

**New Zealand Amateur  
Rock 'n' Roll  
Association Inc**



**Book B  
Administration  
June 2024**



**NEW ZEALAND AMATEUR  
ROCK 'N' ROLL ASSOCIATION INC.**



**2024 BOOK B - ADMINISTRATION**

**FOR JUNIOR AND SENIOR NATIONAL DANCING CHAMPIONSHIPS**

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**Please Note:**

The address of the Association may be subject to change upon election of officers at the Annual General Meeting. Any Executive contact changes through the year will be advised by newsletter and through the website.

**EXECUTIVE COMMITTEE**

1. **PRESIDENT:** THERESA CUMMACK  
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5. **HEAD JUDGE:** DIANNE HALSTEAD  
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**SECTION 1. HISTORY**

The New Zealand Amateur Rock 'n' Roll Association was formed as the New Zealand Amateur Rock 'n' Roll Affiliated Association at a meeting of interested Clubs at Rotorua in 1984. The first AGM was held in Tokoroa and the second and third AGM's in Petone. The Association was formed with the objective of promoting fellowship amongst Rock 'n' Roll Clubs by providing a controlling body to oversee and expand an interclub competition that had developed between the Wellington Rock 'n' Roll Club and the Coaster Rock 'n' Roll Club (Gisborne).

The first official championships (Senior) under the control of the Association took place in Gisborne in 1984, hosted by the Coaster Rock 'n' Roll Club. So far the championships have been hosted by:

**JUNIORS**

- 1984
- 1985
- 1986 Lower Hutt RnR Society (Inaugural)
- 1987 Kapi Mana RnR Club
- 1988 Upper Hutt United RnR Club
- 1989 Dunedin RnR Club
- 1990 Waipukurau RnR Club
- 1991 Wanganui RnR Club
- 1992 Rose City RnR Club
- 1993 Rotorua RnR Club
- 1994 Lower Hutt RnR Society
- 1995 Westside RnR Club
- 1996 Wellington RnR Club
- 1997 Rose City RnR Club
- 1998 Invercargill RnR Club
- 1999 Hutt Valley RnR Society
- 2000 Westside RnR Club
- 2001 Tauranga RnR Club
- 2002 Christchurch RnR Club

**SENIORS**

- Coaster Rock 'n' Roll Club
- Auckland Rock 'n' Roll Club
- Lower Hutt RnR Society
- Dunedin Rock 'n' Roll Club
- Wellington RnR Club
- Rose City RnR Club
- Invercargill RnR Club
- Auckland RnR Club
- Christchurch RnR Club
- Wellington RnR Club
- Kapi Mana/Upper Hutt United RnR Club
- City of Sails RnR Club
- Tauranga RnR Club
- Christchurch RnR Club
- New Plymouth RnR Club
- Harbour City RnR Club
- Hawkes Bay RnR Club
- Dunedin RnR Club
- Wellington RnR Club

**JUNIORS (CONT)**

|      |                          |
|------|--------------------------|
| 2003 | Hawkes Bay RnR Club      |
| 2004 | River City RnR Club      |
| 2005 | City of Sails RnR Club   |
| 2006 | Wanganui R'n'R Club      |
| 2007 | Kapi Mana R'n'R Club     |
| 2008 | Drifters R'n'R Club      |
| 2009 | Wanganui R'R Club        |
| 2010 | Timaru R'n'R Club        |
| 2011 | Wellington R'n'R Club    |
| 2012 | Invercargill R'n'R Club  |
| 2013 | Christchurch R'n'R Club  |
| 2014 | Wanganui R'n'R Club      |
| 2015 | Christchurch R'n'R Club  |
| 2016 | Kapi Mana R'n'R Club     |
| 2017 | Wanganui R'n'R Club      |
| 2018 | City of Sails R'n'R Club |
| 2019 | Invercargill R'n'R Club  |
| 2020 | N/A                      |
| 2021 | Kapi Mana R'n'R Club     |
| 2022 | N/A                      |
| 2023 | Drifters R'n'R Club      |
| 2024 | Invercargill R'n'R Club  |

**SENIORS (CONT)**

|                                  |
|----------------------------------|
| Rotorua RnR Club                 |
| Kaiapoi RnR Club                 |
| Hawke's Bay RnR Club             |
| Tauranga R'n'R Club              |
| Christchurch R'n'R Club          |
| City of Sails R'n'R Club         |
| Surf City R'n'R Club             |
| Harbour City R'n'R Club          |
| Wanganui R'n'R Club              |
| HB Junior Rockers                |
| City of Sails R'n'R Club         |
| Invercargill R'n'R Club          |
| Kapi Mana R'n'R Club             |
| Surf City R'n'R Club             |
| Hutt Valley R'n'R Society        |
| Wellington R'n'R Club            |
| Christchurch R'n'R Club          |
| N/A                              |
| N/A                              |
| River Rockers Whanganui          |
| City of Sails R'n'R Revival Club |
| Christchurch R'n'R Roll Club     |

At the 1985 AGM the Association accepted an offer from the Lower Hutt Rock 'n' Roll Society to host a National Junior Championship as a trial event in order to gauge the response and to test suitable age categories. This inaugural event was a resounding success and the Juniors were officially given the go ahead from Easter 1987 (in conjunction with the AGM), that championship being hosted by the Kapi Mana Rock 'n' Roll Club. Hence the Association now convenes both a Junior and a Senior Nationals Championship each year.

The initial elected officers of the Association were committee members of existing Rock 'n' Roll Clubs:

|                    |              |            |
|--------------------|--------------|------------|
| President          | Michael Gray | Wellington |
| Vice President     | Owen Castle  | Auckland   |
| 2nd Vice President | Frank Sirs   | Wellington |
| Secretary          | Terry Crook  | Lower Hutt |
| Treasurer          | Judy Russell | Lower Hutt |

At the 1986/87 AGM it was decided to delete the position of the 2nd Vice President (Junior Vice President) and make the Head Judge a Member of the Executive Committee.

As a body, the Association has been virtually a totally new venture. While there have been and are other forms of dance competitions in existence the Association has, since its inception, continually developed its own code of rules peculiar to rock 'n' roll and the ideas of its member clubs.

In order to match the development of the competitors, the Association held two General meetings a year: The Annual General Meeting at Easter and a General Meeting at Labour Weekend. As these coincided with the competition weekends, this minimised the cost to clubs participating in the Association, but it also meant a very busy weekend for those delegates involved in organising or participating in the competition. Thus the 1987 General Meeting resolved that meetings be held separate from competitions. The Association now holds the Junior National Championships at Easter, the Annual General Meeting in May and the Senior Nationals at Labour Weekend.

As the competition and the Association developed, not all clubs had a desire to compete, and there was a non-competitive membership of the Association catered for until the 1993 AGM. At the 1994 AGM the word "Affiliated" was dropped from the name as Clubs had to be associated and there was no longer an affiliation membership offered.

The Association runs the annual competitions in conjunction with a member club which acts as the Host for the championships. The host club is responsible for organising the function at which the championships controlled by the Association takes place.

The following pages comprise the guidelines covering the operation of the Association and the competitions under its jurisdiction. Any matters not referred to or questions arising from these should be referred to the Executive Committee via the Association Secretary.

