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BRAZILIAN ZOUK DANCE COUNCIL

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BZDC EVENT REGISTRATION REQUIREMENTS

Find everything you need to know about how to register your event. Please email any questions to the Brazilian Dance Council at info@brazilianzoukcouncil.com.

BRAZILIAN ZOUK DANCE COUNCIL

TABLE OF CONTENTS

PROMOTING ENTITY.....2

- 1. Existing Members shall have:2
- 2. New Members shall:2
- 3. Existing Members wishing to make changes in time or location (city) to their Existing Registry Event are subject to the approval of the BZDC members, and shall:2
- 4. All Members shall:.....2

COMPETITORS3

EVENT STRUCTURE3

COMPETITION FORMAT5

REGISTRY EVENT RECOMMENDATIONS6

Organization and preparation8

- COSTS8
- PAYING AND HIRING JUDGES, MC, SCORER, DJ, and COMPETITION CO-ORDINATORS.....9
- EVENT ORGANIZER’S RESPONSIBILITIES10
- SCHEDULING10
- CHOOSING VOLUNTEERS10
- MATERIALS YOU NEED10
- PROMOTING11

PENALTIES - NOTE TO ORGANISERS11



PROMOTING ENTITY

Registry Events are organised and hosted by event organisers who have submitted a Registry Event application and have had the event approved as a Registry Event by the BZDC.

1. EXISTING MEMBERS SHALL HAVE:

a) Paid their annual January 1st – December 31st dues and submitted their membership and event information within 3 months prior to the event date..

2. NEW MEMBERS SHALL:

1. Submit a membership application at least six (6) months prior to a proposed event. The application submission shall note a proposed event date and location, and general information such as proposed competition divisions and structures, format, proposed staff, etc.
2. Have an established event, with a minimum of one (1) year of history completed (preferably, with the event run in accordance with these requirements/ recommendations) to be eligible for application as a Registry Event.
3. Notify (and copy to the BZDC) any existing Registry Events that will occur within four (4) weeks or less of the proposed event date and within a four hundred 700km of the proposed event location, to identify any concerns and conflicts of interest.

3. EXISTING MEMBERS WISHING TO MAKE CHANGES IN TIME OR LOCATION (CITY) TO THEIR EXISTING REGISTRY EVENT ARE SUBJECT TO THE APPROVAL OF THE BZDC MEMBERS, AND SHALL:

1. Notify the BZDC of the proposed change of time and/or location at least six (6) months prior to the event.
2. Notify (and copy to the BZDC) any existing Registry Events that will occur within four (4) weeks or less of the proposed new event date and within a 700km of the proposed new event location, to identify any concerns and conflicts of interest.

4. ALL MEMBERS SHALL:

1. Agree to comply with all of the following requirements.
2. Understand that Members are allowed multiple Registered Events per year.

3. Pay annual dues as established by the BZDC. Current dues are: \$200 per year; which includes the right to host and organize one (1) Registry Event. Those Members having additional existing Registry Events, shall incur additional annual dues of \$200 per additional Registry Event.
4. Conduct their event, contest and business functions in an ethical manner; provide fair, unbiased and un-tampered competitions, judging and scoring; and shall meet their financial obligations and stated rules / policies.
5. Acknowledge that any membership (new applications, event changes, renewals, new event ownership entities, reinstatements) shall be accepted at the discretion of the BZDC; and that the BZDC reserves the right to deny any memberships and any additional events.

COMPETITORS

Registry Events shall provide a surcharge to the BZDC, at the rate of \$1 per competitor for all paid competitors entering the Jack & Jill competitions which are tracked by the BZDC Competitors Registry (see the attached Points Registry Guidelines for current divisions tracked and points structure). The competitor surcharge may be included within the established entry fee or added on to the established entry fee. The surcharge payment is due to the BZDC within fourteen (14) calendar days after the close of the event. Failure to report the results or remit the surcharge charges in the stated time-frame may result in the loss of BZDC Registry Event status.

