevant and applicable CSSP Guidelines regarding the initial review and preliminary assessment as well as the terms of the CSSP Participant Consent Form.
7. If the Independent Third Party receives a complaint that they consider would otherwise fall within the above sections, they shall refer the matter to the CCES and notify the individual(s) that made the complaint of such action.

Individuals

8. Any complaints involving alleged breaches of the NSO's policies that do not fall within Sections 5 or 6 above may be reported by an individual to the Independent Third Party in writing [within 14/21/30 days/no deadline of the occurrence of the incident].¹ For the avoidance of doubt, this includes complaints referred back to the Independent Third Party by the CCES following a determination made by the CCES that a complaint initially reported to it does not fall within its jurisdiction. [The CCES is not required to comply with the deadline specified in this section].
9. Notwithstanding any provision in this Policy, the NSO may, at its discretion, or upon request by the Independent Third Party, act as the Complainant and initiate the complaint process under the terms of this Policy. In such cases, the NSO will identify an individual to represent the organization.
10. A Complainant or any other individual who submits a report regarding a potential breach of the NSO's policies who fears retribution or reprisal or who otherwise considers that their identity must remain confidential may file a complaint with the Independent Third Party and request that their identity be kept confidential. If the Independent Third Party considers that the individual/Complainant's identity must remain confidential, the Independent Third Party may ask that the NSO take carriage of the complaint and act as the Complainant².
11. In exceptional circumstances, the Independent Third Party may direct a complaint to be managed by the NSO if a Member is otherwise unable to manage the complaint for valid and justifiable reasons, such as a conflict of interest, due to a lack of capacity or where the Member does not have policies in place to address the complaint. In such circumstances, the NSO shall have the right to request that a cost-sharing agreement is entered into with the Member as a pre-condition to the NSO managing the complaint.

¹ This timeline may be waived at the Independent Third Party's sole discretion if they consider that there were extenuating circumstances that prevented the Individual from Reporting their complaint within [14/21/30 days] of the occurrence of the incident. Any such decision by the Independent Third Party is not subject to appeal.

² In such circumstances, the individual/Complainant(s) may be required to provide evidence during the disciplinary process.

12. Where the Independent Third Party refers a matter to be managed by a Member or affiliated organization, or where a Member or affiliated organization is otherwise responsible for managing a matter (i.e., because they received the matter directly), and the Member and/or affiliated organization fails to conduct disciplinary proceedings within a reasonable timeline, the NSO may, at its discretion, take jurisdiction over the matter and conduct the necessary proceedings. In such circumstances, if the Internal Discipline Chair or External Discipline Panel decides that the NSO acted reasonably in taking jurisdiction over the matter, the NSO's costs to conduct the proceedings, including legal fees, shall be reimbursed by the Member and/or affiliated organization to the NSO.

MINORS

13. Complaints may be brought by or against an Individual who is a Minor. Minors must have a parent/guardian or other adult serve as their representative during this process.
14. Communication from the Independent Third Party, Internal Discipline Chair or External Discipline Panel (as applicable) must be directed to the Minor's representative.
15. If the Minor's representative is not their parent/guardian, the representative must have written

permission to act in such a capacity from the Minor's parent/guardian.

16. A Minor is not required to attend or participate in an oral hearing, if held, or participate in an investigation if conducted. In such circumstances, no adverse inference can be drawn against the Minor.

INDEPENDENT THIRD-PARTY RESPONSIBILITIES

17. Upon receipt of a complaint, the Independent Third Party has a responsibility to:
- a) determine whether the complaint falls within the jurisdiction of this Policy [and whether it has been submitted in accordance with the deadlines indicated herein];
 - b) determine the appropriate jurisdiction to manage the complaint by considering the following:
 - i. whether the incident occurred within the business, activities, or Events of the NSO, or one of its Members or affiliated organizations; and
 - ii. if the Member or affiliated organization is able to manage the complaint process³.

³ In making this assessment, the Independent Third Party may determine that the Member or affiliated organization lacks the capacity to manage the complaint (which may include financial and human resource capacity), that the Member or affiliated organization is not the appropriate instance to manage the complaint due to its seriousness (for example, clubs will not be expected to manage serious complaints due to the complexity of conducting such a process), or that a real or perceived conflict of interest exists within the Member or affiliated

- c) determine whether the complaint is frivolous, vexatious or if it has been made in bad faith;
- d) determine if the alleged incident should be investigated pursuant to **Appendix A – Investigation Procedure**; and
- e) choose which process (Process #1 or Process #2, as outlined below) should be followed to hear and adjudicate the matter.

Available Process

There are two different processes that may be used to hear and adjudicate complaints. Subject to Sections 5-7, the Independent Third Party decides which process will be followed at their discretion, and such decision is not appealable.

Process #1 - the complaint contains allegations involving the following behaviours:

- a) disrespectful conduct or comments;
- b) minor acts of physical violence, unless the physical violence is between a Person in Authority and a Vulnerable Participant, in which case the matter will be addressed under Process #2;
- c) conduct contrary to the values of the NSO or those of one of its Members or affiliated organizations;

- d) non-compliance with the policies, procedures, rules, or regulations of the NSO or those of one of its Members or affiliated organizations; or
- e) minor violations of the policies or bylaws of the NSO or those of one of its Members or affiliated organizations.

*** The behaviours identified above are examples only and are not a definitive list of behaviours that may be addressed through Process #1.

Process #2 - the complaint contains allegations involving the following behaviours:

- a) repeated incidents described in Process #1;

organization.

If the Independent Third Party determines that the Complaint or Report should be handled by a Member, PTSO or affiliated organization, that organization may use its own policies to address the complaint or may adopt this Policy and appoint its own Independent Third Party to fulfil the responsibilities listed herein. Where this Policy is adopted by a Member, PTSO or affiliated organization, any reference to Independent Third Party below shall be understood as a reference to the Independent Third Party of the PTSO or affiliated organization.

- b) hazing;
- c) abusive, racist, or sexist comments, conduct or behaviour;
- d) incidents that constitute Prohibited Behaviour under the Code of Conduct and Ethics (the "Code") or the UCCMS;
- e) major incidents of violence (e.g., fighting, attacking);
- f) pranks, jokes, or other activities that endanger the safety of others;
- g) conduct that intentionally interferes with a competition or with any athlete's preparation for a competition;
- h) conduct that intentionally damages the image, credibility, or reputation of the NSO or that of one of its Members or affiliated organizations;
- i) consistent disregard for the by-laws, policies, rules, or regulations of the NSO or those of one of its Members or affiliated organizations;
- j) major or repeated violations of the Code or any other policies, by-laws, rules or regulations that designate this Discipline and Complaints Policy as applicable to address such alleged breaches;
- k) intentionally damaging the property of the NSO, one of its Members or affiliated organizations, or improperly handling any of the aforementioned organizations' monies;
- l) abusive use of alcohol, any use or possession of alcohol by Minors, or use or possession of illicit drugs and narcotics; and/or
- m) a conviction for any *Criminal Code* offense.

The behaviours identified above are examples only and are not a definitive list of behaviours that may be addressed through Process #2.

PROVISIONAL SUSPENSIONS

18. If it is considered appropriate or necessary on the basis of the circumstances, immediate discipline or the imposition of a Provisional Suspension or interim measures may be imposed against any Individual by the Independent Third Party after which further discipline or sanctions may be applied according to this Policy.
19. If an infraction occurs at a competition, it will be dealt with by the procedures specific to the competition, if applicable. Provisional Suspensions or interim measures may be imposed for the duration of a competition, training, activity, or Event only, or as otherwise determined appropriate by the Independent Third Party.⁴
20. Notwithstanding the above, the NSO and/or Independent Third Party may determine that an alleged incident is of such seriousness as to warrant the imposition of a Provisional Suspension of a Respondent pending completion of an investigation, assessment and/investigation by the CCES, criminal process, the hearing, or a decision of the External Discipline Panel. For the avoidance of doubt, the NSO and/or Independent Third Party may impose additional interim measures or a Provisional Suspension in addition to any measures imposed by the DSO through the AFS process.
21. Any Respondent against whom a Provisional Suspension or interim measure is imposed may make a request to the Independent Third Party or External Discipline Panel (if appointed) to have the Provisional Suspension or interim measure lifted. In such circumstances, the NSO shall be provided with an opportunity to make submissions, orally or in writing, regarding the Respondent's request to have their Provisional Suspension lifted. Provisional Suspensions or interim measures shall only be lifted in circumstances where the Respondent establishes that it would be manifestly unfair to maintain the Provisional Suspension or interim measures against them.
22. Any decision not to lift a Provisional Suspension or interim measure shall not be subject to appeal

Procedural Steps

PROCESS #1: Handled by Internal Discipline Chair

Internal Discipline Chair

23. Following the determination that the complaint or incident should be handled under Process #1, the Independent Third Party will appoint an Internal Discipline Chair⁵ who may:

⁴ In-competition discipline or sanction imposed by the applicable official or authority does not prevent a 'Participant' from facing additional disciplinary proceedings under the Code.'

⁵ The appointed Internal Discipline Chair must be unbiased and not in a conflict of interest.

- a) propose alternative dispute resolution techniques, if appropriate; and/or

- b) ask the Complainant and the Respondent for either written or oral submissions regarding the complaint or incident. Both Parties shall also have the right to submit to the Internal Discipline Chair any relevant evidence, including, but not limited to witness statements, documentary evidence or evidence from other media (i.e., photos, screenshots, videos or other recordings). Each Party shall have the right to receive the other Party's submissions and evidence, including the Complainant's complaint. In the case of oral submissions, each Party shall be present when such submissions are made (unless waived by a Party); and/or
 - c) following receipt of the Parties' submissions, the Internal Discipline Chair may convene the Parties to a meeting, either in person or by way of video or teleconference to ask the Parties questions and to allow the Parties to ask questions of one another.
24. Following their review of the submissions and evidence related to the complaint, the Internal Discipline Chair shall determine if any of the incidents listed in Process #1 above have occurred and, if so, determine whether to impose a sanction and, if so, determine the appropriate sanction (**see: Sanctions**). If, after hearing the Parties and reviewing their submissions, the Internal Discipline Chair considers that none of the incidents listed in Process #1 above have occurred, they shall dismiss the complaint.
25. The Independent Third Party will inform the Parties of the Internal Discipline Chair's decision, which shall be in writing and include reasons. The Internal Discipline Chair's decision will take effect immediately, unless specified otherwise by the Internal Discipline Chair. Should the circumstances require a decision to be rendered immediately or within a short timeline, the Internal Discipline Chair may render a short decision, either orally or in writing, followed by a written reasoned decision.
26. Any decision rendered by the Internal Discipline Chair shall be provided to and maintained in the records of the relevant club, Member and the NSO. Decisions will be kept confidential by the Parties and the aforementioned organizations and shall be retained and discarded in accordance with the relevant and applicable privacy legislation.