**SECTION 2. OFFICE HOLDERS**

**YEARS ELECTED**

|                           |                                     |             |
|---------------------------|-------------------------------------|-------------|
| <b>President</b>          | Michael Gray (Wellington)           | 1984 - 1985 |
|                           | Neil Watson (Tokoroa/Rotorua)       | 1986 - 1987 |
|                           | Warren Holcroft (Upper Hutt United) | 1988 - 1991 |
|                           | Murray Calvert (Invercargill)       | 1992 - 1994 |
|                           | Craig Campbell (Kapi Mana)          | 1995 - 1997 |
|                           | Trish Haswell (Upper Hutt United)   | 1998 - 2001 |
|                           | Jan Morgan (Gracelands)             | 2002 - 2004 |
|                           | Warren Jeffrey (Tauranga)           | 2005 – 2009 |
|                           | Dianne Halstead (River City)        | 2010 – 2012 |
|                           | Jan Morgan (Drifters)               | 2013        |
|                           | Brenda Neill (Christchurch)         | 2014        |
|                           | Jan Morgan (Drifters)               | 2015 – 2016 |
|                           | Nola Calvert (Invercargill)         | 2017 - 2020 |
|                           | Jan Morgan (Drifters)               | 2021        |
|                           | Karen Birch (Invercargill)          | 2021 - 2023 |
|                           | Theresa Cummack (Gold Coast NZ)     | 2024        |
| <br><b>Vice President</b> | Owen Castle (Auckland)              | 1984 - 1985 |
|                           | Frank Sirs (Wellington)             | 1986        |
|                           | Michael Gray (Wellington)           | 1987        |
|                           | Bev Spicer (Lower Hutt)             | 1988 - 1989 |
|                           | Murray Calvert (Invercargill)       | 1990 - 1991 |
|                           | John Heslop (Christchurch)          | 1992        |
|                           | Lloyd Kirkham (Whangarei)           | 1993 - 1995 |
|                           | Peter McKnight (Wellington)         | 1996 - 1999 |
|                           | Jan Morgan (River City)             | 2000        |
|                           | John Tavendale (Upper Hutt United)  | 2001 - 2002 |
|                           | Warren Jeffrey (Tauranga)           | 2003 - 2004 |
|                           | Bryan Wales (Rotorua)               | 2005 – 2007 |
|                           | Dianne Halstead (River City)        | 2008 – 2009 |
|                           | Jan Morgan (Gracelands)             | 2010 – 2011 |
|                           | Shane Taurima (Surf City)           | 2012        |
|                           | Robin Sutton (Christchurch)         | 2013 – 2014 |
|                           | Brenda Neill (Christchurch)         | 2015        |
|                           | Nola Calvert (Invercargill)         | 2016        |
|                           | Karen Birch (Invercargill)          | 2017 - 2021 |
|                           | Theresa Cummack (Gold Coast NZ)     | 2021 - 2023 |
|                           | Chloe Lowe (Drifters)               | 2024        |

|                        |                                       |             |
|------------------------|---------------------------------------|-------------|
| <b>2nd Vice Pres.</b>  | Frank Sirs (Wellington)               | 1984 - 1985 |
| <b>Jnr. Vice Pres.</b> | Margaret Tregilgas (Lower Hutt)       | 1986        |
| <br>                   |                                       |             |
| <b>Secretary</b>       | Terry Crook (Lower Hutt)              | 1984 - 1985 |
|                        | Robert Ambridge (Lower Hutt)          | 1986        |
|                        | Jeanette Halstead (River City)        | 1987        |
|                        | Trish Haswell (Upper Hutt United)     | 1988        |
|                        | Donna Mason (Rotorua)                 | 1989 - 1991 |
|                        | Warren Holcroft (Upper Hutt United)   | 1992        |
|                        | Craig Campbell (Kapi Mana)            | 1993 - 1994 |
|                        | Sylvia Hayward (Avon City Originals)  | 1995 - 2000 |
|                        | Brenda Neill (Christchurch)           | 2001 – 2013 |
|                        | Haley Small (Upper Hutt United)       | 2014 – 2015 |
|                        | Brenda Neill (Christchurch)           | 2016 – 2018 |
|                        | Neva Zainey (Drifters)                | 2019        |
| <br>                   |                                       |             |
| <b>Treasurer</b>       | Judy Russell (Lower Hutt)             | 1984 - 1985 |
|                        | Michael Gray (Wellington)             | 1986        |
|                        | Robert Ambridge (Lower Hutt)          | 1987        |
|                        | Warren Holcroft (Upper Hutt United)   | 1987        |
|                        | Julie Woodger (Westside)              | 1988 -1989  |
|                        | Betty Stark (Kapi Mana)               | 1990 - 1995 |
|                        | Raewyn Hall (Invercargill)            | 1996        |
|                        | Jan Morgan (River City)               | 1997 -1999  |
|                        | Twan van Beers (Harbour City)         | 2000        |
|                        | Duncan Jury (City of Sails)           | 2001        |
|                        | Linda McAllister (City of Sails)      | 2002 - 2003 |
|                        | John Tavendale (Upper Hutt United)    | 2004        |
|                        | Julie Cowan (Hawke's Bay)             | 2005 -2007  |
|                        | Yolanda van Dorrestein (Harbour City) | 2008 - 2022 |
|                        | Malcolm Mazur                         | 2023        |
| <br>                   |                                       |             |
| <b>Head Judge</b>      | Margaret Tregilgas (Lower Hutt)       | 1987        |
|                        | Maureen Hammond (Otago)               | 1988        |
|                        | Trish Haswell (Upper Hutt United)     | 1989 - 1990 |
|                        | Eleanor Omeros (Otago)                | 1991        |
|                        | Colleen Murphy (Kapi Mana)            | 1992 - 1995 |
|                        | Trish Haswell (Upper Hutt United)     | 1996 - 1998 |
|                        | Colleen Jeffrey (Tauranga)            | 1999 - 2000 |
|                        | Sylvia Hayward (Kaiapoi)              | 2001 - 2005 |
|                        | Jan Morgan (Gracelands)               | 2006 – 2009 |
|                        | Shane Taurima (Surf City)             | 2010 – 2011 |
|                        | Jan Morgan (Gracelands)               | 2012        |
|                        | Shane Taurima (Surf City)             | 2013 – 2015 |
|                        | Colleen Ryan (River City)             | 2016 - 2020 |
|                        | Tyree Connor (Drifters)               | 2021 - 2022 |
|                        | Dianne Halstead                       | 2023        |

### **SECTION 3. BASIC ORGANISATION**

The selection of a club to host the National Championships is made at the AGM. A newsletter should be forwarded to all associated Rock 'n' Roll clubs as an initial indication of the upcoming National Championships.

#### **3.1 ENTRIES**

All competitors (with the exception of Novice) will have been assessed. It is the club's responsibility to ensure the correct procedure for assessments has been followed in accordance with the Rule Book.

When entries come in, ages are checked to ensure that they are in the correct section. Spreadsheets are completed for each section, to facilitate the draw. The draw should be completed as soon as possible after the closing date for entries.

The draw is undertaken by the Executive Committee, and is random and without knowledge of individual dancers.

The Host Club will be advised in writing of the draw for the printing of the competition programme.

The Association Secretary will circulate the draw so that all competing clubs are equally aware of the draw.

When doing the draw, the objective is to mix the participating clubs, including regionally. If two entries in a particular section are from the same club then, where possible, they should be put into different heats. There are to be no more than 6 couples in a heat.

Entry fees are to be banked by the Association Treasurer and receipted to the club.

#### **3.2 PEOPLE AND EQUIPMENT**

Aside from the very important entrants, the competitions require for example the following:

- i. An Association working committee including the appointment of one or more floor manager/s (i.e. one or more of the Executive Committee) ['87 AGM]
- ii. Judges, Scrutineers and Runners
- iii. One or more MC's appointed by the Executive Committee
- iv. A Disc Jockey, employed by the Host Club, with approval from the Executive
- v. A list of Association approved songs
- vi. Certificates and medals (or similar that are retained by the place getters)
- vii. Competition Trophies
- viii. Competitors' numbers to wear, best dressed numbers, judging sheets, clipboards, pens, envelopes for scrutineers sheets etc.
- ix. A programme

#### **3.3 EQUIPMENT**

The Association is responsible for the direct costs associated with the competition – certificates, medals & trophies (except where sponsored) ['85 AGM '87 AGM]

##### **Certificates**

Each competitor is supplied with a participation certificate except the Novelty section where the

club only receives one certificate [97 AGM]. Sufficient certificates are to be ordered from the printer.

### Medals

1st, 2nd, 3<sup>rd</sup>, 4th and finalist medals for sections 1, 2, 3, 4, 10, 11, 12, 13, 14 & 16 ; 1st, 2<sup>nd</sup> and 3<sup>rd</sup> medals for sections 7 & 8, and 1st, 2nd and 3rd medals for sections 5, 6, 9, & 15 and all best dressed sections.

### Returnable Trophies

Returnable trophies are awarded to first place getters in all sections including best dressed.

### Judges and Scrutineers Sheets

Sufficient sheets shall be printed by the Association. Armchair judges' sheets shall be of a different colour to those colours used by the official judges. The judges' sheets shall be put in order of events on the clip boards prior to the championship weekend and checked by the judges at the judges meeting.