EVENT STRUCTURE

Registry Events must comply with the following minimum event structure / organization, unless otherwise acknowledged and approved by the BZDC board of directors:

1. Registry Events shall be a minimum of three (3) days.
2. Registry Events shall be open to any dancer (national / international). Restricted or closed city, state or regional events are not eligible.
3. Registry events shall be held in a venue setting with appropriate ballroom and guest rooms available.

4. Registry events must communicate with the competition coordinator regarding hired judges and head judges.
5. Registry events together with the Competition Coordinator must communicate to the Head Judge who are the judges and DJs. The Head Judge must organize a meeting with the judges and DJs to clarify rules and regulations.
6. Registry events must allocate 1 hour for judges meeting, 1 hour for DJ meeting and 1 hour for competitors meeting hosted by the Head Judge and Competition Coordinator.
7. Registry Events shall offer a minimum of one (1) BZDC Registry Jack & Jill divisions; with a minimum of forty (40) total Registry Divisions Jack & Jill contestants.
 1. If an event has less than forty contestants, that year's results will still be posted and the appropriate Registry points awarded; but the event will lose its Registry Event status.
 2. However, the event may petition to the BZDC board of directors to maintain / continue their Registry Event status and have a one (1) year probation to build their competitor base above the required minimum.
 3. If, after the probation year's event, the event *still* has less than the required minimum number of competitors, the event will not be renewed as a Registry Event (but could continue as an Other Event). The probation year's event results would still be posted and appropriate Registry points awarded. The associate member could reapply for Registry Event approval in the future, if it were to consistently reach the forty (40) contestant minimum; but the event would be subject to the new event approval process.
 4. Registry Events shall occur annually, and shall maintain the same time frame and location (city) from year to year. Changes in time frame and/or location shall be approved by the BZDC board of directors.
 5. A one week change, earlier or later, than an event's traditional weekend is acceptable without BZDC board of directors' approval. Events that are tied to a specific date or holiday may freely float between the weekend before or after that specific date, depending upon which day of the week that specific date falls in any given year.
 6. A change from one city to another city in the same metropolitan area (and within a reasonable distance) shall not be considered a change in location.
 7. Registry Events shall be allowed a one year break in the annual occurrence (either a cancellation of the current year, or going On Hiatus for the upcoming year), without losing their

Registry Event status, without losing their time-frame and location position on the event listing (i.e. for notification of potential new event conflicts) and without being subject to reapplication to and re-approval by the BZDC board of directors. The one year break is automatically allowed with the following:

8. Notifying the BZDC that the event is canceled for the current year or selecting On Hiatus status for the following year.
9. Maintaining continuous, paid-up membership (i.e. no refund of current dues if canceling in the current year and renewing / paying their dues for the On Hiatus year). The event will then continue to be listed as a Registry Event with a canceled for <year>, Postponed until <year>, or On Hiatus for <year> note as appropriate.
10. If the event is *not* held in the year following the hiatus year (i.e. is not held for two consecutive years), may result in the loss of the BZDC Registry Event status.

COMPETITION FORMAT

The BZDC continues to recognise an event sponsor's right to conduct their event as they so chose, in terms of competitions offered, rules, format, music, staffing, schedules, etc. However, to be a BZDC Registry Event (and to be recorded in the BZDC Competitors Registry) the following requirements must be met in the contest structure / contest format for the Jack & Jill competitions tracked by the BZDC, unless otherwise acknowledged and approved by the BZDC:

1. Head Judge and Scoring / Tabulations functions and duties shall be provided independent of the event sponsor.
2. The BZDC Competitors Registry shall be utilised to determine the appropriate division for a competitor to enter. Any exceptions to the Registry shall be via the petitioning process with appropriate approval.
3. Competitions shall not be artificially evened up via shifting of competitors from one division to another, changing competitors divisions, adding walk-on competitors from the audience (i.e. not pre-signed up), adding stand-in dancers, etc.
4. The integrity of any random and/or unbiased functions shall be maintained. Rotations (typically, in preliminary heats) shall be determined by the rolling of dice or the drawing of number cards. Determining which dancers dance more than once (in uneven

preliminary heats) shall be random. The pairing of partners in the finals and determining the order of dance shall be via a random computer function or the drawing of dance partner names and/or dance order on the floor.

