WDSF OPERATING POLICY

Duties and obligations of WDSF Chairperson

1. The main function of WDSF Chairperson is to observe strict compliance with WDSF Rules, Regulations, Policies and Operating Policies during WDSF-granted Competitions. Chairmen shall be familiar with the WDSF Competition Rules, WDSF Dress Regulation, and Regulation for WDSF World Ranking Tournaments, Management of the WDSF World Ranking Tournaments, WDSF Code of Conduct and Standard of Ethics, WDSF Computer Ranking List, Format of the final, List of age groups and Skating System, and all relevant WDSF policies and Operating Policies.

2. A Chairperson is responsible to the WDSF Presidium.

3. A Chairperson must hold a valid WDSF Chairperson’s Licence.

4. A Chairperson may serve only in a non-voting capacity.

5. A Scrutineer may not act as Chairperson of Adjudicators.

Technical Requirements

6. The Chairperson shall control the following technical requirements:

   6.1. Examine and monitor competition floor and dimensions and quality

   6.2. Control and monitor readiness of check-in team and correctness of registration forms, including the Anti-Doping Forms of Consent.

   6.3. Check and monitor readiness of scrutineers and computer team and check all forms used by judges and scrutineers.

   6.4. Check and monitor presence of First Aid personnel at the venue.

   6.5. Check and monitor lighting and ensure that it is sufficient.
6.6. Examine and monitor condition of changing rooms for athletes to ensure that their condition is satisfactory.

6.7. Examine and monitor Adjudicators’ changing rooms and ensure that VIPs and other guests have a separate room.

6.8. Check and monitor the sound system and ensure that it has pitch control.

6.9. Instruct the DJ about correct tempi and duration of music.

6.10. Check and monitor the assigned places for the Adjudicators and ensure that they have optimal conditions for their job.

6.11. Check the positioning of the display board for all the results and heat allocations.

6.12. Ensure that the scrutineering team is separated from the audience and any unauthorized visitors.

6.13. Study and monitor the competition and timetable and ensure that breaks between rounds are not less than 20 minutes.

**Adjudicators**

7. The Chairperson shall:

7.1. Ensure that all Adjudicators are present at the venue and find a qualified substitute if necessary.

7.2. Meet with the Adjudicators before the start of the competition and instruct them about the competition and their duties.

7.3. Ensure that Adjudicators are on duty in the competition hall 5 minutes before each round.

7.4. Ensure that during breaks Adjudicators remain in the assigned room or a separate area in the competition hall.

7.5. Observe and monitor the behaviour of Adjudicators in regard to the Code of Conduct and Standards of Ethics.

7.6. Prevent any unethical conduct on the part of athletes, coaches or spectators towards adjudicators.
During Competitions

8. The Chairperson shall:

8.1. Determine the number of heats and number of couples in each heat for every Round, according to WDSF Rules, Regulations, policies and Operating Policies.

8.2. Ensure that mixed heats are used from heats comprised of 48 couples or less onwards in WDSF Ranking Competitions and from the first round including re-dance in WDSF Championships.

8.3. Limit the number of couples in a heat if there is potential danger to the athletes’ safety.

8.4. Inspect the marks and confirm the number of couples qualified for the next round.

8.5. Ensure that competitors dance in their assigned heats, and that all couples are on the floor for their heat.

8.6. Ensure that the list of couples qualified for the next round is compiled according to starting number and is visibly displayed on the result board together with heat assignment before the beginning of the next round.

8.7. Check the work of the scrutineers during breaks.

8.8. Make decisions on questions or issues that might arise during the competition.

8.9. Check the competition dress of all athletes before the start of the first round if possible or during the first round and ensure that all are in accordance with WDSF Dress Regulation, and if any violation of the WDSF Dress Regulation is detected, to instruct the athlete to comply with the Regulation or face a disqualification in the next round.

8.10. Ensure that only the Chairperson and the scrutineers have access to the marks until they are delivered to the Organizers, at the end of the competition.

After the Competition

9. The Chairperson shall:

9.1. Inspect all the marks and compilation sheets and ensure that the Organizers submit them to the WDSF Sport Director within 48 hours of the end of the competition.
9.2. Write a report about the competition and send it to the WDSF Sport Director within 7 days after the end of the competition.

9.3. Instruct the Organizers to have the original adjudicators marking sheets available for inspection if required for a period of 30 days after the end of the competition after which they may be destroyed.