### Computers and Software

When used, the scrutineering software application and copy will be supplied by the Association. Where possible the scrutineers will supply a computer and printer.

### Scrutineers Table

Separate tables are to be provided for Scrutineers with plenty of light, an extension lead and multi box with access to a separate wall socket, supply of paper, pens, pencils, rubbers, sharpeners, envelopes for results etc. The tables should be near the Officials table, and away from the general body of the hall.

### Officials Table

A table separated from the general body of the hall is to be provided with seating sufficient for the Judges, Officials and working Executive. This table is to be separated from the general body of the hall, but still allowing visibility of and easy access to the dance floor.

### Presentation Podiums

Four Podiums for presentations are to be provided. The three podiums for 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> placings should not be more than 300mm in height and a first place podium not more than 450mm high. Each must be adequate in size for three adults to stand comfortably.

### Trophy Table

A table is to be provided approximately 3.5m long with two raised tiered shelves running the full length of the table. Alternatively approximately 2 m long with three raised tiers as before. Each shelf should be a minimum of 300 mm wide.

### Judges Stands

Four raised platforms are to be placed at the four corners of the dance floor to allow an elevated view for Judges. The platforms are to be at least 30cm high and 1 m sq. Two to three chairs are to be placed near each platform, depending on the number of officiating judges.

### Donators of the Trophies

The Association Secretary contacts Clubs/donators to see who will be presenting the trophies. Clubs should provide this information at least one week prior to the event.

### Competition Numbers

The Association Secretary is to confirm that there are sufficient competition numbers for the entrants to wear. Note: each person wears a number in couples and triples. The numbers are



black on a white background. The dimensions of the numbers are to be between 20cm to 25cm square (20 x 20 to 25 x 25), with the individual numerals 10cm high by 6.5cm wide, spaced 1.5cm apart. To avoid possible confusion with the judging system the competition numbers are to commence from the number 300 upwards.

Each competition number is to be checked prior to the competition and to be in a good state of repair and supplied to the competitors complete with 4 safety pins. A club will be charged \$35.00

per number (loss of Association property) for each competition number not returned during the weekend of competition to the Floor Manager or other notified persons.

### 3.4 OFFICIALS

The Executive appoint the following Officials per championship,

MC(s)

Judges

Scrutineers

Floor Managers

Runner(s)

The DJ is employed by the Host club after consultation with and the approval of the Executive.

No officials may wear club colours (for Runners, this applies only to the day(s) they are running).

The Association expects that all Officials use the utmost discretion with regard to the consumption of alcohol and the use of cell phones.

Expenses for all Officials are met by the Association as per Section 3.5 with the exception of the DJ(s) whose expenses are met by the Host Club, and Runners who are provided venue tickets by the Executive for the day(s) they work.

Where possible, each of the Officiating Executive at a Nationals will be appointed as an official.

With the exclusion of the DJ, all appointments are confirmed by the Executive in writing including any details of the appointment, any advice, special requirements, etc.

#### Floor Managers

Two Floor Managers will be appointed per day of competition, at least one of whom would preferably have been a floor manager at Nationals before.

#### Scrutineers

A letter of appointment is to be sent to the Scrutineers advising of the system to be used, expected requirements of the Association etc.

#### Judges

The Judges are selected by the Executive Committee.

All Judges on the official register of National Association Judges are asked to indicate availability for a Nationals and to indicate any conflicts of interest. From that the Head Judge prepares a list of judges available for selection and provides a shortlist based on the most preferred panel.

When making the final selection, the Executive Committee considers the following:

- That judges are from a spread of areas, northern, central & southern
- That judges selected have a range of experience
- That judges selected have fulfilled the criteria laid out in Rule Book A regarding judging and attending workshops

- The cost of travel
- Any conflict of interest

Once judges are selected, they will be invited without delay to enable them to arrange travel and accommodation. Judges who made themselves available but were not selected will be advised in writing or by email.

The Executive will check the possible conflict of interest of family relationship or coaching of entrants and ensure the judges selected are rotated accordingly.

The Association recognises the desirability of giving as many Judges as possible experience at National level either officially or in armchair capacity.

When Judges are used to judge less than the full number of sections because of family conflict or other reason, then such Judge should armchair judge those other sections and submit those separate sheets for the Head Judge's later consideration. It will also assist that Judge to "keep in touch" with the competition [87 AGM].

Judges need to be appointed for both Saturday and Sunday.

Saturday: Sections 1, 2, 3, 4, 9, 10, 11, 12, 13 & 14 and best dressed competing couples.

Sunday: Sections 5, 6, 7, 8, 13, 15 & 16 and related best dressed sections and best dressed male and best dressed female sections.

The Judges Rotation will be decided by the Head Judge prior to the championships but not advised to the Judges until they attend the Judges Meeting at the championships.

The Judges shall meet at a time set by the Executive Committee. Such meeting shall be to receive sections to judge, discuss the rules, review the judging definitions and check the judging sheets, enquire as to platforms required, expected conduct of judges, procedures etc.

### 3.5 Reimbursements

Travel – Officials will, upon production of receipts, be reimbursed travel expenses no more than the Air New Zealand "Seat + Bag" \* or equivalent airfare including reasonable insurance fees excluding booking/commission fees and seat selection, or petrol/vehicle costs at .50cents per kilometre. Flying costs compared to driving costs i.e kilometres will be compared at the time of confirmation by officials, and whichever is the lesser dollar amount will be paid.

Accommodation – Reasonable accommodation costs will be paid for by the Association or reimbursed upon production of receipts.

The below comes into effect as of November 2024 and applies to any accommodation organised by the Executive or external accommodation organised by the official e.g staying with their club. All Officials will be asked to share a room. Those who wish to have a separate room can do so however shall be required to pay half the cost per night of stay. Alternatively, if a partner is staying with you this cost will also apply. i.e The Association will reimburse the official for their half of accommodation only.

Meals – a meal allowance of up to \$30 will be paid to all judges, armchair judges, scrutineers, armchair scrutineers, floor managers and MC with the exception of any of these positions being filled by a member of the Executive Committee. This allowance is to cover breakfast on Saturday and Sunday only, if required. Receipts will be required to confirm reimbursement.

Note - that the Host Club provides both lunch and dinner for all Officials on Saturday and Sunday only.

In addition to the meal allowance, Armchair Judges and Armchair Scrutineers will receive \$100

as a contribution to their costs.

#### **SECTION 4. MUSIC CRITERIA & SELECTION**

The Executive Committee will from time to time issue a list of songs used to select the music for the National competitions. This list will be made up in the following way:

|               |                                       |
|---------------|---------------------------------------|
| Slow Songs:   | 110 to 136 beats per minute inclusive |
| Medium Songs: | 137 to 156 beats per minute inclusive |
| Fast Songs:   | 155 to 185 beats per minute inclusive |

The songs/instrumentals are to be original recording and artist (or most known version).

The songs will be recorded between the years of 1951 and 1966 inclusive and the length of the songs for the list will be a minimum of 1 minute 45 seconds and a maximum of 3 minutes.

##### Submitting Music for Consideration

Clubs wishing to suggest new songs for consideration to be added to the song list must submit the original or most well-known version of the song, which must fit the criteria above. Music is to be submitted in MP3 format, preferably on a memory stick, accompanied by a document listing the song(s) by the title, artist, speed, length and the date it was recorded.

The Executive Committee then considers whether they are suitable for inclusion on the list, and draws up a short list. This short list will then be sent to clubs for comment within a specified time frame before the Executive Committee makes a decision.

The Executive Committee will notify clubs of additions to the song-list via the Association Newsletter and make copies of the added songs available to clubs. Clubs can request a song or songs be reconsidered for either inclusion or deletion from the list.

The decision of the Executive Committee is final.

##### Selection of Music for National Championships

Music for the National Championship is selected by the Executive Committee. Any Executive Committee member who is competing in that Championship does not take part in the selection of music for that championship.

Where possible songs selected will be of similar length and speed and where possible, tempo within a section's heats, quarterfinals or semi-finals. Songs may be selected more than once within a competition.

The list of songs selected for the competition will be supplied to the DJ in advance of the competition.

Top Club and Senior Team songs will not be selected for any other sections in the same competition.

Top Team, Top Club and Senior Team Songs are selected by the Executive Committee and advised to clubs in February (for Senior Championships) and September (for Junior Championships). The Executive can select any song on the National Music Playlist excluding those songs already used prior. The exceptions are songs that have been used pre - 2000 and those songs that were selected but did not make the competition floor.