PROCESS #2: Handled by Independent Third Party and External Discipline

Panel Independent Third Party

27. Following the determination that the complaint should be handled under Process #2, the Independent Third Party will propose the use of alternative dispute resolution methods, if appropriate. If the dispute is not resolved using alternative dispute resolution methods, the Independent Third Party will appoint an External Discipline Panel of one (1) person to hear the complaint. Thereafter, the Independent Third Party shall have the following responsibilities:
- d) coordinate all administrative aspects of the process and set reasonable timelines;
 - e) provide administrative assistance and logistical support to the External Discipline Panel as required, including providing the External Discipline Panel with any information related to previously imposed disciplinary sanctions against the Respondent(s) of the policies of the NSO, any Member or any other sport organization that had authority over the Respondent;
 - f) provide any other service or support that may be necessary to ensure a fair and timely proceeding.
28. The Independent Third Party will establish and adhere to timelines that ensure procedural fairness and that the matter is heard in a timely fashion.
29. If warranted based on the nature of the case, the Independent Third Party may, in their sole

discretion, appoint an External Discipline Panel of three (3) people. When a three-person External Discipline Panel is appointed, the Independent Third Party will appoint one of the External Discipline Panel's members to serve as the Chair.

30. The Independent Third Party, in cooperation with the External Discipline Panel, will then decide the format under which the complaint will be heard. This decision may not be appealed. The format of the hearing may be an oral in-person hearing, an oral hearing by telephone or other communication medium, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods.
31. The hearing will be governed by the procedures that the Independent Third Party and the External Discipline Panel deem appropriate for the circumstances. The following procedural directions will apply:
 - a) The determination of procedures and timelines, as well as the hearing duration, shall be as expedient and cost-efficient as possible to ensure that costs to the Parties and the NSO and/or the Member are reasonable.
 - b) The Parties will be given appropriate notice of the day, time, and place of the hearing.
 - c) Copies of any written documents which any of the Parties wishes to have the External Discipline Panel consider will be provided to all Parties, through the Independent Third Party, in advance of the hearing and in accordance with the timelines set by the Independent Third Party.
 - d) The Parties may engage a representative, advisor, translator, transcription services or legal counsel at their own expense.
 - e) The External Discipline Panel may request that any other individual participate and give evidence at the hearing
 - f) If not a Party to the matter, the NSO and/or the relevant Member shall be allowed to attend the hearing as an observer and will be provided with access to any documents submitted. With the permission of the External Discipline Panel, the NSO and/or the relevant Member may make submissions at the hearing or may provide the discipline panel with clarifying information that may be required for the External Discipline Panel to render its decision.
 - g) The External Discipline Panel shall allow any evidence at the hearing filed by the Parties and may exclude any evidence is unduly repetitious or otherwise an abuse of process. The External Discipline Panel shall otherwise apply relevant and applicable evidentiary rules in relation to the admissibility and weight given to evidence filed by the parties.
 - h) Nothing is admissible in evidence at a hearing that:
 - i. would be inadmissible in a court by reason of any privilege under the law of evidence; or
 - ii. is inadmissible by any statute.
 - i) The decision will be by a majority vote of the External Discipline Panel when the Panel consists of three people.
32. If the Respondent acknowledges the facts of the incident(s), the Respondent may waive the hearing, in which case the External Discipline Panel will determine the appropriate sanction. The External Discipline Panel may still hold a hearing for the purpose of determining an appropriate sanction.

33. The process will proceed if a Party chooses not to participate in the hearing.
34. If a decision may affect another Party to the extent that the other Party would have recourse to a complaint or an appeal in their own right, that Party will become a Party to the complaint, shall be permitted to participate in the proceedings as determined by the External Discipline Panel, and will be bound by the decision.
35. In fulfilling its duties, the External Discipline Panel may obtain independent advice

DECISION

36. After hearing the matter, the External Discipline Panel will determine whether an infraction has occurred and, if so, the sanctions to be imposed. If the External Discipline Panel considers that an infraction has not occurred, the complaint will be dismissed.
37. Within fourteen (14) days of the conclusion of the hearing, the External Discipline Panel's written decision, with reasons, will be distributed to all Parties by the Independent Third Party, including to the NSO and the relevant Member(s).
38. In extraordinary circumstances, the External Discipline Panel may first issue a verbal or summary decision soon after the conclusion of the hearing, with the full written decision to be issued before the end of the fourteen (14) day period.
39. The External Discipline Panel's decision will come into effect as of the date that it is rendered, unless decided otherwise by the External Discipline Panel. The External Discipline Panel's decision will apply automatically to the NSO and all of its Members and associated organizations, [according to the terms of the Reciprocity Policy].
40. Unless the matter involves a Vulnerable Participant, once the appeal deadline in the *Appeal Policy* has expired, the NSO or the Member (as applicable) shall publish on their website the outcome of the case, the provision(s) of the relevant policies that have been violated, the name(s) of the Individual involved and the sanction(s) imposed, if any. If the matter is appealed, the publication provisions in the *Appeal Policy* shall apply. Identifying information regarding Minors or Vulnerable Participants will never be published by the NSO or one of its Members.
41. If the External Discipline Panel dismisses the complaint, the information referred to in Section 40 above may only be published with the Respondent's consent. If the Respondent does not provide such consent, the information referred to in Section 40 above will be kept confidential by the Parties, the Independent Third Party, the NSO and the Member (including the Respondent's club) and shall be retained and discarded in accordance with the relevant and applicable privacy legislation. Failure to respect this provision may result in disciplinary action being taken pursuant to this Policy.
42. Other individuals or organizations, including but not limited to, Members, Provincial/Territorial sport organizations, sport clubs, etc., shall be advised of the outcome of any decisions rendered in accordance with this Policy.
43. Records of all decisions will be maintained by the NSO in accordance with their Privacy Policy.
44. When the External Discipline Panel imposes a sanction, the decision shall include, at a minimum, the following details:
 - j) jurisdiction;
 - k) summary of the facts and relevant evidence;

- l) where applicable, the specific provision(s) of the NSO's policies, bylaws, rules or regulations that have been breached;
- m) which Party or organization is responsible for the costs of implementing any sanction;
- n) which organization is responsible for monitoring that the sanctioned individual respects the terms of the sanction;
- o) any reinstatement conditions that the Respondent must satisfy (if any);
- p) which organization is responsible for ensuring that the conditions have been satisfied; and
- q) any other guidance that will assist the Parties to implement the External Discipline Panel's decision.

If necessary, a Party – or the organization that is responsible for implementing or monitoring a sanction – may seek clarifications from the External Discipline Panel regarding the order so that it can be implemented or monitored appropriately.

SANCTIONS

45. When determining the appropriate sanction, the Internal Discipline Chair or External Discipline Panel, as applicable, will consider the following factors (where applicable):

- r) the nature and duration of the Respondent's relationship with the Complainant, including whether there is a power imbalance;
- s) the Respondent's prior history and any pattern of misconduct, Prohibited Behaviour or Maltreatment;
- t) the respective ages of the individuals involved;
- u) whether the Respondent poses an ongoing and/or potential threat to the safety of others;
- v) the Respondent's voluntary admission of the offense(s), acceptance of responsibility for the misconduct, Prohibited Behaviour or Maltreatment, and/or cooperation in the investigative and/or disciplinary process of the NSO;
- w) real or perceived impact of the incident on the Complainant, sport organization or the sporting community;
- x) circumstances specific to the Respondent being sanctioned (e.g. lack of appropriate knowledge or training regarding the requirements in the Code; addiction; disability; illness);
- y) whether, given the facts and circumstances that have been established, continued participation in the sport community is appropriate;
- z) a Respondent who is in a position of trust, intimate contact or high-impact decision-making may face more serious sanctions; and/or
- aa) other mitigating or aggravating circumstances.

46. Any sanction imposed must be proportionate and reasonable. However, progressive discipline is not required, and a single incident of Prohibited Behaviour, Maltreatment or other misconduct may justify elevated or combined sanctions.

47. The Internal Discipline Chair or External Discipline Panel, as applicable, may apply the following

disciplinary sanctions, singularly or in combination:

- bb) **Verbal or Written Warning** - a verbal reprimand or an official, written notice that an Individual(s) has violated the *Code* and that more severe sanctions will result should the [Organizational Participant/Individual/Registered Participant(s)] be involved in other violations.
- cc) **Education** -the requirement that an Individual(s)] undertake specified educational or similar remedial measures to address the violation(s) of the *Code* or the UCCMS.
- dd) **Probation** - Should any further violations of the *Code* or the UCCMS occur during the probationary period, this may result in additional disciplinary measures, including, without limitation, a period of suspension or permanent ineligibility. This sanction can also include loss of privileges or other conditions, restrictions, or requirements for a specified period.
- ee) **Suspension** - Suspension, either for a set time or until further notice, from participation, in any capacity, in any program, activity, Event, or competition sponsored by, organized by, or under the auspices of the NSO. A suspended Individual(s)] may be eligible to return to participation, but reinstatement may be subject to certain restrictions or contingent upon the [Organizational Participant/Individual/Registered Participant(s)] satisfying specific conditions noted at the time of suspension.
- ff) **Eligibility Restrictions** - restrictions or prohibitions from some types of participation but allowing participation in other capacities under strict conditions.
- gg) **Permanent Ineligibility** - ineligibility to participate in any capacity in any program, activity, Event, or competition sponsored by, organized by, or under the auspices of the NSO.
- hh) **Other Discretionary Sanctions** - Other sanctions may be imposed, including, but not limited to, other loss of privileges, no contact directives, a fine or a monetary payment to compensate for direct losses, or other restrictions or conditions as deemed necessary or appropriate.

48. The Internal Discipline Chair or External Discipline Panel, as applicable, may apply the following presumptive sanctions which are presumed to be fair and appropriate for the listed Maltreatment:

- ii) Sexual Maltreatment involving a Minor Complainant, or a Complainant who was a Minor at the time of the incidents complained of, shall carry a presumptive sanction of permanent ineligibility.
- jj) Sexual Maltreatment, Physical Maltreatment with contact, and Maltreatment related to interference or manipulation of process shall carry a presumptive sanction of either a period of suspension or eligibility restrictions.
- kk) While a Respondent has pending charges or allegations of a crime against a person, if justified by the seriousness of the offence, the presumptive sanction shall be a period of suspension until a final determination is made in accordance with the applicable process.

49. An Individual(s)'s conviction for certain *Criminal Code* offenses involving harmful conduct shall carry a presumptive sanction of permanent ineligibility from participating with the NSO. Such *Criminal Code* offences may include, but are not limited to:

- ll) any child pornography offences;
- mm) any sexual offences;
- nn) any offence of physical violence.

50. Failure to comply with a sanction as determined by the External Discipline Panel will result in an

automatic suspension until such time as compliance occurs.

CCES SANCTION

51. As a CSSP sport Organization, the NSO will ensure that any sanctions or measures imposed by CCES's Director of Sanctions and Outcomes will be implemented and respected within the NSO's jurisdiction (including at the provincial, territorial and club level), once the NSO receives appropriate notice of any sanction or measure from Abuse-Free Sport.