5. All contest results / awards shall utilize judges making independent decisions and the scores properly compiled, tabulated and reviewed.
6. **Competitions with over 45 leads or follows must have semi-finals.**
7. **Competitions with over 80 leads or follows must have 10 judges (5 judging follows, 5 judging leads) plus head judge.**
8. **Max 15 couples move to finals.**
9. Finals contests results shall be tabulated utilising the Relative Placement Scoring System.
10. Preliminary contests shall utilize the Callback System for determining finalists. All scoring shall be computerised; and shall be tabulated by someone thoroughly trained and knowledgeable in the Callback and Relative Placement scoring systems.
11. Group judging decisions (whether on the floor or in the back room), tap out eliminations during the contest (whether by an individual judge or as a group), instantaneous (i.e. on the floor) decisions / awards, etc. are *not* acceptable.
12. A minimum of five (5) judges is required for finals contests (for relative placement); an even number of judges shall not be used. If judges are judging one role only (typically in preliminary contests), a minimum of six (6) total judges (three judging each role) is required.
13. Event organisers aren't allowed to compete in ANY DIVISION to prevent conflict of interest.

REGISTRY EVENT RECOMMENDATIONS

The BZDC continues to recognise an event sponsor's right to conduct their event as they so choose, in terms of competitions offered, rules, format, music, staffing, schedules, etc. For those event Promoters who request *guidance* from the BZDC and want to conform to a

preferred *national standard*, the BZDC does offer the following **recommendations** for contests, rules, divisions, judging, etc:

You are permitted to compete as a lead or follow, regardless of your gender or sex.

Effective January 1, 2024, BZDC changed its rules regarding role levelling. These changes are:

- Reflect that skill in one role is not necessarily reflective of skill in the other role; and,
- To encourage dancers interested in competing in their secondary role to participate;

What's Changing:

- Lead and follow roles will be tracked separately, with their own points
- Competitors who have a different level for their Lead and Follow roles will be able to compete in more than one competition at an event
- Competitors without any points in their secondary role will begin one level down from their primary (exception: teachers with more than 2 years of experience must start from Intermediate in both roles)

How it is being Implemented

- For competitors who have already levelled up with a combination of lead and follow points by December 31, 2023, they will keep their higher level in their primary role and start one level lower in their secondary role even if some points were received in the secondary role. They will also begin one level down in their secondary role with 0 points.
- For competitors with points in both roles at their current level, the points will be divided by role and they will compete in that level for both roles until they have enough in one role to move up
 - Competitors who are the same level in both roles may only compete in one role in that competition; competitors with a different level in each role can compete in both divisions they are eligible for in their eligible role.

1. **AGE:** All contestants shall be Adults (competitors having reached their 18th birthday on or before the close of the event). Junior divisions (those less than 18 years of age) are desired and encouraged by the BZDC. Minors and adults shall not compete together, nor against each other.
2. **PARTNERS:** If an event has a variety of partner competitions, a competitor shall have a different partner for each partnered division. If a partnership consists of competitors of different levels, the couple shall compete at the *higher* level.
3. **COMBINED DIVISIONS:** Combining divisions of levels of dance competition shall be avoided, if at all possible; but the limitations that may be imposed due to lack of entrants, time / schedule constraints, judges fees and award costs, etc. is recognised.
4. **NUMBER OF JUDGES:** Five (5) judges or more, plus a head judge shall be utilised for all finals competitions (Relative Placement Scoring), and six (6) to ten (10) judges (3 or 5 judges judging each role, odd numbers) plus a head judge shall be utilised for all Preliminary competitions (Callback Scoring) if at all possible; but the limitations that may be imposed due to staff size, schedule constraints and judging expenses is recognised.
5. **JUDGING CONFLICTS:** Any potential (real or perceived) conflicts, whether favouritism or bias positive or negative, between any judges and competitors shall be identified; and judging assignments shall be determined around the conflict. Direct conflicts include immediate family / spouse / romantic relationship partners, and business (competition / coaching / teaching) partners.
6. **POSTINGS:** Results postings shall be open to competitors, and shall be posted for a predetermined, limited time period and monitored.