The song(s) will be supplied to the DJ to be played at the competition and for training purposes to clubs who enter the section.

## **SECTION 5. PROGRAMME INFORMATION**

Competition numbers and participation certificates are handed out on the Friday to the respective club Team Managers.

Clubs are to provide the Executive Committee with the names and email addresses of their nominated team managers. This allows for information to be circulated prior to the Nationals.

Note that the information below may vary from venue to venue.

### **5.1 Information for Club Team Managers**

1. The Team Manager is responsible for his/her whole club, competitors and spectators alike. *Those under 18 years of age must not be drinking alcohol.*
2. There is to be:
  - No dancing in high heels at all times
  - No food or drink on the dance floor at all times
3. The Team Manager should know the rules of the competition and make sure that the competitors are also aware of the rules and how they affect them.
4. Team Managers should ensure that the competitors are not contravening the dress code (Rule Book A, Section 2) before the first heat of the section they are competing in takes the floor, as the Team Manager will be the one called for when they are to be disqualified. A medical certificate is required for any dancer needing a wrist bandage and for medication or any other substance (excluding inhalers) required by competitors between the two songs
5. The Floor Manager/s and the Head Judge monitor the dress code in a marshalling area prior to the Best Dressed competition.
 

The competitors shall wear what they are to compete in except jackets, boleros, shawls, capes, neck scarves, ties, collar tips and jewellery which may be removed for dancing. Any other items deliberately removed between marshalling and competing, or while competing, will, on that replacement or removal being identified, result in disqualification unless it had been previously advised by the competitor's Team Manager to, and agreed to, and agreed with, the Floor Manager(s). All other attire must be the same. One garment perceived to be two will be treated as the non-removable garment.
6. Judges may be invited to the marshalling area prior to the Best Dressed parades for a preliminary view of the garments.
7. For competitors, shoes with heels should have heels no higher than 20mm measured at the instep and for females, 25 mm at the heel. Heel prints must have a minimum measurement of 40mm x 40mm (2007 AGM). This restriction also applies to the Sunday best dressed female parade. (2012 AGM)
8. The Judges are out of bounds to competitors and club members. Club members and supporters must never abuse the Judges, their decisions or where they wish to stand to view the competitions. Offenders will be removed from the venue.

9. Dance offs are always a possibility and all competitors should remain in the hall at the end of the heats, quarter finals, semi-finals and finals to make certain that a dance-off is not going to affect them. Dance-offs will be held as soon as practicable and as the programme allows.
10. All competitors are to take their position on the floor immediately and refrain from pleasantries and wishing their fellow competitors good luck on the floor etc. as it will be stated "Judges are ready, competitors, your first song is...."
11. The Executive Committee, when preparing the programme, allow for a little more time than needed for heats. This is to allow for the possibility of dance-offs etc. The programme may run ahead of time. The competitors must always be ready. Where possible this extra time will be used for general dancing breaks, but could also be used to extend the tea break.
12. There are tea breaks away from the Venue both days, Team Managers need to be aware of the session starting times and get competitors there on time.
13. Inhalers or any medication supported by a medical certificate should be handed to the floor manager/s when competitors are called to the floor. Please write the competitor's number on the inhaler to avoid confusion.
14. **Presentations.**  
Please ensure all your finalists, Best Dressed and dancing, are ready at the time stated in the programme (Jacket, tie, bolero etc.) and listen for instructions from the MC.  
  
All Couples and Triples Dancing Finalists will be marshalled for the presentations. They will be called to a marshalling area beside the stage by section or sections and will be called to the podium from there.
  - a. Note that the Best Dressed Finalists, Cheerleaders, Top Club, Senior Teams and Novelty will not be marshalled
  - b. On Sunday only, presentations will be held after the completion of each category of the competition. Approximate times are stated in the programme.
15. There are to be competitors only on the podium for the presentations and photographs – if a Competitor can't take the podium then the team manager/s can accept the presentation on their behalf.
16. An envelope will be handed out at the Team Managers' meeting on the Friday night containing:
  - i. A cloth number for the back of each competitor
  - ii. A paper number to be carried during the best dressed heats and finals
  - iii. A certificate for each dancing competitor
  - iv. One certificate for each Club with a Novelty entry

*Note: Where there are split club entries, the paper number will be in a female partners club pack.*

17. The cloth number must be attached to the back of the outermost layer, be it jacket or waistcoat or shirt, for the male and the rear of the female jacket or dress/skirt. For the female it does not have to be on the back but it must be on the rear.

When the competitors have completed their part in competition the Team Manager must collect these cloth numbers and return them to the floor managers after the presentations or when asked by the DJ/MC.

The paper number is to be carried in the best dressed and facing the centre/Judges

during the heats and finals to make it easier for them to be seen.

18. Any late scratching is to be put forward and the competitor badges, certificates and any gifts that the Host Club has provided returned.
19. For Top Club & Senior Teams, clubs can nominate up to two substitute dancers. Only those entrants that actually dance are recognised as competitors and hence, non-dancing named entrants do not receive participant certificates etc. or take part in any presentation.
20. Clubs that wish to order copies of the Judges/Scrutineering sheets should place their order, complete with payment, with the Association Secretary or Treasurer at the Team Managers meeting. The cost will be advised to clubs by newsletter prior to the event.

## 5.2 Setting the Programme

The Executive Committee will set the timetable for the competition in conjunction with the Host Club. The Senior Championship and the Junior Championship shall start on a Saturday.

Competitors are to be at the venue prior to the start of the competition. The competition is to start at the appointed time. Entrants who are not on the floor when the first song of their section commences will be deemed to have withdrawn from the competition.

The DJ is to commence playing music to allow dancers to warm up/relax prior to the competition commencing.

The competition is run in at least 2 and up to 4 stages depending on the number of entrants: Heats, Quarter Finals, Semi-finals and Finals.

### Heats

Allow 10 minutes per individual heat, 2 songs are used, 5 minutes per song

### Quarter finals

Allow 10 minutes per individual quarter final, 2 songs are used

### Semi finals

Allow 10 minutes per individual semi-final, 2 songs are used

### Final

Allow 10 minutes per individual final, 2 songs are used

### Top Club & Senior Team

Allow 5 minutes per Top Club /Senior Team

### Novelty

Allow 6 minutes per novelty

### Cheerleaders

Allow 5 minutes per team

A break should be included between stages. This is required to allow for possible dance-offs and competitors entering two sections (i.e. Triples and Top Club etc.).

In the instance that a dance-off intrudes into the break, then such competitors shall have at least a 15 minute break before again being required to dance.

The best dressed competing couples etc. shall be judged during a parade prior to commencement of that sections dance competition, and if there is a Best Dressed Heat and Final, the heat shall be immediately prior to the dance competition and a one song break shall be

given before the final, which will be after the last dancing heat.

On Saturday, allow at least one hour for presentations and photos. On Sunday presentations take place as soon as possible after the completion of each category e.g. Same Sex, Triples etc. There will be four daises for presentations to all final placings.

Raffles etc. or other events organised by the Host Club that need to be included in the programme need not be published, but the MC and Floor Manager must be advised at the commencement of the evening that they need to be included in the programme.

Other announcements, lost and found requests etc. should go to the Floor Manager who can pass these on the DJ/MC if required.

### Speeches

Apart from the Official Opening and welcome there should not be any need for the Association to make speeches on the Saturday, and similarly, if done by the Host Club it should be kept brief. The Association President should make a brief speech on the Sunday night, 3 to 5 minutes at the most, closing the event and advising the next venue.

### Supper

If supper is offered, it should be continuous if possible for 1 to 2 hours. The Judges, Scrutineers, Officials, Executive Committee and their partners will need time to partake of suppers/meals (or whatever is provided in the programme) separate from the crowd.

### Meetings

The Officials Meeting & Team Managers Meeting will be held at the venue at a time decided by the Executive Committee.

### Programme

The quantities and cost of printing the programme is the responsibility of the Host Club.

A Copy of the programme must be made available to all Officials and Team Managers on Friday. The Association will advise the Host Club of the requirements and format the programme is to follow.

