Operating Policy

Re: The WDSF Managing Committee

This Operating Policy is a living document. The Presidium intends to elaborate on the duties and privileges of each of the Members of the Managing Committee. The Presidium started this process of elaboration with the description of the Sports Director.

Part 1. General

1. The President, the First Vice President, the General Secretary, the Treasurer and the Sports Director constitute the Managing Committee, and, subject to the discretion of the Presidium, represent the WDSF. [*WDSF Statutes* Article 16(1)]

2. The Managing Committee has the duty and the authority to manage and conduct WDSF’s affairs according to Modern Sports Principles and modern Management Principles. [*WDSF Statutes* Article 16(2)]

3. The work of the MC shall be conducted as much as possible by correspondence by mail, fax and e-mail.

4. Meetings of the MC shall only be convened if more than half the MC’s members can attend.

5. Ordinarily the MC should attempt to meet immediately prior to every WDSF Presidium Meeting at the same location as that WDSF Presidium Meeting.

6. The General Secretary shall circulate draft Minutes of every MC Meeting no later than one month of the close of that MC Meeting.

7. Motions in the MC may be conducted by the President or the General Secretary. Decisions of the MC require a simple majority. Each Member of the MC has one vote. The result of any vote must be made known to all members of the MC without delay.
8. The MC shall review the operation and management of the WDSF’s offices at each of its Meetings. The MC shall conduct a full review of the operation and management of the WDSF’s offices at least every two (2) years.

9. The MC has the right to see all of WDSF’s business, management and sporting records.

10. Every Member of the MC shall:

   (a) carry out the duties and exercise the powers granted to him or her as set out in the WDSF Statutes;

   (b) generally ensure that the administration of WDSF’s business, management and sports affairs complies with the WDSF Statutes and all other WDSF rules and regulations;

   (c) provide and demonstrate leadership in exercising her or his duties under the WDSF Statutes and all other WDSF rules and regulations;

   (d) maintain high standards and set a technical and ethical example for all persons in DanceSport;

   (e) promote WDSF, the International Olympic Committee and Olympism, and athletic competition in Games;

   (f) carry out duties assigned to him or her by the President, the Managing Committee and the Presidium;

   (g) assist the WDSF Treasurer and the WDSF Financial Commission to prepare WDSF’s budgets and other financial documents in connection with matters which are his responsibility;

   (h) propose and carry out administrative and communications policies that strengthen WDSF DanceSport and inform WDSF’s Members and other persons and organizations about WDSF DanceSport, including using the most modern electronic and computer technology and social media to carry out her or his duties of the Office, and presenting a clear, correct and consistent image of WDSF DanceSport to WDSF’s Members and to the world;

   (i) advise the General Meeting, the Presidium and the Managing Committee on how to improve and develop WDSF DanceSport; and
(j) carry out other duties or directions assigned to him or her by the General Meeting, the Presidium or the Managing Committee.

Part 2. The WDSF President

1. The President is the chief political representative of WDSF and has the duty and authority to lead and to try to build consensus within WDSF. The President is also the Chief Executive Officer (CEO) of WDSF and has full authority to manage the day-to-day business and sport affairs of WDSF, provided always that if the Presidium appoints a different person as CEO of WDSF, then that CEO has authority and duty to manage the day-to-day business and sport affairs of WDSF according to the terms of his contract of employment as CEO. [WDSF Statutes Article 16(3)]

2. The President’s work shall be conducted at places which s/he considers reasonable and convenient for the success of DanceSport and WDSF, including at WDSF's address of record in Switzerland, at the WDSF’s business office or offices, and in his or her home country.