APPEALS

52. The decision of an Internal Discipline Chair or External Discipline Panel, as applicable, may be appealed in accordance with the *Appeal Policy*.

CONFIDENTIALITY

53. The disciplinary process is confidential and involves only the NSO, the Member (where applicable) the Parties, the Independent Third Party, the Internal Discipline Chair, the External Discipline Panel (as appropriate), and any independent advisors to the External Discipline Panel.
54. None of the Parties (or their representatives or witnesses) or organizations referred to in Section 54 will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings, unless the NSO is required to notify an organization such as an international federation, Sport Canada or other sport organization (i.e., where a Provisional Suspension or interim measures have been imposed and communication is required to ensure that they may be enforced), or notification is otherwise required by law.
55. Any failure to respect the confidentiality requirement may result in further sanctions or discipline by the Internal Discipline Chair or External Discipline Panel (as applicable).

TIMELINES

56. If the circumstances of the complaint are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the complaint, the Independent Third Party may direct that these timelines be revised.

STATISTICAL REPORTING

57. Canada DanceSport and Members shall, at least annually, publish a general statistical report of the activity that has been conducted pursuant to this *Discipline and Complaints Policy*. This report shall not include any information that is confidential under this Policy, or that has been ordered to be kept confidential by a discipline or appeal panel, but may include the number of complaints Reported to the Independent Third Party (for Canada DanceSport and Members), and statistics regarding the number of cases that were resolved through alternate dispute resolution, the Internal Discipline Chair process, the discipline panel process, and the number of appeals filed pursuant to the *Appeal Policy* and whether the appeals were upheld, partially upheld or dismissed.

PRIVACY

58. The collection, use and disclosure of any personal information pursuant to this Policy is subject to the NSO's Privacy Policy.
59. The NSO, its Members, or any of their delegates pursuant to this Policy (i.e., Independent Third Party, Internal Discipline Chair, External Discipline Panel), shall comply with the NSO's Privacy Policy (or, in the case if a Member, the Member's Privacy Policy) in the performance of their services under this Policy.

Definitions

60. Terms in this Policy are defined as follows:

- a) **Canadian Safe Sport Program (CSSP)** – Program created by the Canadian Centre for Ethics in Sport (CCES) in accordance with its mandate to independently administer and enforce the UCCMS for CSSP Sport Organizations as defined in the CSSP Rules.
- b) **CSSP Participant** – an individual affiliated with a CSSP Sport Organization, has been defined by the CSSP Rules or otherwise designated by Canada DanceSport and is therefore subject to the CSSP Rules. CSSP Participants may include an Athlete, a coach, a board member, an official, an Athlete Support Personnel, an employee, a Worker, an administrator, or a volunteer acting on behalf of, or representing a CSSP Sport Organization. CSSP Participants must complete certain requisites, including signing the required consent form.
- c) **CSSP Participant Consent Form** - Consent terms and conditions regarding the administration and enforcement of the UCCMS for CSSP Participants, in force at any time (including without limitation, pursuant to consent provided during a previously signed agreement between the Signatory and the CCES for the services of the CSSP).
- d) **Athlete** – an individual who is an Athlete participant in the NSO who is subject to the policies of the NSO.
- e) **Independent Third Party** – the individual retained by the NSO to receive reports and complaints, and to fulfill the responsibilities outlined in the *Discipline and Complaints Policy*, *Investigations Policy* and *Appeal Policy*, as applicable. This individual must not be in a real or perceived conflict of interest or have a direct relationship with any of the Parties.
- f) **Complainant** – an individual who makes a report of an incident, or a suspected incident, of alleged Maltreatment, Prohibited Behaviour or other misconduct that may be a violation of the standards described in the NSO's policies, by-laws, rules or regulations, or the UCCMS.
- g) **Days** – calendar days⁶

⁶ For the purpose of calculating deadlines, the following shall apply: the day of the act is not included in the calculation (i.e., the date of receipt of a decision is not Day 1); instead, the deadline would start on the day following receipt of the decision and would expire at midnight (in the location of the individual seeking to file an appeal) on the last day of the period. If the end date is a Saturday, a Sunday or a legal holiday, the period runs until the next day that is not a Saturday, a Sunday or a legal holiday. For example, if an Individual receives a decision on Thursday December 17, 2020, the 14-day deadline to appeal this decision starts on Friday December 18, 2020 and would expire on Friday January 1, 2021. However, since January 1, 2021 is a legal holiday, January 2, 2021 is a Saturday, and January 3, 2021 is a Sunday, the deadline to appeal would expire at midnight (in the location of the individual seeking to file an appeal) on January 4, 2021.

- h) **Director of Sanctions and Outcomes (DSO)** – function of CSSP, including the DSO, Deputy Director of Sanctions and Outcomes (DDSO), and their delegates, reporting to the Maltreatment in Sport Sanctions Council (MSSC), that is responsible for making decisions regarding provisional measures and violations of the UCCMS, imposing sanctions where relevant, appearing before the Safeguarding Tribunal and the Appeal Tribunal when decisions are challenged, and reviewing and approving mediated outcomes to ensure that they align with the objectives of the CSSP.
- i) **External Discipline Panel** – a Panel of one or three people who are appointed by the Independent Third Party to decide on complaints that are assessed under Process #2 of this Policy.
- j) **Event** - an event sanctioned by the NSO or a Member, and which may include a social Event.

- k) **Harassment** – as defined in the Code.
- l) **Internal Discipline Chair** – an individual appointed by the NSO to decide on complaints that are assessed under Process #1 of this Policy. The Internal Discipline Chair may be a Director, head coach, staff member, or other individual affiliated with the NSO but must not be in a conflict of interest or have a direct relationship with any of the Parties.
- m) **Maltreatment** – as defined in the UCCMS.
- n) **Minor** – as defined in the UCCMS.
- o) **Parties** – the individuals involved in a dispute.
- p) **[Organizational Participant/Individual/Registered Participant(s)]** – refers to all categories of individual members and/or registrants defined in the by-laws of the NSO who are subject to the policies, rules and regulations of the NSO, as well as all persons employed by, contracted by, or engaged in activities with, the NSO including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, judges, managers, administrators, committee members, parents or guardians, spectators, committee members, or directors and officers.
- q) **Person in Authority** – any Organizational Participant who holds a position of authority within the Organization including, but not limited to, coaches, instructors, officials, managers, support personnel, chaperones, committee members, or directors and officers.
- r) **Power Imbalance** – as defined in the UCCMS.
- s) **Provisional Suspension** – means that the Individual is barred temporarily from participating in any capacity in any Event or activity of the NSO and its Members, or as otherwise decided pursuant to the *Discipline and Complaint Policy*, prior to the decision rendered in a hearing conducted pursuant to this Policy
- t) **Respondent** – the Party responding to the complaint.
- u) **Signatories** - UCCMS Adopting Organizations (as defined in the UCCMS), including the NSO, that have retained the services of the Abuse-Free Sport program for the administration and enforcement of the UCCMS, pursuant to an agreement in effect with the SDRCC or its designate.
- v) **UCCMS** - *Universal Code of Conduct to prevent and address Maltreatment in Sport*, as amended from time to time by the relevant functions of Abuse-Free Sport.
- w) **Vulnerable Participant** – as defined in the UCCMS.

Appendix A – Investigation Procedure

Determination

1. When a complaint is submitted pursuant to the *Policy* and is accepted by the Independent Third Party, the Independent Third Party will determine if the incident(s) should be investigated.

Investigation

2. If the Independent Third Party considers that an investigation is necessary, they will appoint an investigator. The investigator must be an independent third-party with experience in investigating. The investigator must not be in a conflict-of-interest situation and should have no connection to either party.

3. Federal and/or Provincial/Territorial legislation related to Workplace Harassment may apply to the investigation if Harassment was directed toward an employee in a workplace. The investigator should review workplace safety legislation, the organization's policies for human resources, and/or consult independent experts to determine whether legislation applies to the complaint.
4. The investigation may take any form as decided by the Investigator, guided by any applicable Federal and/or Provincial/Territorial legislation. The investigation may include:
 - a) Interviews with the Complainant;
 - b) Witness interviews;
 - c) Statement of facts (Complainant's perspective) prepared by investigator, acknowledged by the Complainant and provided to the Respondent;
 - d) Interviews with the Respondent; and/or
 - e) Statement of facts (Respondent's perspective) prepared by investigator, acknowledged by the Respondent and provided to the Complainant.

Investigator's Report

5. Upon completion of their investigation, the investigator shall prepare a written report that shall include a summary of evidence from the Parties and any witnesses interviewed. The report shall also include a non-binding recommendation from the investigator regarding whether an allegation or, where there are several allegations, which allegations, should be heard by an External Discipline Panel pursuant to the Discipline and Complaints Policy because they constitute a likely breach of the Code of Conduct and Ethics, the UCCMS or any other relevant and applicable NSO or Member policy. The investigator may also make non-binding recommendations regarding the appropriate next steps (i.e., mediation, disciplinary procedures, further review or investigation).
6. The investigator's report will be provided to the Independent Third Party who will disclose, at their discretion, all or part of the investigation to the NSO and the relevant Members (if applicable). The Independent Third Party may also disclose the investigator's report – or a redacted version to protect the identity of witnesses – to the Parties, at their discretion, with any necessary redactions. Alternatively, and only if necessary, other relevant Parties may be provided with an executive summary of the investigator's findings by the Independent Third Party.
7. Should the investigator find that there are possible Criminal Code offences, the investigator shall advise the Parties, the NSO and, where applicable, the Member, and the matter shall be referred by the Independent Third Party to the police.
8. The Investigator must also inform the NSO or the Member (as applicable) of any findings of criminal activity. The Organization or the Member (as applicable) may decide whether to report such findings to police but is required to inform police if there are findings related to the trafficking of prohibited substances or methods (as indicated in the version of the World Anti-Doping Agency's Prohibited List currently in force), any sexual crime involving Minors, fraud against the Organization or any Member(s) (as applicable), or other offences where the lack of reporting would bring the Organization or the Member (as applicable) into disrepute.

Reprisal and Retaliation

9. An Individual who submits a complaint to the Independent Third Party or who gives evidence in an investigation may not be subject to reprisal or retaliation from any individual or group. Any such conduct

may constitute Prohibited Behaviour and be subject to disciplinary proceedings pursuant to the *Discipline and Complaints Policy* or, as applicable, the policies and procedures of the AFS.

False Allegations

10. An Individual who submits allegations that the Investigator determines to be malicious, false, or for the purpose of retribution, retaliation or vengeance may be subject to a complaint under the terms of the *Discipline and Complaints Policy* and may be required to pay for the costs of any investigation that comes to this conclusion. The investigator may recommend to the NSO or the Member (as applicable) that the Individual be required to pay for the costs of any investigation that comes to this conclusion. Any Individual who is liable to pay for such costs shall be automatically deemed to be not in good standing until the costs are paid in full and shall be prohibited from participating in any Member and NSO Events, activities or business. NSO or any Member(s) (as applicable), or the Individual against whom the allegations were submitted, may act as the Complainant with respect to making a complaint pursuant to this Section 10.
11. **Anonymity** The Investigator will make reasonable efforts to preserve the anonymity of the NSO, Respondent, and any other Party. However, the NSO and its Members recognizes that maintaining full anonymity during an investigation may not be feasible.