This includes:

Event names and times

Competitor's name, club and competition number

Name of all the Officials and the Host Club co-ordinator

Reporting time for competitors

A note that times are subject to change once the competition has commenced

## **SECTION 6. FLOOR MANAGER/S INSTRUCTIONS**

1. Check that the DJ is present, that the equipment is in working order and that the competition music is ready.
2. Ensure that the numbers and certificates are given out at the Team Managers meeting.
3. Pass on to the scrutineers any changes to the program or scratchings, also inform them of the Head Judge's expected numbers for call-backs during the competition. Liaise with the Head Judge on programme times, call backs and any other items requiring attention
4. Keep a clip - board with the song list and programme with any alterations.
5. Check that the DJ plays the songs that are on the song list.
6. Check the competitors' numbers when they are called into the marshalling area and ensure that the dress code requirements are met.
7. Watch for Judges' hands raised at all times. Make sure the Judges are not interrupted
8. Give instructions to the MC, DJ and runners.
9. Make sure the floor is clean, dry and swept as needed.
10. If any article/s fall off dancers, clear off the floor when suitable.
11. Make sure all numbers are secured to the competitors' backs.
12. The runners are to bring the Judges marked sheets to the Floor Manager/s.
13. Check the Judges sheets that they are signed, any alterations initialled, the correct form of judging has been done - i.e. points or placings.
14. Check that all marked sheets are in prior to the commencement of the next heat.
15. Time the Novelty and Cheerleaders events and advise the Judges of any penalty times so they can deduct penalty points.

## **SECTION 7. JUDGES INSTRUCTIONS**

- (a) If a Judge alters or crosses anything out on their judging sheet, the Judge should sign or initial alongside the changes. Ensure that the change is clear.
- (b) Be very careful not to put the same number down twice in the same section.
- (c) During the general dancing breaks, all clip- boards are to be kept on the official table or handed back to the Floor Manager/s or Head Judge.



- (d) While the competitions are not in progress, a table is provided for the Judges to sit at. [87 AGM]
- (e) Judges are required to position themselves and/or change their position so that they can have a clear view of all the competitors on the competition floor.
- (f) When the Judges have completed marking, they should place their clipboard or sheet at their side to indicate to the Floor Manager/s that they are finished.
- (g) If a Judge notices anything that is against the rules, out of place or wrong on the competition floor, they should raise their hand to attract the attention of the Floor Manager/s and advise them of the problem.

**SECTION 8. SCRUTINEERS INSTRUCTIONS**

The Scrutineers need to be aware of the dual system of points and placings used by the Association.

The heats, quarters and finals are based on points with the highest scoring competitors proceeding to the next round.

The Floor Manager/s will advise of the decision of the Executive Committee as to how many competitors ascend to the next round of the competition.

Placings are used in the finals and dance-offs.

| <b>SECTION</b>            | <b>POINTS</b>           | <b>PLACINGS</b>         |
|---------------------------|-------------------------|-------------------------|
| 1 Junior / Open           | Heats, 1/4's and semi's | Finals and dance-offs   |
| 2 Intermediate / Platinum | Heats, 1/4's and semi's | Finals and dance-offs   |
| 3 Senior / Golden         | Heats, 1/4's and semi's | Finals and dance-offs   |
| 4 Masters                 | Heats, 1/4's and semi's | Finals and dance-offs   |
| 5/15                      | Top Club / Senior Team  | All entrants            |
| 6                         | Novelty                 | All entrants            |
| 7/8                       | Triples                 | Heats, 1/4's and semi's |
| Finals and dance-offs     |                         |                         |
| 9                         | Cheerleaders            | All entrants            |
| 10/11                     | Restricted              | Heats, 1/4's and semi's |
| Finals and dance-offs     |                         |                         |
| 12                        | Diamond                 | Heats, 1/4's and semi's |
| Finals and dance-offs     |                         |                         |
| 13/16                     | Same Sex                | Heats, 1/4's and semi's |
| Finals and dance-offs     |                         |                         |
| 14                        | Novice                  | Heats, 1/4's and semi's |
| Finals and dance-offs     |                         |                         |

**8.1 POINTS**

Heats, quarters and semi's are judged out of 20 points per Judge (2 songs, 10 points each). The highest scoring competitors progress to the next round of the competition. (Maximum points: 6 Judges x 20 points = 120 points)

Tied placings that need to be resolved by dance-offs are not judged on points.

**8.2 PLACINGS**

Finals and dance-offs are judged on placings. The finals system used is commonly known as the Skating System. Scrutineers must make sure they have sufficient placings scrutineering sheets.

### 8.3 DANCE-OFFS

When dance-offs are required, competitors who have qualified for the next stage shall not have to dance again. Refer Book A Rule 6.5 and 6.5.1

### 8.4 RESULTS

The results are to be given to the MC by the Scrutineer(s), and are not made public to anyone

until they are announced during presentations. Result information provided to the MC is to state the section, competition number, competitors' names, and club(s).

The MC is also to be provided with details of the medal sponsors and trophy donators, and who will be doing the presenting.

### 8.5 JUDGING/SCRUTINEERING ERRORS

The procedure in the event of an error occurring within the judging / scrutineering system is as follows:

Upon an error being discovered an Executive Committee member is to be advised immediately. The Executive Committee will then meet to resolve the issue, and rectify the error at the earliest opportunity. The Executive Committee's decision is final.

### 8.6 GENERAL

Clubs may obtain copies of judges and scrutineer sheets from the Association Secretary after payment of the appropriate fee to cover photocopying and postage expenses.

The scrutineer sheets will not be on view immediately after the completion of the competition

Clubs will be advised when these are available for downloading from the Association website or otherwise made available.

Scrutineers shall familiarise themselves with relevant sections in the Rule Book A.

### 8.7 MOST SUPPORTIVE CLUB: CRITERIA FOR SELECTION

Five Executive Committee members meet at the end of Sunday night's programme to choose the number of clubs to be placed and individually determine their placings up to that number for the scrutineers to collate the results to find the most supportive club. Guidelines for the selection include but are not limited to distance travelled, number of competitors in relation to the size of the club, and support for their competitors and those from other clubs. The MC and DJ are to be consulted.

## **SECTION 9. DISC JOCKEY INSTRUCTIONS**

- The DJ is to be supplied with a programme.
- The Executive Committee will supply a list of music to be played and the list will be sent to the DJ at least one month before the competition, so that they can ensure that all songs are available.
- The list of music supplied by the Association is to be of the original artists or the most known versions, which shall be taken from the official playlist.
- The recordings should be of good quality and state of repair, i.e. no scratches or jumping tracks.

- The Top Club & Senior Team competition songs with artists are to be advised when the song list is supplied and this song must not be played in any heats or finals.
- Cheerleaders & Novelty music/soundtracks are supplied by clubs. It is preferable that a CD is used.
- The DJ is required to be at the venue prior to the competitor's reporting time and is to commence playing music to allow dancers to warm up/relax prior to the competition commencing.
- As the programme is subject to change, the DJ is to advise the Floor Manager/s if leaving the hall or is otherwise temporarily unavailable during the competition, and be able to be contacted if needed.
- When advised by the Floor Manager/s, the DJ is to announce when/where the competitors or Team Managers are to collect numbers and certificates from the Floor Manager/s / Association Committee on the Friday night.
- The DJ equipment is to be set up on a permanently fixed floor i.e. if it is a temporary or modular stage then the system must be vibration free and not able to be bumped by people walking or moving around the stage.
- The DJ is to be supplied with a separate microphone to that of the MC.
- The DJ equipment is to be set up and tested to check that it is "fail safe" i.e. if the amplifier fails, is there back-up equipment available to ensure that the competition can continue.

There are two songs per heat.

- (i) At all times, get the OK from the Floor Manager/s before starting each song in case someone is not ready.
- (ii) On instruction from the Floor Manager/s check that couples are spaced on the floor and are all in sight of the Judges.
- (iii) When commencing, check with the Floor Manager, then state:  
"Judges are ready" Pause and then say "Competitors, your first/second song is...(Title).....by...(Artist).."Pause briefly (no more than 2 seconds) and then commence playing the song.
- (iv) If there is a malfunction with a song at the beginning, the DJ is to recover and start again. If a problem occurs with the playing of a particular song, then the DJ is to immediately contact the Floor Manager/s for possible instruction.
- (v) For Top Club/Senior Team, once they are on the floor, and appear to have taken a starting position, ask, "Top Club/Senior Team, are you ready?"  
  