Organization and preparation

COSTS

Each event is required to pay \$200 USD to the BZDC to be licensed to have a BZDC official competition. This is the Event Registration Fee.

In addition to the Event Registration Fee, events must also pay:

- \$1 USD per competitor to BZDC per competitor, to cover work provided by BZDC members before the event; and,

- \$1 USD per competitor to Danceplace, for use of the official scoring software.

The \$1 fee to Danceplace only covers use and setup of the software, and **does not** cover any competition support provided by Danceplace. Any additional support needs must be negotiated with Danceplace directly, and may be charged separately.

PAYING AND HIRING JUDGES, MC, SCORER, DJ, AND COMPETITION CO-ORDINATORS

You are responsible for negotiating with your competition staff. BZDC **does not** contact, hire, or negotiate with judges and other support staff.

You are also responsible for ensuring your registered Judges, registered DJs, MC, and support staff are approved by BZDC a minimum of 2 weeks before your event.

[Find registered judges here>](#)

[Find registered DJs here>](#)

Here are some guidelines for what you should expect in terms of cost (**Various countries may opt to remunerate JnJ staff in their respective currency. This may result in the amount being adjusted higher or lower to align with a similar value to the suggested**):

- Judges: \$25 USD per round per division, or equivalent (for example, a judge judging a competition with a prelim, semi-final, and final would usually be paid at least \$75)
- Head Judges: \$50 USD per round per division, or equivalent (for example, a judge judging a competition with a prelim, semi-final, and final would usually be paid at least \$150)
- You must pay all judges, volunteers are not accepted
- DJs/MCs: usually negotiated as part of the DJ or MC package
- Scorers/Competition Coordinators: Between \$300 to \$700 plus expenses depending on the size of the competition
- All JnJ staff must receive their payment within two weeks from the conclusion of the event.

EVENT ORGANIZER'S RESPONSIBILITIES

The event is responsible for organising, promoting, and running the competitions. This includes:

- Scheduling enough time for your competitions
- Finding, communicating with, and hiring judges, MCs, DJs, Scorers, Competition Coordinators, and volunteers
- Promoting your competition using the BZDC logo **a minimum of 3 months** before your event
- Locating prizes, trophies, medals, etc. for competitions
- Making sure that you have a working printer, internet connection, and all materials needed for the competitions

SCHEDULING

Make sure that you schedule enough time for your competitions. Here are some guidelines:

- 1h to 2hrs per preliminary, depending on size
- 30 min per semi-final
- 20 min for heated finals (groups); 5 min per couple for spotlight finals (1 at a time)

CHOOSING VOLUNTEERS

We highly recommend using volunteers who have experience running competitions. Your volunteers should be selected **at least 2 weeks** before the event, and should be put in contact with your competition coordinator to ensure they are appropriately trained. Volunteers are not allowed to judge competitions, all judges must be paid the minimum fee to judge.

MATERIALS YOU NEED

You should make sure you have all your materials ready before your event starts. This includes:

- Clipboards for every judge (minimum 7 judges for preliminary rounds), plus MC and 2 Floor Marshals (total 10 clipboards minimum)

- Bibs (expect to print a few extra numbers and blank bibs for last-minute registrants). Bibs must be printed and ready for competitors check in prior to the beginning of the event.
- A sharpie (for people to write a new bib if necessary)
- Medium sized safety pins (more than you think you need - at least 2 per bib)
- A lot of pens (double the number of clipboards)
- A random number generator, dice, or cards for rotations
- A cup and paper for spotlight finals
- Paper, a working printer, and a stable internet connection

PROMOTING

Promoting early is important for competition success. **Make sure that you use the BZDC logo in promotions.** You should market **at least 3 months** in advance. You can also use prizes (for example, event passes donated by other organisers, trophies, or cash) to promote your competitions.

PENALTIES - NOTE TO ORGANISERS

Any BZDC Associate Member / Registry Event that does not comply with the above REQUIREMENTS will be considered in default of their membership; and the event's results will not be tracked in the BZDC Competitors Registry and the membership will not be renewed. Members in default may reapply for BZDC membership as new member, subject to approval by the BZDC board of directors.