Confidentiality

12. The collection, use and disclosure of any personal information pursuant to this Policy is subject to the NSO's Privacy Policy.
 13. The NSO, its Members, or any of their delegates pursuant to this Policy (i.e., Independent Third Party, Internal Discipline Chair, External Discipline Panel), shall comply with the NSO's Privacy Policy (or, in the case if a Member, the Member's Privacy Policy) in the performance of their services under this Policy.
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E) APPEAL POLICY

Definitions

1. The following terms have these meanings in this Policy:
 - a) **"Affected Party"** – Any individual or entity, as determined by the Appeal Manager, who may be affected by a decision rendered under the *Appeal Policy* and who may have recourse to an appeal in their own right
 - b) **"Appellant"** – The Party appealing a decision
 - c) **"Appeal Manager"** – An individual appointed by Canada DanceSport (CDS) who is an independent third party, to oversee this Appeal Policy. The Appeal Manager will have responsibilities that include, but are not limited to:
 - i. Ensuring procedural fairness;
 - ii. Respecting the applicable timelines; and
 - iii. Using decision making authority empowered by this Policy.
 - d) **"Days"** – Days including weekends and holidays

- e) “*Organizational Participant*” – Refers to all categories of individual members and/or registrants defined in the By-laws of CDS who are subject to the policies of CDS, as well as all people employed by, contracted by, or engaged in activities with, CDS including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, judges, managers, administrators, parents or guardians, spectators, committee members, and Directors and Officers
- f) “*Parties*” – The Appellant, Respondent, and any other Organizational Participants affected by the appeal
- g) “*Respondent*” – The body whose decision is being appealed, or, in the case of an appeal of a written decision made per to the *Discipline and Complaints Policy*, the other party to the dispute.

Purpose

- 2. CDS is committed to providing an environment in which all Organizational Participants involved with CDS are treated with respect and fairness. CDS provides Organizational Participants with this *Appeal Policy* to enable fair, affordable, and expedient appeals of certain decisions made by CDS.
- 3. Further, some decisions made by the process outlined in CDS’s *Discipline and Complaints Policy* may be appealed under this Policy.

Scope and Application of this Policy

- 4. This Policy applies to all Organizational Participants. Any Organizational Participant who is directly affected by a decision by CDS shall have the right to appeal that decision provided there are sufficient grounds for the appeal under the ‘Grounds for Appeal’ section of this Policy.
- 5. This Policy **will apply** to decisions relating to:
 - a) Eligibility
 - b) Selection
 - c) Conflict of Interest
 - d) Discipline
 - e) Membership
- 6. This Policy **will not apply** to decisions relating to:
 - a) Employment
 - b) Infractions for doping offenses
 - c) The rules of the sport
 - d) Selection criteria, quotas, policies, and procedures established by entities other than CDS
 - e) Substance, content and establishment of team selection criteria
 - f) Volunteer/coach appointments and the withdrawal or termination of those appointments
 - g) Budgeting and budget implementation

- h) CDS's operational structure and committee appointments
- i) Decisions or discipline arising within the business, activities, or events organized by entities other than CDS (appeals of these decisions shall be dealt with pursuant to the policies of those other entities unless requested and accepted by CDS at its sole discretion)
- j) Decisions made by the Office for the Sport Integrity Commissioner ("OSIC")
- k) Commercial matters for which another appeals process exists under a contract or applicable law
- l) Decisions made under this Policy

Timing of Appeal

7. Organizational Participants who wish to appeal a decision have seven (7) days from the date on which they received notice of the decision to submit, in writing to CDS, the following:
 - a) Notice of the intention to appeal
 - b) Contact information and status of the appellant
 - c) Name of the respondent and any affected parties, when known to the Appellant
 - d) Date the appellant was advised of the decision being appealed
 - e) A copy of the decision being appealed, or description of decision if written document is not available
 - f) Grounds for the appeal
 - g) Detailed reasons for the appeal
 - h) All evidence that supports these grounds
 - i) Requested remedy or remedies
 - j) An administration fee of two hundred and fifty dollars (\$250) which is non-refundable
8. Should the administration fee as referred to in paragraph 7 j) be insufficient to cover the costs of the appeal, then CDS may charge additional fees to the appealing Organizational Participants.
9. An Organizational Participant who wishes to initiate an appeal beyond the seven (7) day period must provide a written request stating the reasons for an exemption. The decision to allow, or not allow an appeal outside of the seven (7) day period will be at the sole discretion of the Appeal Manager and may not be appealed.

Grounds for Appeal

10. A decision cannot be appealed on its merits alone. An appeal may only be heard if there are sufficient grounds for appeal. Sufficient grounds include the Respondent:
 - a) Made a decision that it did not have the authority or jurisdiction (as set out in the Respondent's governing documents) to make
 - b) Failed to follow its own procedures (as set out in the Respondent's governing documents)

- c) Made a decision that was influenced by bias (where bias is defined as a lack of neutrality to such an extent that the decision-maker appears not to have considered other views)
- d) Failed to consider relevant information or took into account irrelevant information in making the decision
- e) Made a decision that was unreasonable

11. The Appellant must demonstrate, on a balance of probabilities, that the Respondent has made a procedural error as described in the 'Grounds for Appeal' section of this Policy and that this error had, or may reasonably have had, a material effect on the decision or decision-maker.

Screening of Appeal

12. Upon receiving the notice of the appeal, the fee, and all other information (outlined in the 'Timing of Appeal' section of this Policy), CDS may suggest that the appeal be resolved using CDS' *Dispute Resolution Policy*.
13. Should the appeal not be resolved by using the *Dispute Resolution Policy*, CDS will appoint an independent Appeal Manager (who must not be in a conflict of interest) who has the following responsibilities:
- a) Determine if the appeal falls under the scope of this Policy
 - b) Determine if the appeal was submitted in a timely manner
 - c) Decide whether there are sufficient grounds for the appeal
14. If the appeal is denied based on insufficient grounds, because it was not submitted in a timely manner, or because it did not fall under the scope of this Policy, the Appellant will be notified, in writing, of the reasons for this decision. This decision may not be appealed.
15. If the Appeal Manager is satisfied there are sufficient grounds for an appeal, the Appeal Manager will appoint an Appeals Panel which shall consist of a single Arbitrator, to hear the appeal. In extraordinary circumstances, and at the discretion of the Appeal Manager, a Panel of three persons may be appointed to hear the appeal. In this event, the Appeal Manager will appoint one of the Panel's members to serve as the Chair.

Determination of Affected Parties

16. To confirm the identification of any Affected Parties, the Appeal Manager will engage with CDS. The Appeal Manager may determine whether a party is an Affected Party in their sole discretion.

Procedure for Appeal Hearing

17. The Appeal Manager shall notify the Parties that the appeal will be heard. The Appeal Manager shall then decide the format under which the appeal will be heard. This decision is at the sole discretion of the Appeal Manager and may not be appealed.
18. If a Party chooses not to participate in the hearing, the hearing will proceed in any event.
19. The format of the hearing may involve an oral in-person hearing, an oral hearing by telephone or other electronic means, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Appeal Manager and the Panel deem appropriate in the circumstances, provided that:
- a) The hearing will be held within a timeline determined by the Appeal Manager

- b) The Parties will be given reasonable notice of the day, time and place of the hearing
- c) Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing
- d) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
- e) The Panel may request that any other individual participate and give evidence at the hearing
- f) The Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the appeal, but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate
- g) If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in their own right under this Policy, that party will become an Affected Party and will be bound by its outcome
- h) The decision to uphold or reject the appeal will be by a majority vote of Panel members

20. In fulfilling its duties, the Panel may obtain independent advice.

Appeal Decision

21. The Panel shall issue its decision, in writing and with reasons, within fourteen (14) days after the hearing's conclusion. In making its decision, the Panel will have no greater authority than that of the original decision-maker. The Panel may decide to:

- a) Reject the appeal and confirm the decision being appealed
- b) Uphold the appeal and refer the matter back to the initial decision-maker for a new decision
- c) Uphold the appeal and vary the decision

22. The Panel's written decision, with reasons, will be distributed to all Parties, the Appeal Manager, and CDS. In extraordinary circumstances, the Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued thereafter. The decision will be considered a matter of public record unless decided otherwise by the Panel.

Timelines

23. If the circumstances of the appeal are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the appeal, the Appeal Manager and/or Panel may direct that these timelines be revised.

Confidentiality

24. The appeals process is confidential and involves only CDS, the Parties, the Appeal Manager (and any designates), the Appeals Panel, and any independent advisors to the Appeals Panel.

25. Notwithstanding the above, CDS recognizes that it is required to notify Sport Canada of all reported complaints and reports of potential complaints.

26. Once initiated and until a decision is released, none of the Parties will disclose confidential information relating to the discipline or complaint to any person not involved in the appeals process, unless CDS is required to notify an organization such as an international federation, Sport Canada or other sport

organization (i.e., where a Provisional Suspension or interim measures have been imposed and communication is required to ensure that they may be enforced), or notification is otherwise required by law.

Final and Binding

27. The decision of the Panel will be final and binding upon the parties and upon all members of CDS subject to the right of any party to seek a review of the Panel's decision pursuant to the rules of the Sport Dispute Resolution Centre of Canada (SDRCC), as amended from time to time.
28. No action or legal proceeding will be commenced against CDS or Organizational Participants in respect of a dispute, unless CDS has refused or failed to provide or abide by the dispute resolution process and/or appeal process as set out in CDS's governing documents.

F) WHISTLEBLOWER POLICY

Definitions

1. Terms in this Policy are defined as follows:
 - a) Director – a member of the Board of Directors of Canada DanceSport (“CDS”)
 - b) Worker – an individual who performs work for CDS including employees, managers, supervisors, temporary workers, volunteers, student volunteers, part-time workers, and independent contractors.

Purpose

2. The purpose of this Policy is to allow Workers to have a discreet and safe procedure by which they can disclose incidents of wrongdoing without fear of unfair treatment or reprisal.

Application

3. This Policy only applies to Workers that observe or experience incidents of wrongdoing and report such incident or observations under the expectation of privacy.
4. Incidents of wrongdoing or misconduct observed or experienced by participants, volunteers, spectators, parents of participants, or other individuals not employed or contracted by CDS can be reported under the terms of the *Discipline and Complaints Policy* and/or reported to the applicable organization's Board of Directors or senior staff person to be handled under the terms of the individual Worker's Employment Agreement or Contractor Agreement, as applicable, and/or the applicable organization's policies for human resources.
5. Any violation of this Policy that may be considered “Prohibited Behaviour” or “Maltreatment” (as defined in the UCCMS) when the Respondent is an Organizational Participant who has been designated by CDS as a UCCMS Participant (as defined in the *Discipline and Complaints Policy*), will be handled pursuant to the

policies and procedures of Canadian Safe Sport Program (CSSP) subject to the rights of CDS as set out in the *Discipline and Complaints Policy* and any applicable workplace policies.