Wait for the raised hand signal to start and pause approximately 2 seconds before playing the music.
- (vi) For Cheerleaders, where music is used, instructions are to be given to the MC and DJ prior to the competition as to the team's requirements for starting the music, i.e. prior or after taking the floor.

## **SECTION 10. MASTER OF CEREMONIES**

The MC is to be appointed in writing and thanked similarly. On the day the MC must be given a clipboard, pen, a list of instructions and a programme with any alterations marked. A separate microphone is to be supplied to the MC, along with a lectern or music stand.

Information the MC needs is as follows:

- The location of the venue and the time required to be there.
- Who is the Executive Committee - President, Vice President, Secretary, Head Judge, Treasurer and Floor Manager/s.
- Who is the Host Club President, Secretary, liaison person (if any).

Together with the competition programme the MC must also know:

- The correct full name of all clubs represented and attending.
- Which club has sponsored medals and the names of trophy donors and who is presenting the trophies.
- What the presentation entails - medals, trophies etc.
- When the Host Club President and Association President will be speaking and if any other person will be doing so.
- If there are raffles to be drawn or if there is any other programme item.
- The name of the DJ.
- Be familiar with the pronunciation of names in the programme.

The MC is to supply contact details for the day of the competition and is to contact the Floor Manager/s or vice versa prior to the competition to confirm attendance and other details etc.

The MC is to advise the Floor Manager/s if leaving the hall or is otherwise temporarily unavailable during the competition.

The Floor Manager/s will signal the MC when they are ready to start each song.

Note: The number of finalists taking the floor in each section is to be announced prior to the call back of the numbers and names.

## **SECTION 11. THE HOST CLUB**

National Championships are voluntarily hosted by a member club of the Association. The selection of the Host Club is made at the Association AGM.

Written progress reports are expected at AGMs that take place during the planning period.

The Association is responsible for the competition format and provides for the competition: working Executive, Judges, Scrutineers, MC, runner(s) and all materials for the competition including judges' sheets and clip-boards, scrutineers sheets, pens, paper, envelopes, etc.

The Host club is responsible for appointing the DJ and any associated costs. Consultation with the Executive regarding this appointment is essential.

The Host Club is obliged to collect a \$10 levy for each competition day ticket sold, \$5 per

spectator ticket payable to the Association and forward such monies owing to the Association, no later than the one month after the championship (2024 AGM).

A set of accounts and a written report is to be submitted to the Association at the AGM following the event.

A co-ordinator from the Host Club is to work in conjunction with the Executive Committee. The Host Club is to liaise regularly with the Executive leading up to the event and provide updates.

The Host Club is to be required by the NZARRA to make a quality DVD/digital copy of all competition sections and presentations, including all the dancing in all the heats, quarter-finals, semi-finals and finals, to be available for purchase at a reasonable cost to clubs and/or their members and sent in a timely manner.

The Host Club will provide a complimentary copy of the DVD/digital copy of the competition to the Executive Committee for the Association library as soon as it is available.

Clubs must be allowed to bring in their own video camera, though a video pass may be a requirement of the host club. Where possible, a place is to be set aside, with an unobstructed view, for video pass holders [1995/2005 AGMs].

It is an expectation that the Host Club will make available good quality metal badges for Competitors. [2005 AGM]

The Host Club will provide an engraved plaque for the Host Club Shield.

#### 11.1 NATIONALS CHECK LIST

(a) The requirements must be at this level:

- A suitable venue (holding deposit paid if possible) with a seating capacity of up to 500 - 700 for Seniors and 300 - 500 for Juniors.
- Table seating is a priority in comparison to tiered seating.
- The venue must have good lighting and ventilation.
- An elevated area or stage should be provided for the DJ & MC.
- All exits should allow ventilation to the hall and be adequately policed by security.
- The venue is to be smoke free.

(b) The dance floor shall be approximately 17m x 17m, with a clear perimeter around the entire floor excluding the seating area. The floor should be square rather than rectangle. The dancing area should be clearly marked after consultation with the Executive Committee. Host Club to provide photos of the dance floor for approval as soon as possible.

(c) There must be sufficient toilet facilities for officials, competitors and spectators.

(d) There must be an area or room with good lighting and ventilation suitable for:

- (i) Catering - supper etc.
- (ii) The Scrutineers
- (iii) The Judges' and team Managers' meeting with tables and chairs.
- (iv) A First Aid post and person.

- (e) Accommodation should be as close to the venue as possible to reduce transport problems for both the host and visiting Clubs.

On putting your proposal to the AGM, as well as above, include any relevant information that you feel would be of interest to persons attending i.e. tourist attractions and other things of interest.

### 11.2 Transport

The Executive requires a vehicle, with a driver provided, for their exclusive use including the Friday. The vehicle should be a 10 seater van to accommodate Judges, Officials, trophies, briefcases, boxes etc as these have to be transported to and from the venue as well as the personal bags of the Executive Committee. This can be arranged by the Executive if appropriate and charged back to the Host Club. Any additional transport arrangements for clubs/competitors are at the Host Club's discretion.

### 11.3 DJ, MC & Host Club Liaison

- The Host Club will appoint the DJ, after checking with the Executive Committee regarding suitability.
- The Host Club pays all DJ expenses as negotiated. (Refer to 11.4 Sound System below.)
- The Executive Committee is vitally interested in the appointment of the DJ as the success of the whole weekend depends on the close working relationships of this person, the Executive Committee, MC and Floor Managers.
- The Executive Committee appoints the MC, Floor Managers, Scrutineers, Judges, Armchair Judges, Armchair Scrutineers and Runners as required.
- The Host Club is to have one main contact person available at all times who is responsible for getting any problems resolved promptly and efficiently.

### 11.4 Sound System

- Due to the size of the venues and numbers attending a professional sound system must be used. Where smaller venues are used, the sound system of the nationally recognised DJ's may be sufficient.
- It is also preferable to ensure a sound engineer is present or available on call during the competition.
- Microphones should be of good quality to ensure crisp, clear sound. The MC is to have a microphone separate from that of the DJ, and a lectern for placement of notices programme etc. A radio microphone is optional.
- When the system is designed for the dancers on the floor, the sound may be muffled for the audience and general announcements. However, all reasonable precautions should be taken against this possibility and the advice of a sound engineer should be sought.
- It is the Host Club's responsibility to ascertain who is going to pay for the hire of any equipment used, i.e. themselves or the DJ. This is to be made clear when seeking quotes from DJ's.

### 11.5 Catering

Dinner and Lunch is to be provided for the Judges, Scrutineers, Officials and working Executive and their partners on the days of competition which include a lunch and dinner break, along with tea, coffee, milk, sugar, juice and water.

Likewise at any scheduled Judges breaks during the competition programme, refreshments including tea, coffee, milk, sugar, juice and water are to be provided.

Water and juice is to be available to Officials, Judges, Scrutineers and working Executive during the competition.

Where food is available for sale to clubs during the weekend, the vendors should be provided with a programme to ensure they are aware of when the breaks will occur.

Any additional catering arrangements for clubs/competitors are at the Host Club's discretion.

### 11.6 Venue

There must be:

- (a) At least 5 chairs in front of the stage for the Floor Managers and runners etc.
- (b) 1 or 2 buckets, plus wet & dry sponges/cloths to soak up any spillages on the floor and brooms.
- (c) At least 20 chairs around a table(s) for officials/judges to rest near the front/stage end of the hall, separated from the general body of the hall, still allowing visibility of and easy access to the dance floor. The area must be free from drafts and adequately heated.
- (d) Separate tables for Scrutineers with plenty of light, and free from drafts. Heaters must be provided.

The Scrutineers tables should be near the Officials table and separate from the main body of the hall. To the side rear of the stage, back from the Officials table, is ideal. Refreshments and beverages are to be provided for the Scrutineers and to be replenished as required.

- (e) At least 4 raised platforms for Judges (at least 30cm high) and 1 m sq. with two to three chairs per platform, depending on the number of officiating judges.
- (f) Space for the Association banners behind the MC and DJ.
- (g) Presentation podiums. The podium height must be no more than 300mm for the 2nd, 3rd and 4<sup>th</sup> placings. The first place podium must not be more than 450mm high. Each must be adequate in size for three adult people to stand comfortably.
- (h) A trophy table approximately 3.5m long with 2 raised tiered shelves running the full length of the table. Each shelf should be a minimum of 300 mm wide. The table needs to be set up and ready for the Executive to display the trophies on the Friday of the competition weekend.
- (i) An area or room away from the main hall for the Scrutineers, Judges, Team Managers and the Executive Committee meetings.