Part 3. The WDSF First Vice President

1. The WDSF First Vice President is the deputy chief political representative of WDSF and, subject to the President's directions, has the duty and authority to lead and to try to build consensus. The First Vice President is also the Assistant Executive Officer of WDSF and, subject to the President's directions, has authority to manage the day-to-day business of WDSF. In the event of the resignation, termination, death or incapacity of the President, the First Vice President has the duty and authority to fully assume the office, authority and title of the President. [WDSF Statutes Article 16(4)]

2. The First Vice President’s work shall be conducted at places which s/he considers reasonable and convenient for the success of DanceSport and WDSF, including at WDSF's address of record in Switzerland, at the WDSF’s business office or offices, and in his or her home country.
4. The WDSF General Secretary

1. The General Secretary is in charge of the WDSF's office and its World Wide Web site, and, subject to decisions by the Presidium and the General Meeting, acts according to the President's instructions. [WDSF Statutes Article 16(6)]

2. The Office of the General Secretary ("the Office") is principally administrative and clerical. Subject to the directions of the President and the First Vice President, and of the Presidium, the General Secretary is the Chief Administrative Officer of the Federation.

3. The General Secretary shall

(a) carry out the responsibilities and exercise the powers of the General Secretary set out in the WDSF Statutes, and generally ensure that the administration of WDSF’s affairs complies with the WDSF Statutes;

(b) keep thorough and adequate records of WDSF’s business and operations according to modern business principles; maintain duplicate security copies and electronic backups of those records; maintain the Federation’s corporate identity and corporate records according to law; maintain and add to the Federation’s archives; maintain current and correct versions of all of the WDSF Statutes, Rules, Codes, Regulations, Operating Policies and other official documents; and carry on the day-to-day administration of the Federation’s paper and electronic records, administrative correspondence and Web Page;

(c) coordinate the Office’s work with the work of the Presidium, the WDSF Communications Commission;

(d) supervise and coordinate the administration of all WDSF Commissions, including monitoring their internal and external communications;

(e) propose and carry out administrative and communications policies that strengthen WDSF and inform WDSF’s Members and other persons and organizations, including using the most modern electronic and computer technology to carry out the duties of the Office, and presenting a clear and consistent image of WDSF to its Members and the world;

(f) make all arrangements for General Meetings, Presidium
Meetings and Managing Committee Meetings;

(g) advise the General Meeting, the Presidium and the Managing Committee on how to improve the functioning of WDSF and how to develop WDSF generally; and

(h) carry out other directions given by the General Meeting, the Presidium and the Managing Committee.

4. Subject to the consent of the Presidium, the Office may employ volunteers or paid staff to assist in its work.

5. The Office’s work shall be conducted at places which the General Secretary considers reasonable and convenient for the better functioning of the Office and WDSF, including at WDSF's address of record in Switzerland, and in the General Secretary’s home country.

**Part 5. The WDSF Treasurer**

1. The Treasurer is the Chief Financial Officer of WDSF and has the duty and full authority to manage the day-to-day financial and accounting affairs of WDSF according to modern Management Principles. The Treasurer has the duty to report to the General Meeting and the Presidium regarding WDSF’s accounts and financial affairs. [*WDSF Statutes* Article 16(7)]

2. The Treasurer’s work shall be conducted at places which s/he considers reasonable and convenient for the success of DanceSport and WDSF, including at WDSF's address of record in Switzerland, at the WDSF’s business office or offices, and in his or her home country.

**Part 6. The WDSF Sports Director**

1. The Sports Director is the Chief Sports Officer of WDSF and has the duty and full authority to manage the day-to-day sports affairs of WDSF according to Modern Sports Principles and modern Management Principles. [*WDSF Statutes* Article 16(8)]

2. The Sports Director has the duty to report to the General Meeting and the Presidium regarding WDSF’s sports affairs [*WDSF Statutes* Article 16(8)] and shall coordinate the performance of his duties with the work of the Presidium and the WDSF Communication
Commission according to directions he receives from the President, the Managing Committee and the Presidium.