6. Matters reported under the terms of this Policy may be referred directly to law enforcement agencies.

Wrongdoing

7. Wrongdoing can be defined as:

- a) Violating the law;
- b) Intentionally or seriously breaching of CDS's *Code of Conduct and Ethics*;
- c) Intentionally or seriously breaching CDS's policies for workplace violence and harassment;
- d) Committing or ignoring risks to the life, health, or safety of a participant, volunteer, person, or other individual;
- e) Directing an individual or Worker to commit a crime, serious breach of a CDS policy, or other wrongful act; or
- f) Fraud.

Pledge

8. CDS pledges not to dismiss, penalize, discipline, or retaliate or discriminate against any Worker who discloses information or submits, in good faith, a report against a person under the terms of this Policy.
9. Any individual affiliated with CDS who breaks this Pledge will be subject to disciplinary action.

Reporting Wrongdoing

10. A Worker who believes an incident of wrongdoing has occurred should prepare a report that includes the following:
- a) Written description of the act or actions that comprise the alleged wrongdoing, including the date and time of the action(s);
 - b) Identities and roles of other individuals or Workers (if any) who may be aware of, affected by, or complicit in, the wrongdoing;
 - c) Why the act or action should be considered to be wrongdoing.
 - d) How the wrongdoing affects the Worker submitting the report (if applicable).

Authority

11. CDS has appointed the following Compliance Officer to receive reports made under this Policy:

Complianceofficer@dancesport.ca

12. After receiving the report, the Compliance Officer has the responsibility to:

- a) Assure the Worker of CDS's **Pledge**

- b) Connect the Worker to the Alternate Liaison if the individual feels that they cannot act in an unbiased or discreet manner due to the individual's role with CDS and/or the content of the report
- c) Determine if the report is frivolous, vexatious, or not submitted in good faith (e.g., the submission of the report is motivated by personal interests and/or the content of the report is obviously false or malicious) and, if so, inform the Worker that no action will be taken on the report and the reasons why the report has been considered frivolous, vexatious, or not in good faith
- d) Determine if CDS's *Whistleblower Policy* applies or if the matter should be handled under CDS's *Discipline and Complaints Policy*
- e) Determine if the local police service be contacted
- f) Determine if mediation or alternate dispute resolution can be used to resolve the issue
- g) Determine if CDS's Chairperson and/or Executive Director should or can be notified of the report
- h) Begin an investigation

Alternate Liaison

13. If the Worker feels that the Compliance Officer is unable to act in an unbiased or discrete manner due to the individual's role with CDS and/or the content of the report, the Worker should contact the following individual

Cristy Cooper (Nurse)

Email: cristy@sportlex.ca

14. The Alternate Liaison will not disclose the Worker's identity to the Compliance Officer or to anyone affiliated with CDS without the person's consent.
15. A Worker who is unsure if they should submit a report, or who does not want to have their identity known, may contact the Alternate Liaison for informal advice about the process.

Investigation

16. If the Compliance Officer, or Alternate Liaison, determines that an investigation should be launched, the Compliance Officer, or Alternate Liaison, may decide to contract an external investigator. In such cases, CDS's Executive Director and/or President may be notified that an investigation conducted by an external investigator is necessary without the nature of the investigation, content of the report, or identity of the Worker who submitted the report being disclosed. CDS's Executive Director and/or President may not unreasonably refuse the decision to contract an external investigator.
17. An investigation launched by the Compliance Officer, or Alternate Liaison, should generally take the following form:
- a) Follow up interview with the Worker who submitted the report
 - b) Identification of Workers, participants, volunteers or other individuals that may have been affected by the wrongdoing
 - c) Interviews with such-affected individuals
 - d) Interview with the Director(s) or Worker(s) against whom the report was submitted

- e) Interview with the supervisor(s) of the Director(s) or Worker(s) against whom the report was submitted

18. In all stages of the investigation, the investigator will take every precaution to protect the identity of the Worker who submitted the report and/or the specific nature of the report itself. However, CDS recognizes that there are some instances where the nature of the report and/or the identity of the Worker who submitted the report will or may be inadvertently deduced by individuals participating in the investigation.

19. The investigator will prepare an Investigator's Report that will be submitted to the Compliance Officer, CDS' President and/or Executive Director for review and action.

Decision

20. Within fourteen (14) days after receiving the Investigator's Report, CDS's President and/or Executive Director will take corrective action, as required. Corrective action may include, but is not limited to including:

- a) Enacting and/or enforcing policies and procedures aimed at eliminating the wrongdoing or further opportunities for wrongdoing;
- b) Revision of job descriptions; or
- c) Discipline, suspension, termination, or other action as permitted by CDS's Bylaws, provincial employment legislation, and/or the person's Employment Agreement or Contractor Agreement.

21. The corrective action, if any, will be communicated to the investigator who will then inform the Worker who submitted the report.

22. Decisions made under the terms of this Policy may be appealed under the terms of the *Appeal Policy* provided that:

- a) If the Worker who submitted the initial report is appealing the decision, the Worker understands that their identity must be revealed if they submit an appeal, and
- b) If the Director or Worker against whom the initial report was submitted is appealing the decision, the Worker or Director understands that the identity of the Worker who submitted the report will not be revealed and that the applicable organization will act as the Respondent.

23. Communication will be provided to the person who submitted the report at the conclusion of the matter.

Confidentiality

24. Confidentiality at all stages of the procedures outlined in this Policy – from the initial report to the final decision – is assured for all individuals (the Worker, the Worker(s), or Director(s) against whom the report is submitted, and the individuals interviewed during the investigation). An individual who intentionally breaches the confidentiality clause of this Policy will be subject to disciplinary action.

25. In all stages of the investigation, the investigator will take every precaution to protect the identity of the Worker who submitted the report and/or the specific nature of the report itself. However, CDS recognizes that there are some instances where the nature of the report and/or the identity of the Worker who submitted the report will or may be inadvertently deduced by individuals participating in the investigation.

G) DISPUTE RESOLUTION POLICY

Definitions

1. The following term has this meaning in this Policy:
 - a) “*Organizational Participant*” – Refers to all categories of individual members and/or registrants defined in the By-laws of CDS who are subject to the policies of CDS, as well as all people employed by, contracted by, or engaged in activities with, CDS including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, judges, managers, administrators, parents or guardians, spectators, committee members, and Directors and Officers.

Purpose

2. CDS supports the principles of Alternate Dispute Resolution (ADR) and is committed to the techniques of negotiation, facilitation, and mediation as effective ways to resolve disputes. Alternate Dispute Resolution also avoids the uncertainty, costs, and other negative effects associated with lengthy appeals or complaints, or with litigation.
3. CDS encourages all Organizational Participants to communicate openly, collaborate, and use problem-solving and negotiation techniques to resolve their differences. CDS believes that negotiated settlements are usually preferable to outcomes resolved through other dispute resolution techniques. Negotiated resolutions to disputes with and among Organizational Participants are strongly encouraged.
4. Any violation of applicable CDS policy that may be considered “Prohibited Behaviour” or “Maltreatment” (as defined in the UCCMS) when the Respondent is an Organizational Participant who has been designated by CDS as a UCCMS Participant (as defined in the *Discipline and Complaints Policy*), will be handled pursuant to the policies and procedures of the Office of the Sport Integrity Commissioner (“OSIC”), subject to the rights of CDS as set out in the *Discipline and Complaints Policy* and any applicable workplace policies.

Application of this Policy

5. This Policy applies to all Organizational Participants.
6. Opportunities for Alternate Dispute Resolution may be pursued at any point in a dispute when all parties to the dispute agree that such a course of action would be mutually beneficial.

Facilitation and Mediation

7. The dispute will first be referred to CDS’s Independent Safe Sport Officer for review, with the objective of resolving the dispute via Alternate Dispute Resolution and/or mediation.
8. If all parties to a dispute agree to Alternate Dispute Resolution or mediation, the Independent Safe Sport Officer may refer the alternate dispute resolution process to a resolution facilitator of the Sport Dispute Resolution Centre of Canada (SDRCC) or another mediation service.
9. Should a negotiated decision be reached, the decision shall be reported to, and approved by, CDS. Any actions that are to take place as a result of the decision shall be enacted on the timelines specified by the negotiated decision, pending CDS’s approval.
10. Should a negotiated decision not be reached by the deadline specified by the mediator or facilitator at the start of the process, or if the parties to the dispute do not agree to Alternate Dispute Resolution, the dispute

shall be considered under the appropriate section of CDS's *Discipline and Complaints Policy* or *Appeal Policy*, as applicable.

Final and Binding

11. Any negotiated decision will be binding on the parties. Negotiated decisions may not be appealed.

H) SOCIAL MEDIA POLICY

Definitions

1. Terms in this Policy are defined as follows:

- a) **Participants** – Refers to all categories of individual members and/or registrants defined in the By-laws of CDS who are subject to the policies of Canada DanceSport (CDS), as well as all people employed by, contracted by, or engaged in activities with, CDS including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, judges, managers, administrators, committee members, parents or guardians, spectators, committee members, and Directors and Officers.
- b) **Social Media** – The catch-all term that is applied broadly to new computer-mediated communication media such as blogs, YouTube, Facebook, Instagram, Tumblr, TikTok, Snapchat, and Twitter.

Preamble

- 2. CDS is aware that Participant interaction and communication occurs frequently on Social Media. The CDS cautions Participants that any conduct falling short of the standard of behaviour required by this *Social Media Policy* and the *Code of Conduct and Ethics* may be subject to the disciplinary sanctions identified within the *Discipline and Complaints Policy*.
- 3. Any violation of this Policy that may be considered "Prohibited Behaviour" or "Maltreatment" (as defined in the UCCMS) when the Respondent is an Organizational Participant who has been designated by CDS as a UCCMS Participant (as defined in the *Discipline and Complaints Policy*), will be handled pursuant to the policies and procedures of the Office of the Sport Integrity Commissioner ("OSIC"), subject to the rights of CDS as set out in the *Discipline and Complaints Policy* and any applicable workplace policies.
- 4. Matters reported under the terms of this Policy may be referred directly to law enforcement agencies.

Application of this Policy

5. This Policy applies to all Participants.

Conduct and Behaviour

6. All conduct and behaviour occurring on Social Media must comply with the *Code of Conduct and Ethics*.

7. Participants may not engage in the following behaviour on Social Media:

- a) Posting a disrespectful, hateful, harmful, disparaging, or insulting comment on a social medium.
- b) Posting a picture, altered picture, or video on a social medium that is harmful, disrespectful, insulting, embarrassing, suggestive, provocative, or otherwise offensive.
- c) Creating or contributing to a Facebook group, webpage, Instagram account, Twitter feed, blog, or online forum devoted solely or in part to promoting negative or disparaging remarks or commentary about CDS or its stakeholders or reputation
- d) Any instance of cyber-bullying or cyber-harassment where incidents of cyber-bullying and cyber-harassment can include but are not limited to the following conduct on any social medium, via text message, or via email: regular insults, negative comments, vexatious behaviour, pranks or jokes, threats, posing as another person, spreading rumours or lies, or other harmful behaviour.