### 11.7 General:

- (a) The Host Club is to provide up to 21 complimentary tickets for the whole weekend (Executive Committee, MC, Judges, Armchair Judges, Runners and Scrutineers).
- (b) The Host Club should appoint a person to look after the Officials, preferably one who has had previous experience themselves of being looked after at Nationals - e.g. an official, a Judge or a Trainee Judge who has arm-chaired Nationals.

- (c) The venue is to be "smoke free".
- (d) Photographers must not get in the way of competitions, officials and presentations or hold up the proceedings.
- (e) The weekend activities are arranged by the Host Club except for the actual competition dancing/events, which are controlled by the Executive Committee. The competition segments are on Saturday and Sunday.

### **SECTION 12 – TROPHIES, MEDALS AND CERTIFICATES**

1. The Donor Club will be invited in writing to appoint a person or persons to present the trophy at the respective National championship.
2. Where a club is no longer affiliated, the Executive will appoint a presenter unless specific instructions have been given when the club ceases to be affiliated.
3. From time to time, trophies require replacement or repair. Where possible the donor club will be advised that this is happening, and be invited to assist in the cost involved.
4. Individuals cannot donate trophies.
5. Trophies are to be returned in good order to the address and by the date advised by newsletter and on the website. Late or damaged returns could incur a financial penalty.
6. For each nationals Clubs will be invited to sponsor medals by section, and will be acknowledged at presentations.
7. Individuals who are a financial member of an affiliated club, may sponsor medals
8. Clubs and/or Individuals who are a financial member of an affiliated club, may sponsor the certificates. The cost will be the invoice received at the maximum of \$150.

### **SECTION 13. AFFILIATED CLUBS – RESPONSIBILITIES**

1. Any changes to the mailing and email addresses for Clubs and the names, phone numbers and email addresses of the President, Secretary and Treasurer must be advised to the Association Secretary as soon as possible after the club's AGM
2. The Association Treasurer must be advised of any change to a clubs balance date.
3. Fees: the following fees and payment dates apply to all affiliated clubs and need to be noted by the club committee to ensure prompt payment and avoid late penalties.
  - (a) The Affiliation Fee as set in Rule Book A 1.4 (b) is due by 1<sup>st</sup> August
  - (b) The Member Levy for each adult and child member is due within 1 month of the club's balance date
  - (c) TES for clubs attending the Annual General Meeting is due by 1<sup>st</sup> April (Refer to Section 1.5 of Rule Book A)
  - (d) Entry Fees for National Championships are due by the closing dates of the respective championships. (Refer to Section 4.4 Rule Book A)



- (e) Nationals Host Clubs are to pay the Venue Ticket Levy within one month of the National Championship (Refer to 1.4 (e) Rule Book A)
4. Club Championships can be run under the club's own rules, but for all assessments, Rule Book A requirements in Section 3, along with rules regarding dress, music and judging definitions, must be adhered to.
  5. If a club publishes a newsletter, a copy is to be sent to the Association Secretary.
  6. Any changes proposed to club colours and/or club logo and/or club name must be presented to the Executive Committee for approval.
  7. Clubs are to conform to the rules and bylaws of the Association and otherwise comply with its requirements.

#### **SECTION 14. JUDGES VOTING GUIDELINES**

Guidance around the judging process when it comes to voting for the new Head Judge.

- The voting period stays open until the agreed closing date, regardless of when a majority is reached.
- It is accepted that candidates can campaign and voters and others can openly support a candidate, while using the current judges set of values as their guideline. These are outlined on the Association website.
- There will always be two Scrutineers chosen from the Executive and always including the Secretary. Scrutineers will vote as early as possible on the first day of voting. The scrutineers treat all votes in confidence.
- After the closing date and in advance of public announcement at the AGM, each candidate will be notified of the result, in part to allow for handover planning if required. It is expected that the result remains confidential between the candidate(s) and the Executive until public announcement.
- Candidate notifications and any public announcements will reveal the successful candidate but not the numbers of votes.
- The Executive Secretary will collate the results in a document which will not be disclosed publicly but kept for filing. Individual voters will not be named or recorded as 'inwards correspondence'.

#### **SECTION 15. ASSESSMENTS**

Section 3 - Assessments (removed from Rulebook A at the 2022 AGM)

*Below as entered in Rulebook A*

- 3.1 To ensure that the National Championships are of a high standard, competing couples/triples teams must be assessed for the section that they intend to compete in. (Refer rules 1.8 (a) and 1.8 (b)).  
  
The assessment is to be held within the year preceding the National Championship concerned and have been judged by two or more New Zealand Association Judges. (Refer to 3.10)
- 3.2 (a) Assessments may be held at your club championships.  
(b) Clubs must hold an assessment for competing couples/triples teams or ensure that they attend an assessment.

- (c) No competitor(s) shall be assessed from film, video or TV.
  - (d) Competitors being assessed must be financial members of an affiliated club.
- 3.3 When assessments are being held whether in conjunction with club competitions, championships or otherwise the couples/ triples being assessed must be notified to the Scrutineers in writing and/or on the Scrutineers/Floor Managers' programme prior to the start of the said competition/ championship/assessment. Refer Rule 3.8 & 3.9 (a).
- 3.4 To enable the Executive Committee to monitor that the rules of the Association are adhered to:
- (a) The Association Head Judge must receive notification prior to any assessment taking place.
  - (b) Copies of **all** judging sheets, scrutineers sheets, assessment cover sheet and a copy of the programme where applicable, are to be sent to the Head Judge within one week of the assessment (refer also to Rule 8.12) and no later than the closing date of the National Championship entries (refer rule 4.4). Failure to comply may render the entry invalid.
- 3.5 To ensure that assessments are fair and honest, the music is to be selected from the current NZARRA National Song List according to Rule 5.4 and without the competitors' knowledge prior to the song being announced at their assessment.
- 3.6 The National dress code must be adhered to for assessments, for example, the dress length and correct petticoat, and monitored accordingly by the Floor Manager(s) and/or Head Judge.
- 3.7 (a) A points system for assessment at club level is the criteria for entry into the NZARRA National Championships for both Junior and Senior competitors.
- (b) Each competing couple/triple shall be marked out of 10 for each category – timing, harmony and variety – for an overall maximum number of points equalling 30 for the slow song and 30 for the fast song, equalling a total of 60 points maximum per judge, per couple.
- (c) Couples will dance to one slow and then one fast song. Triples will dance to one slow medium and then one faster medium song.
- 3.8 Depending on how many judges are utilised, the total number of points will vary but the set "National Qualifying Level" will be:

**Junior Championship Sections**

|    |                      |     |
|----|----------------------|-----|
| 1  | Junior               | 20% |
| 2  | Intermediate         | 30% |
| 3  | Seniors              | 45% |
| 7  | Triples Junior       | 30% |
| 8  | Triples Intermediate | 35% |
| 10 | Junior Restricted    | 25% |
| 11 | Restricted           | 30% |
| 13 | Same Sex             | 30% |

16 Junior Same Sex 25%

### **Senior Championship Sections**

|    |                    |     |
|----|--------------------|-----|
| 1  | Open               | 50% |
| 2  | Platinum           | 45% |
| 3  | Golden             | 40% |
| 4  | Masters            | 35% |
| 7  | Open Triples       | 45% |
| 8  | Senior Triples     | 40% |
| 10 | Open Restricted    | 45% |
| 11 | Senior Restricted  | 40% |
| 12 | Diamond            | 35% |
| 13 | Open Same Sex      | 45% |
| 16 | Senior Same Sex    | 40% |
| 17 | Diamond Restricted | 35% |

of the total points available from all Association Judges used.