3. The Sports Director shall:

(a) promote all levels of WDSF DanceSport throughout the world;

(b) work with WDSF’s Members and other sports authorities and producers to determine the scheduling and production of all WDSF tournaments and WDSF’s participation in sporting Games;

(c) provide practical and ethical guidance to DanceSport athletes;

(d) provide practical and ethical guidance to DanceSport adjudicators;

(e) provide practical and ethical guidance to DanceSport coaches;

(f) provide practical and ethical guidance to DanceSport competition producers and other persons associated with DanceSport competitions, including organizers of athletic Games;

(g) serve as Chair of WDSF Technical Commissions Sports Department and actively supervise, promote and accomplish its work; and

(h) in cooperation with the WDSF General Secretary keep thorough and adequate records of WDSF’s sports business and sports operations according to modern business principles; maintain duplicate security copies and electronic backups of those records; maintain and add to the Federation’s archives; maintain current and correct versions of all of the WDSF’s sports Rules, Codes, Regulations and other official documents;

and without limiting the generality of the duties set out above, the Sports Director shall also:

(i) organize meetings, festivals, conferences and other events;

(j) promote sport in new countries;

(k) work with students or young people;

(l) liaise with local sports councils, regional committees and national governing bodies;
(m) consult with clients, WDSF Member bodies, community and local sporting organizations;

(n) advise sports clubs on problems such as organization, funding, promotion and regulations;

(o) manage budgets, controlling finance allocated for community activities and sometimes coordinating or raising sponsorship;

(p) undertake or commissioning research and collating, mapping and monitoring data;

(q) produce promotional literature, reports and event materials and liaising with marketing and media organizations;

(r) make presentations to grant-making bodies and/or relevant authorities;

(s) manage, supervising and training staff and sometimes operating an office;

(t) support colleagues to encourage and develop DanceSport in the local, regional, national or international community;

(u) with the prior approval of the Managing Committee, serve on national and international government think tanks and task groups;

(v) in consultation with other WDSF bodies of competent jurisdiction, participate in and otherwise assist in the resolution of political and ethical issues, such as conflicts of interest between partner organisations, use of banned substances and breaches of regulations.

4. Subject to the consent of the Presidium, the Sports Director may employ volunteers or paid staff to assist him or her to perform his or her duties.

5. Subject to the consent of the Managing Committee, and based on periodic plans which are approved in advance by the Managing Committee or the Presidium, the Sports Director may travel in order to perform her or his duties.

6. The Sports Director is entitled to full reimbursement of his or her reasonable expenses incurred in performing her or his duties.
7. The Sports Director shall devote all of his business time and efforts to working as Sports Director.

8. The adequate performance of the Sports Director’s duties requires significant sacrifices of time and earning potential. Accordingly, subject to the Presidium’s prior consent, the Sports Director may be paid appropriate honoraria, fees or salary in recognition of such sacrifices, by WDSF.

9. In order to guard against any appearance of Conflict of Interest, the Sports Director may not accept honoraria, fees or salary from any other persons.

10. The Sports Director’s work shall be conducted at places which the Managing Committee and the Presidium consider reasonable and convenient for the success of DanceSport and WDSF, including at WDSF's address of record in Switzerland, at the WDSF’s business office or offices, and in his or her home country. Generally the Sports Director shall prioritize his work as a manager and shall take all reasonable steps to build a system that allows for capable officials to serve as Chairperson at WDSF competitions. The role of the Sports Director is one of the coordinator, supervisor and educator of these Chairpersons so that our competitive system can function without the Sports Director’s being physically present at any WDSF competitions.

11. The Sports Director shall avoid real, potential or perceived conflicts of interest and defer in every case to the judgement of the majority of the Managing Committee in the event he disagrees with its judgement on that subject.

12. The Sports Director owes a duty of loyalty and good faith to WDSF. As one of the most visible and potentially influential representatives of WDSF, the Presidium and the Managing Committee, he shall demonstrate support for them and “team spirit” in performing his duties, and shall do all things and make all efforts reasonably necessary to project and communicate a spirit and culture of unity and mutual support within WDSF.

BY ORDER OF THE WDSF PRESIDUIM

June 10, 2016