Participants Responsibilities

- 8. Participants should be aware that their Social Media activity may be viewed by anyone; including CDS.
- 9. If CDS unofficially engages with a Participant in Social Media (such as by retweeting a tweet or sharing a photo on Facebook) the Participant may, at any time, ask CDS to cease this engagement.
- 10. When using Social Media, a Participant must model appropriate behaviour befitting the Participant's role and status in connection with CDS.
- 11. Removing content from Social Media after it has been posted (either publicly or privately) does not excuse the Participant from being subject to the *Discipline and Complaints Policy*.
- 12. An individual who believes that a Participant's Social Media activity is inappropriate or may violate policies and procedures should report the matter to CDS in the manner outlined by the *Discipline and Complaints Policy*.

The CDS's Responsibilities

- 13. CDS has a responsibility to understand if and how Persons in Authority and Athletes are using Social Media to communicate with each other. Persons in Authority and Athletes may need to be reminded that behaviour in Social Media is still subject to the *Code of Conduct and Ethics* and *Social Media Policy*.
- 14. Complaints and concerns about the behaviour of a Person in Authority or Athlete in Social Media can be addressed under the *Discipline and Complaints Policy*.

Guidelines

- 15. The Guidelines in this section provide Persons in Authority and Athletes with tips and suggestions for Social Media use. Persons in Authority and Athletes are strongly encouraged to develop their own strategy for Social Media use (either written down or not) and ensure that their strategy for Social Media use is acceptable pursuant to the *Code of Conduct and Ethics*.
- 16. Given the nature of Social Media as a continually developing communication sphere, CDS trusts its Persons in Authority and Athletes to use their best judgment when interacting with Social Media.

Social Media Guidelines for Persons in Authority

17. Persons in Authority should consider the following guidelines to inform their own strategy for Social Media use:

- a) With Minor Athletes, ensure that parents/guardians are aware if some interactions may take place on Social Media and the context for those interactions, and give parents/guardians the option to prohibit or restrict communication in this space
- b) Attempt to make communication with Athletes in Social Media as one-sided as possible. Be available for Athletes if they initiate contact – Athletes may wish to have this easy and quick access to you – but avoid imposing yourself into an Athlete's personal Social Media space
- c) Ensure all Social Media communication is professional, unambiguous, and on-topic. Avoid emojis and unspecific language that can be interpreted in multiple ways
- d) Choosing not to engage with Social Media is an acceptable strategy. Be prepared to inform Athletes (and/or parents/guardians) why you will not engage in this space and explain which media you will use to communicate with them
- e) Athletes will search for your Social Media accounts. Be prepared for how you will respond when an Athlete attempts to interact with you on Social Media
- f) Annually review and update the privacy settings on all your Social Media accounts
- g) Consider monitoring or being generally aware of Athletes' public Social Media behaviour to ensure compliance with *Code of Conduct and Ethics* and this Policy
- h) Never demand access to an Athlete's private posts on Twitter, Instagram, or Facebook
- i) Do not send friend requests to Athletes. Never pressure Athletes to send you a friend request or follow your Social Media accounts
- j) If you accept a friend request from one Athlete, you should accept these requests from all Athletes. Be careful not to show favouritism on Social Media
- k) Consider managing your Social Media so that Athletes do not have the option to follow you on Twitter or send you a friend request on Facebook
- l) Do not identify Minor Athletes on publicly available Social Media
- m) Seek permission from adult Athletes before identifying them on publicly available Social Media
- n) Avoid adding Athletes to Snapchat and do not send snapchats to Athletes
- o) Do not post pictures or videos of Minor Athletes on your private Social Media accounts
- p) Be aware that you may acquire information about an Athlete that imposes an obligation of disclosure on your part (such as seeing pictures of Minor Athletes drinking during a trip)
- q) If selection decisions and other official team business are announced on Social Media, ensure they are also posted on a less-social medium like a website or distributed via email
- r) Never require Athletes to join Facebook, join a Facebook group, subscribe to a Twitter feed, or join a Facebook page about your team or organization

- s) If you create a page on Facebook or Instagram for your team or Athlete, do not make this Social Media site the exclusive location for important information. Duplicate important information in less-social channels (like on a website or via email)
- t) Exercise appropriate discretion when using Social Media for your own personal communications (with friends, colleagues, and other Persons in Authority) with the knowledge that your behaviour may be used as a model by Athletes
- u) Avoid association with Facebook groups, Instagram accounts, or Twitter feeds with explicit sexual conduct or viewpoints that might offend or compromise your relationship with an Athlete
- v) Never misrepresent yourself by using a fake name or fake profile

Social Media Guidelines for Athletes

18. The following tips should be used by Athletes to inform their own strategy for Social Media use:

- a) Set your privacy settings to restrict who can search for you and what private information other people can see.
- b) Coaches, teammates, officials, or opposing competitors may all add you to Facebook or follow you on Instagram or Twitter. You are not required to follow anyone or be Facebook friends with anyone.
- c) Avoid adding Persons in Authority to Snapchat and do not send snapchats to Persons in Authority.
- d) If you feel harassed by someone in a social medium, report it to your coach or another Person in Authority with your organization.
- e) You do not have to join a fan page on Facebook or follow a Twitter feed or Instagram account.
- f) Content posted on a social medium, relative to your privacy settings, is considered public. In most cases, you do not have a reasonable expectation of privacy for any material that you post.
- g) Content posted to a social medium is almost always permanent – consider that other individuals may take screencaps of your content (even snapchats) before you can delete them.
- h) Avoid posting pictures of, or alluding to, participation in illegal activity such as: speeding, physical assault, harassment, drinking alcohol (if underage), and smoking marijuana (if underage).
- i) Model appropriate behaviour in Social Media befitting your status as a) an Athlete, and b) a member of your organization and its governing organizations. As a representative of your organization, you have agreed to the *Code of Conduct and Ethics* and must follow that Code when you post material and interact with other people through Social Media.
- j) Be aware that your public Facebook page, Instagram account, or Twitter feed may be monitored by your organization, coach, or by another organization and content or behaviour demonstrated in Social Media may be subject to sanction under the *Discipline and Complaints Policy*.

I) PRIVACY POLICY

Canada DanceSport (CDS) is a national, private, not-for-profit organization committed to promote DanceSport in Canada. It is responsible for all aspects of Canada's involvement in DanceSport in the Olympic, Youth Olympic, Pan American Games, World Championships and a wide variety of programs that promote DanceSport in Canada.

1. Objectives of this Privacy Policy

This Privacy Policy explains how CDS (“we” or “us”) collect, use, and disclose your personal information – including when you:

- Apply for an opportunity including a job, board, committee or volunteer or a variety of programs and competitions related opportunity
- Participate in CDS activities, initiatives, competitions, events
- Use our social media channels
- Communicate with us (together, the “Purposes”).

The Privacy Policy aims to assist you in understanding how we collect, use, and safeguard the personal information that you provide to us and to assist you in making informed decisions when communicating with us and receiving news or related content from us.

2. What's in this Privacy Policy?

This Privacy Policy covers the following topics:

- Privacy Statement Updates
- Meaning of Personal Information
- Personal Information We Collect
- How We Use Your Personal Information
- How We Share Your Personal Information
- International Transfer and Storage of Information
- Links to External Services
- Retention of Personal Information
- Protecting Your Personal Information
- Your Rights
- Withdrawing Your Consent

3. Privacy Statement Updates

This Privacy Policy describes the way that CDS will, subject to applicable legal requirements, adhere to all relevant federal and provincial legislative privacy requirements. This Privacy Policy may be updated or modified from time to time by CDS to account for the introduction of new technologies or applicable laws and regulations.

4. What is Personal Information?

Personal information is information about an identifiable individual and could include, for example, the name, date of birth, home address, phone number, personal e-mail address, marital status, or other personal information about such identifiable individual.

5. What Personal Information Do We Collect?

Generally, we obtain your consent to collect, use or disclose personal information. Consent can be provided electronically or it can be implied where the purpose for collecting, using or disclosing your personal information would be considered obvious and you voluntarily provide personal information for that purpose. Consent may also be implied where we give you notice and a reasonable opportunity to opt-out of having your personal information being used, and you do not opt-out. Subject to certain exceptions, you can withhold your consent for CDS to use your personal information in certain ways – and you can do so by contacting us. Your decision to withhold your consent to certain uses of personal information may restrict our ability to provide particular Purposes, services or functionality.

6. How Do We Use Your Personal Information?

Some of the purposes for which CDS may collect, use, and disclose your personal information are:

- To facilitate communication with you
- To process any of your requests for information
- To administer participation in competitions, programs, initiatives, events
- For events planning and operations

By signing up to take part in programs, initiatives or events that we may initiate, or to receive online and/or e-mail communications, we may use the information that you provide to operate and facilitate such programs, initiatives, events and communications.

7. Who Do We Share Your Personal Information With?

To administer services and operations, certain personal information may be shared with, or accessed by, authorized third-party service providers. Your personal information will be provided to such third-party service providers only to enable the proper administration of such services and operations.

Additionally, we may use and disclose your information when we believe such use or disclosure is permitted, necessary or appropriate: (a) under applicable law, including laws outside your country of residence; (b) to comply with legal process; (c) to respond to requests from public and government authorities, including public and government authorities outside your country of residence; (d) to enforce the terms of the agreements for our services; (e) to protect our rights, operations or property; and (f) to allow us to pursue available remedies or limit the damages that we may sustain.

8. How Do We Handle International Transfer and Storage of Information?

The personal information that we collect from you may be transferred to, and/or stored at, a destination outside of Canada for processing by third-party service providers contracted by us. In such cases, it will then be subject to the laws of that foreign jurisdiction, which may permit disclosure of personal information to authorities in that jurisdiction. We will take reasonable steps to ensure that your data is treated securely and in accordance with this Privacy Policy.

9. Links to Other Sites

Our website may contain links to other websites, applications or digital products that are not operated by CDS. CDS has no responsibility for, control over, or liability for those websites or internet resources, or their collection, use, and disclosure of your personal information. We recommend that you refer to the privacy policy and terms of use contained in any linked site that you choose to go to and that you familiarize yourself with that website's terms and conditions of use.

10. How Long Do We Retain Your Personal Information?

CDS will retain your personal information only for as long as it is necessary to fulfill the identified purposes, or a legal or business purpose in accordance with this Privacy Policy.

11. How Do We Protect Your Personal Information?

CDS endeavours to maintain appropriate procedural and technological measures as well as storage facilities to prevent any unauthorized use or disclosure of your personal information. We cannot, however, guarantee the security of any personal information that is provided to us in an e-mail or in online form while it is being transmitted to us, because the internet is a potentially non-secure method of information transfer. Any such transmission is at your own risk.

12. What Are Your Rights Regarding Your Personal Information?

The law provides you with some rights over your personal information, notably the right to access and rectify the personal information that we have on you if it is incorrect, incomplete, invalid or ambiguous. You may request to access or to correct your personal information by sending us a written request.

13. How to Withdraw Your Consent to the Use and Disclosure of Your Personal Information?

You may withdraw at any time your consent to our use and disclosure of certain personal information by notifying us in writing. Please note that your withdrawal request may take up to 30 days to implement. Also note that withdrawing your consent may preclude us from providing you with certain information or may prevent your use or access to certain programs.

J) Screening Policy

Purpose

1. Screening of personnel and volunteers is an important part of providing a safe environment among sport organizations which provide programs and services to children and youth, Canada DanceSport (CDS) is responsible, at law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events. CDS takes very seriously, and is committed to, fulfilling the duty of care it owes to its young athletes.
2. The purpose of screening is to identify individuals within CDS who pose a risk to children, and other athletes.

Policy Statement

3. Not all personnel affiliated with CDS will be required to undergo screening through a Police Records Check ("PRC"), as not all positions pose a risk of harm to CDS or its members.
4. Persons who will be subject to screening through a PRC are those who work closely with minor athletes and who occupy positions of trust and authority within CDS programs. Such 'designated positions' include:
 - a. All individuals in paid staff positions;
 - b. All persons affiliated with provincial teams, whether paid or volunteer; and
 - c. Any staff person, board member or volunteer appointed to accompany a CDS team to an event or competition whether as a coach, manager, chaperone, driver or official in another role.
5. It is the CDS's policy that:
 - a. PRCs will be mandatory for all persons in 'designated positions'. There will be no exceptions.
 - b. Failure to participate in the PRC process as outlined in this policy will result in ineligibility for the 'designated position'.
 - c. CDS will not knowingly fill a 'designated position' with a person who has a conviction for a 'relevant offence' as defined in this policy.
 - d. If a person in a 'designated position' subsequently receives a conviction for, or be found guilty of, a relevant offences, he/she will report this circumstance immediately to CDS.

Screening Committee

6. The implementation of this policy is the responsibility of the Screening Committee, a committee of three persons appointed by the Board of Directors for a term of two years.
7. The Screening Committee will carry out its duties in an independent manner and at arms-length from the Board of Directors and the staff of the CDS.
8. The Screening Committee is responsible for receiving and reviewing all PRCs and, based on such reviews, making decisions regarding the appropriateness of individuals occupying 'designated positions'. The Screening Committee may approve an individual's participation in a 'designated position', may deny an individual's participation in a 'designated position' or may approve an individual's participation in a 'designated position' subject to terms and conditions as the Screening Committee deems appropriate.
9. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants or volunteer screening specialists. The decisions of the Screening Committee are final and binding and may not be appealed.

Procedure

10. Each person subject to this policy will apply for and obtain a PRC at their local police detachment. If there is a charge to obtain the PRC, CDS will **not** reimburse the person for such expense.

11. Each person subject to this policy will submit the original copy of their PRC to the Screening Committee, c/o CDS at its head office, in an envelope marked 'Confidential'.

12. The Screening Committee will review all PRCs received and will determine whether the PRC reveals a relevant offence. The Screening Committee will render its decision in accordance with paragraph 8 and will notify the person and CDS of its decision in writing. The original copy of the PRC will be destroyed or returned to the person who supplied it.

13. PRCs are valid for a period of two years.

Relevant Offences

14. For the purposes of this policy, a 'relevant offence' is any of the following offences for which pardons have not been granted:

- a. If imposed in the last five years:
 - i. Any criminal offence involving the use of a motor vehicle, including but not limited to impaired driving; or
 - ii. Any violations for trafficking under the Controlled Drug and Substances Act.
- b. If imposed in the last ten years:
 - i. Any crime of violence including but not limited to, all forms of assault;
or
 - ii. Any criminal offence involving a minor or minors.
- c. If imposed at any time:
 - i. Any criminal offence involving the possession, distribution, or sale of any child-related pornography;
 - ii. Any sexual offence involving a minor or minors; or
 - iii. Any offence involving fraud.

Records

15. The Screening Committee will retain no copies of PRCs, but may retain written records of its communications with the persons submitting the PRC and with the CDS. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal or disciplinary proceedings.

K) INCLUSION POLICY

PURPOSE

Sport plays a major role in promoting the inclusion of all groups in society. Canada DanceSport (CDS) is committed to inclusive and available sport to all persons in Canada.

CDS is committed to the achievement of sport equity and equal opportunity, including the establishment and maintenance of an organizational and sport environment whereby all athletes have the opportunity to contribute to the sport to their maximum potential.

APPLICATION

This Inclusion Policy covers participation by athletes, service delivery by CDS, and selection/election of voluntary committees and officials' appointments.

CDS is committed to the principle and practice of fair and equitable allocation of resources and opportunities for all Canadian residents regardless of race, and ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex (gender), sexual orientation, sexual identification, disability, age, marital status or family status. CDS will take strong and clear initiatives to encourage participation by people with disabilities, women, Indigenous people, children in low income families, new Canadians, members of the LGBTQ community, and other minority groups.

1. DEFINITIONS:

Access: Refers to the ability of all Registrants, staff and potential athletes, to be able to access and participate in any of the organizational activities of CDS.

Conduct: The manner in which a person behaves, especially on a particular occasion or in a particular context.

Equality: For the purposes of this policy is defined as "of the same quantity, size, number, degree, value, intensity" and "having the same rights, privileges, ability, rank, etc."

Equity: For the purposes of this policy is defined as "justice, impartiality; the giving or desiring to give each person their due; anything that is fair."

Event: Means any CDS Recognized competition, program or CDS-organized activity.

Inclusion: Inclusion is recognizing our universal "oneness" and interdependence. Inclusion is recognizing that as people, we are "one" even though we are not the "same". The act of inclusion means fighting against exclusion - i.e., racism, sexism, ableism, etc., Inclusion also involves assuring that support systems (where applicable, adaptive equipment, etc., are available to those who need such support.

Registrants: Those individuals who participate in the activities of CDS. Registrants include athletes, coaches, officials, administrators, volunteers, directors, officers, committee members and individuals recognized previously by the organization. In all cases, such individuals are registered with a CDS club, a Member or with the organization directly. The term Registrant is also taken to mean CDS clubs that are registered with the organization's Members. Registrants are not members of the organization but may be charged registration fees in order to participate in the programs and activities of the organization.

Sports Equity: Refers to fairness in sport, equality of access, recognizing inequalities and taking steps to address them. It is the principle and process of allocating resources, programs, opportunities and decision making fairly. It is about changing the culture and structure of sport to ensure that it becomes equally accessible to all members of society, whatever their age, ability, sex (gender), sexual orientation, sexual identification, race, ethnicity, family status or social/economic status.

2. APPLICATION OF POLICY

- a. CDS will work to ensure that inclusion and sport equity are key considerations when developing, updating or delivering CDS policies, governance, programs, projects and services.
- b. Leadership and Administration: CDS will ensure its by-laws use sex (gender) neutral language.
- c. CDS Inclusion Policy: CDS will ensure, at all levels within the organization there is equal opportunity to participate, compete, coach, officiate, administer, organize, lead, and instruct in a fair, and an unbiased environment.
- d. CDS shall declare publicly that it is an equal opportunity employer and respects the principles of pay equity in relationship to salaried employees.
- e. CDS shall practice non-discriminatory interview techniques and pay equity.
- f. CDS shall strive to have an inclusive balance of representation comprising its Board of Directors and committees.

3. EDUCATION AND PREVENTION

- a. CDS believes that an effective education program is a cornerstone to achieving success of this policy, and equity in the CDS. Efforts will be made to raise the awareness and understanding of the importance of equity and inclusion, within CDS.
- b. CDS representatives participating at meetings both internal and external to the organization shall understand and be committed to the principles of inclusion and sport equity as set out in this policy, and actions at these meetings should reflect these principles.
- c. CDS shall strive to have inclusive and balanced representation on its delegations to external forums and conferences.
- d. CDS shall not solicit nor accept sponsorship from companies that discriminate against any of the following: persons with disabilities, girls and women, Indigenous populations, minority groups, or persons based on their sexual orientation or sexual identification.
- e. CDS shall continue to support the objectives of organizations that are concerned with the status of persons with disabilities, girls and women, Indigenous and Aboriginal populations or minority groups.

L) CONCUSSION GUIDELINE

What is a concussion?

A concussion is a brain injury that cannot be seen on routine X-rays, CT scans, or MRIs. It affects the way you may think and remember things, and can cause a variety of symptoms.

What are the signs and symptoms of a concussion?

You do not need to be knocked out (lose consciousness) to have had a concussion. You might experience one or more of the following:

Thinking Problems	How You Might Feel	Other Problems
- Do not know time, date, place, period of game, opposing team, score of game - General confusion - Cannot remember things that happened before and after the injury - Knocked out	- Headache - Dizziness - Feeling dazed - Feeling “dinged” or stunned; “having my bell rung” - Seeing stars, flashing lights - ringing in the ears - Sleepiness - Loss of vision - Seeing double or blurry vision - Stomachache, stomach pain,	- Poor co-ordination or balance - Blank stare/glassy-eyed - Vomiting - Slurred speech - Slow to answer questions or follow directions - Easily distracted - Poor concentration - Strange or inappropriate emotions (i.e., laughing, crying, getting mad easily)

Get medical help immediately if you have any “red flag” symptoms such as neck pain, repeated vomiting, growing confusion, seizures, and weakness or tingling in your arms or legs. These may be signs of a more serious injury.

What causes a concussion?

Any blow to your head, face or neck, or a blow to your body which causes a sudden jarring of your head may cause a concussion (e.g., a ball to the head, being checked into the boards).

What should I do if I think I might have a concussion?

You should stop playing right away. Continuing to play increases your risk of more severe, longer- lasting concussion symptoms, as well as increases your risk of other injury.

Tell a coach, parent, official, or other responsible person that you are concerned you might have a concussion. You should not be left alone and should be seen by a doctor as soon as possible that day.
You should not drive.

If you lose consciousness, an ambulance should be called to take you to a hospital immediately.
Do not return to play the same day.

What should I do if I think my teammate might have a concussion?

If another athlete tells you about symptoms or if you notice signs they might have a concussion, tell a coach, parent, official or other responsible person. They should not be left alone and should be seen by a doctor as soon as possible that day.

If another athlete is knocked out, an ambulance should be called to take them to a hospital immediately.

How long will it take to get better?

The signs and symptoms of a concussion usually last for one to four weeks, but may last longer. In some cases, it may take many weeks or months to heal. If you have had a previous concussion, you may take longer to heal.

If your symptoms are persistent (i.e., last longer than four weeks if you're under 18 or last longer than two weeks if you're 18 or older) you should be referred to a healthcare professional who is an expert in the management of concussion.

How is concussion treated?

After an initial short period of rest (24 to 48 hours), light cognitive and physical activity can begin, as long as these don't worsen your symptoms.

As you're recovering from concussion, you should not do any activities that may make your symptoms worse. This might mean limiting activities such as exercising, driving, and screen time on your phone or other devices. If mental activities (e.g., reading, using the computer) worsen your symptoms, you might have to stay home from school or work.

Recovering from concussion is a process that takes patience. Going back to activities before you are ready is likely to make your symptoms worse, and your recovery may take longer.

When should I go to the doctor?

Anyone with a possible head injury should be seen by a doctor as soon as possible. If you are diagnosed with a concussion, your doctor should schedule a follow-up visit with you within the next one to two weeks.

You should go back to the doctor immediately if, after being told you have a concussion, you have worsening symptoms, such as:

- being more confused
- headache that is getting worse
- vomiting more than twice
- not waking up
- having any trouble walking
- having a seizure
- strange behaviour

When can I return to school/work?

You may find it hard to concentrate in class/work, may get a worse headache, or feel sick to your stomach. You should stay home from school/work if being in class makes your symptoms worse. Once you feel better, you can try going back to school/work part-time to start (i.e., for half days) and if you are OK with that, then you can go back full time.

On average, students/people with concussion miss one to four days of school/work. Each concussion is unique, so you may progress at a different rate than other people you know.

The Return-to-School Strategy provides information on the stages of returning to the classroom. Remember, return to school must come before full return to sport.

When can I return to sport?

It is very important that you do not go back to full participation in sport if you have any concussion signs or symptoms. Return to sport and physical activity must follow a step-wise approach.

In this approach:

- Each stage is at least 24 hours.
- Move on to the next stage when you can tolerate activities without new or worsening symptoms.
- If any symptoms worsen, stop and go back to the previous stage for at least 24 hours.

Stage 1: After an initial 24 to 48 hours of rest, light cognitive and physical activity can begin, as long as these don't worsen your symptoms. Start with daily activities like moving around your home and simple chores, such as making your bed.

Stage 2: Light aerobic activity such as walking or stationary cycling, for 10 to 15 minutes. Don't do any resistance training or other heavy lifting.

Stage 3: Individual sport-specific exercise with no contact for 20 to 30 minutes (e.g., running, throwing). Don't do any resistance training.

Stage 4: Begin practising with no contact (no checking, no heading the ball, etc.). Add in more challenging drills. Start to add in resistance training.

Stage 5: Participate in practice with contact, once cleared by a doctor.

Stage 6: Full game play or competition.

The Return-to-Sport Strategy provides more information on the stages of returning to sport.

Never return to sport until cleared by a doctor!

Returning to active play before full recovery from concussion puts you at higher risk of sustaining another concussion, with symptoms that may be more severe and last longer.

Additional Resources

Available at parachute.ca/concussion:

- Return-to-School Strategy: <https://parachute.ca/wp-content/uploads/2019/06/Return-to-School-Strategy.pdf>
- Return-to-Sport Strategy: <https://parachute.ca/wp-content/uploads/2019/06/Return-to-Sport-Strategy.pdf>
- Canadian Guideline on Concussion in Sport
<https://www.parachutecanada.org/en/professional-resource/concussion-collection/canadian-guideline-on-concussion-in-sport/>

SCHEDULE M - GUIDELINES FOR ORGANIZING CANADA DANCESPORT CHAMPIONSHIPS

1. Preparations prior to the Championships:
 - a) Venue with minimum of 16.5m x11m (minimum 60x35 feet) wooden dance floor
 - b) Venue must have separate change rooms for male & female athletes
 - c) Selection of Adjudicating panel & Chairman – 6 months prior to event
 - d) Appoint qualified CDS PD scrutineer
 - e) Appoint a Master of Ceremonies- preferably CDS PD
 - f) Appoint a music maker-preferably CDS PD
 - g) Appoint a Floor Manager
 - h) Appoint a French/English speaking interpreter to assist the MC, Floor Manager, Marshall, and athletes
 - i) Invite CDS President to act as Presiding President
 - j) Circulate advertising flyers, entry forms, and information minimum 4 months prior to the event in both official languages (see Rule 15.04 a & b for detailed information)
 - k) Collect all the annual trophies from past champions
 - l) Receive from all Regions the list of athletes that competed in their Regional Qualifier and events they competed in
 - m) Provide complimentary tickets to each CDS Director and his/her guest
 - n) Provide First Aid -optional but strongly recommended.
2. Preparations on the day of the Championships:
 - a) Arrange to have Canadian flag and all provincial/countries flags for all Regions represented in the Championship visible in the venue.
 - b) Produce a program that has
 - messages from Prime Minister, local politicians, CDS President, host Regional President
 - list of Adjudicators, Chairman and Scrutineer with brief bio & photo
 - list of CDS Board of Directors & host Regional Board of Directors
 - Schedule of events
 - Events with athletes number & Region representing
 - No athlete's face that may be clearly recognized can be used anywhere in the program
 - b) Check dance floor is in good condition
 - c) Check that the change rooms have adequate space for hanging costumes, mirrors, and tables and chairs.
 - d) Check that athletes have adequate water supply
3. Opening Ceremonies:
 - a) Parade: The Canadian flag followed by Canada DanceSport President leads the parade, followed by each Regional Association Provincial flag, 2 CDS Regional Board Directors and their Regional athletes in costume, and finally the Chairman and panel of adjudicators at the rear of the parade. In the case of the COC it will be National flags as well. The MC will introduce President, and name the Regional Association & 2 CDS Directors as they march in.
 - b) Playing of National anthem "O Canada"
 - c) Speeches: in the following order- any local politicians, CDS President, host Regional Association President
 - d) Introduction of the Adjudicating panel – they will line up at front until all introduced, then leave
 - e) March off of Provincial/National flags, representatives, and all athletes
4. Prize giving ceremony
 - a) An awards podium should be provided for 1st, 2nd, and 3rd place.
 - b) The results must be called in reverse order
 - c) CDS Board of Directors who are not in competition costume shall be invited to present awards. A sponsor or other dignitary may also be invited to present awards.
 - d) All finalists must be in competition costume to receive an award.

- e) All finalist couples must receive a medal or trophy plus the top 3 finalists will receive flowers. Juvenile and Junior finalists must each be awarded a medal or trophy. The top three couples in Ten Dance will also be recognized. All Juvenile & Junior presentations must be completed no later than 10:30 pm.
 - f) Honour dances will be danced after the completion of the awards ceremony by the Champions. In the case of the Ten Dance winner only if the couple is different than the Standard or Latin winner just announced.
 - g) Remind the Champion and Vice Champion after each awards ceremony that at the end of each evening a Team photo will be taken.
5. Reception
- At the conclusion of the last day of the Championships a small reception for all Championship level athletes that competed, officials, CDS Board & their invited guests, and any other guests the host Regional Board decides to invite.
- For more detailed information on hosting a championship can be found in the CDS Rules 14-21.

SCHEDULE N-Canada DanceSport (CDS) Board Member Orientation Briefing Document

Welcome to the Canada DanceSport Board

Congratulations on your appointment to the Board of Directors of Canada DanceSport (CDS). Your role is pivotal in advancing DanceSport in Canada. This briefing document outlines essential information to facilitate your transition and ensure effective governance

Board Governance and Responsibilities

As a Board member, your responsibilities include:

- Strategic Leadership: Guiding CDS's direction.
- Financial Oversight: Ensuring accountability and transparency.
- Policy Adherence: Upholding CDS's by-laws, policies, and procedures.
- Advocacy: Promoting equity, diversity, and inclusion (EDI) in DanceSport.
- Stakeholder Engagement: Collaborating with athletes, coaches, and community partners.

Fiduciary Duties

Board members are legally obligated to act in the best interest of CDS, encompassing:

- Duty of Care: Making informed decisions with diligence.
- Duty of Loyalty: Prioritizing CDS's interests without conflicts.
- Duty of Obedience: Ensuring compliance with laws, policies, and the CDS mission.

Governance and Financial Policies

Familiarize yourself with the following:

- **CDS By-laws and Governance Policies:** These outline the organizational structure, roles, and responsibilities.
- **Code of Conduct and Conflict of Interest Policy:** Guidelines for ethical behavior and managing conflicts.
- **Strategic Plan and Annual Operating Plan:** Documents detailing CDS's goals and operational strategies.
- **Recent Board Meeting Minutes and Financial Reports:** Records of past discussions and financial standings.
- **Risk Management Framework:** Strategies for identifying and mitigating risks.

Financial Oversight

Your role includes:

- Reviewing and approving budgets.
- Overseeing financial risk and compliance.
- Assessing audit findings and implementing corrective actions.

Mandatory Training and Orientation Requirements

Within 30 Days of Appointment:

- Attend a session led by the President or Executive Director covering CDS's mission, governance structure, and strategic priorities.
- **CCES Safe Sport & CSSP online education course:** Familiarize yourself with the CDS Safe Sport Policies and complete the CSSP online Education course
- Document Review: Examine governance documents and complete a self-assessment on Board roles.

Ongoing:

- Mentorship: Engage with an Executive Board member for six months.
- Participation: Attend Board and committee meetings.
- Engagement: Participate in CDS events and stakeholder interactions.

Meetings and Key Expectations

Board members are expected to:

- Contribute to decision-making and strategic discussions.
- Support CDS's initiatives and fundraising efforts.

Conflict of Interest and Ethical Conduct

Board members must:

- Disclose any potential conflicts of interest.
- Abstain from decision-making where conflicts arise.
- Uphold CDS's integrity, professionalism, and commitment to transparency.

Additional Resources and Support

For further support, access:

- CDS's Online Board Resource Hub: Repository of governance materials.
- Board Liaison: Designated contact for questions and guidance.
- Training Sessions: Opportunities for governance development.

Acknowledgment

By signing below, I confirm that I have received, reviewed, and understand the CDS Board Member Orientation Briefing Document. I commit to fulfilling my responsibilities in alignment with CDS's mission and governance principles.

Name: _____

Signature: _____

Date: _____

APPENDIX I - GUIDELINES FOR THE SELECTION OF JUDGES FOR THE CCC

- The host Region will give consideration to the Region's short list but only if it was submitted by the July 1st deadline.
- 75% of the officials (judges, and chairman, must be CDS PD, WDSF licensed, or registered with another recognized WDSF member body.
- All adjudicators from outside Canada must be WDSF or a member of their country WDSF member body (example USA Dance)
- The host Region is not required to take an adjudicator from every Region every year.
- Maximum from any Region/country will be 2 adjudicators if 7 adjudicators used, (3 if using 9 adjudicators, 4 if using 11 adjudicators)
- All adjudicators must meet judging experience as set out in Rule 18.11
- Must have experience adjudicating a Regional Championship.
- Final decision will be made by the host Region and the CDS board