- 3.9 (a) Any couple/triple having achieved National Qualifying Level points as per rule 3.8 shall be entitled to compete at the National Championships in the section for which they have passed assessment.
- (b) Any couple/triple having achieved National Qualifying Level points as per rule 3.8 may, on request, and at the discretion of the Executive, also be deemed to have passed assessment for another section with National Qualifying level points that they and their assessment met any other criteria to enter.
- (c) Assessment is not required for Sections 5 (Top Club), 6 (Novelty), 9 (Cheerleaders), 14 (Novice) and 15 (Senior Team).
- 3.10 Dancing partnerships having failed to pass their initial assessment may seek further assessments in that or another section in the year of the competition as listed below and prior to the closing date for entries.
- “Year” in the case of the Junior Championship means Easter to Easter.
  - “Year” in the case of the Senior Championship means Labour Weekend to Labour Weekend.
  - Easter and Labour Weekend are deemed to be over at midnight on the last day of competition. (This relates only to assessment.)
- 3.11 (a) If a dancing partnership has passed assessment in any of sections 1, 2, 3, 4, 10, 11 or 12, that partnership or either individual may seek further assessment in any of those sections, invalidating any previous assessment in those sections.
- (b) If a dancing partnership has passed assessment in any of triples sections 7 or 8 that partnership or any individual may seek further assessment in either of those sections, invalidating any previous assessment in those sections.
- (c) If a Dancing Partnership has passed assessment in section 13 or 16 that partnership or any individual may seek further assessment in either of these sections, invalidating any previous assessment in those sections.

- 3.12 All National Association and Association Judges invited to officially judge competitions where assessments are being held must be utilised on the assessment. National Association and Association Judges that armchair the competitions will not be utilised on the assessment. Officiating Judges do not need to be made aware of whom they are assessing.
- 3.13 Judges should not officiate at assessments if they have close personal or family ties or have coached competitors.
- 

**Please also refer to the following:**

- The Constitution
- Book A - Competitions.
- The Minutes of Annual General Meetings.
- Your club committee and/or club delegates who have attended Annual General Meetings of the Association.
- The Association Website [www.rocknroll.org.nz](http://www.rocknroll.org.nz)
- The Association Secretary Email [secretary@rocknroll.org.nz](mailto:secretary@rocknroll.org.nz)

**APPENDIX 1 - LIST OF TROPHIES**

**SENIOR TROPHIES**

**Best Dressed Competitors**

|                                   |   |
|-----------------------------------|---|
| <b>Open Section</b>               | <i>Donated By:</i><br>Invercargill RnR Club<br>First presented in 1987  |
| <b>Platinum Section</b>           | Lower Hutt RnR Society<br>First presented in 1989                       |
| <b>Golden Section</b>             | Bay City RnR Club<br>First presented in 1989                            |
| <b>Masters Section</b>            | The Mazoyer Family (Wellington RnR Club)<br>First presented in 1992     |
| <b>Diamond Section</b>            | The Ron Bailey Memorial Trophy ( Kapi Mana )<br>First Presented in 2002 |
| <b>Open Restricted Section</b>    | Tauranga RnR Club<br>First presented in 1996                            |
| <b>Senior Restricted Section</b>  | Rotorua RnR Club<br>First Presented in 2004                             |
| <b>Diamond Restricted Section</b> | Gold Coast NZ RocknRoll Club<br>First presented in 2023                 |
| <b>Novice Section</b>             | Surf City RnR Club<br>First presented in 2008                           |
| <b>Open Same Sex</b>              | New Plymouth<br>First presented in 2008                                 |
| <b>Senior Same Sex</b>            | Kaiapoi R'n'R Club<br>First Presented in 2012                           |
| <b>Senior Triples</b>             | Harbour City RnR Club<br>First presented in 1995                        |
| <b>Open Triples</b>               | Gracelands RnR Club<br>First Presented in 2004                          |
| <b>Top Club Team</b>              | City of Sails RnR Club<br>First presented in 1997                       |
| <b>Senior Teams</b>               | Timaru R'n'R Club<br>First Presented in 2009                            |

**Dancing Sections**

|                                   |  |
|-----------------------------------|--|
| <b>Open Section</b>               | Wellington RnR Revival Club replacing the<br><br>Valley Inn Cellars Cup (Lower Hutt City Council) First presented in 1993              |
| <b>Platinum Section</b>           | The Ropiha Family (Waipukurau RnR Club)<br>First presented in 1987   |
| <b>Golden Section</b>             | Julie and David Woodger (Auckland RnR Club)<br>First presented in 1983   |
| <b>Masters Section</b>            | Whakatane RnR Club<br>First presented in 1992  |
| <b>Diamond Section</b>            | Christchurch RnR Club<br>First Presented in 2002   |
| <b>Open Restricted Section</b>    | Westside RnR Club<br>First presented in 1996   |
| <b>Senior Restricted Section</b>  | City of Sails RnR Revival Club<br>First presented in 2000  |
| <b>Diamond Restricted Section</b> | Cambridge Cruisers<br>First presented in 2023  |
| <b>Novice Section</b>             | Hawke's Bay RnR Club<br>First Presented in 2008  |
| <b>Same Sex</b>                   | Sun City<br>First Presented in 2008  |
| <b>Senior Same Sex</b>            | Top of the South R'n'R Club<br>First Presented in 2012   |
| <b>Senior Triples</b>             | River City RnR Club<br>First presented in 1996   |
| <b>Open Triples</b>               | Maureen Hammond Memorial Trophy<br>from the Hammond Family (Otago RnR Club)<br>First presented in 1994                                 |
| <b>Top Club Team</b>              | The Gray Family (Wellington RnR Club)<br>First presented in 1983   |
| <b>Senior Teams</b>               | Gold Coast NZ R'n'R Club<br>First Presented 2009   |
| <b><u>Other Sections</u></b>      |  |
| <b>Novelty</b>                    | Evelyn and Darcy Nepia<br>(Coasters RnR Club Gisborne)<br>First presented in 1982<br><br>To be presented by Surf City Rock'n'Roll Club |

**Best Dressed Female** Candy Engstrom Memorial Trophy  
(Dunedin RnR Club)

First presented in 1985

**Best Dressed Male** Candy Engstrom Memorial Trophy

(Dunedin RnR Club)  
First presented in 1985

**Most Supportive Club** Trophy House  
First presented in 1996

### **JUNIOR TROPHIES**

#### **Best Dressed Competitors**

*Donated by:*

**Junior Section** The James Family (Upper Hutt United RnR Club)  
First presented in 1988

**Intermediate Section** Trish Haswell (Upper Hutt United RnR Club)  
First presented in 1989

**Senior Section** Julie and David Woodger (Auckland RnR Club)  
First presented in 1989

**Junior Restricted Section** Tauranga RnR Club  
First presented in 2021

**Restricted Section** Westside RnR Club  
First Presented in 2002

**Novice Section** Whangarei R'n'R Club  
First Presented 2010

**Same Sex Section** Ramblers RnR Club  
First presented in 2008

**Junior Same Sex Section** L & P Rockers  
First Presented 2013

**Intermediate Triples Section** Christchurch RnR Club  
First presented in 1996

**Junior Triples Section** Avon City RnR Club  
First Presented in 2004

**Top Club Team** River City RnR Club  
First presented in 1998

#### **Dancing Sections**

**Junior Section** Tokoroa RnR Club  
First presented in 1989

**Intermediate Section** Upper Hutt United RnR Club  
First presented in 1987

|  |  |
|--|--|
| <b>Senior Section</b>                  | Roger Pona Memorial Cup (Otago RnR Club)<br>First presented in 1987  |
| <b>Junior Restricted Section</b>       | Rock 'n' Roll Live Northland<br>First presented in 2021  |
| <b>Restricted Section</b>              | Upper Hutt United RnR Club<br>First Presented in 2002  |
| <b>Novice Section</b>                  | HB Junior Rockers<br>First Presented 2010  |
| <b>Junior Triples</b>                  | City of Sails RnR Club<br>First presented in 1995  |
| <b>Same Sex Section</b>                | Wanganui RnR Club<br>First Presented in 2008   |
| <b>Junior Same Sex Section</b>         | Bush R'n'R Club<br>First presented in 2013   |
| <b>Intermediate Triples</b>            | Gisborne Junior Rockers Club<br>First presented in 1996  |
| <b>Top Club Team</b>                   | Top Club Russell Trophy from Anthony and<br>Judy Russell (Lower Hutt RnR Society)<br>First presented in 1987 |
| <b><u>Other Sections</u></b>           |  |
| <b>Novelty</b>                         | Martin Bodmin (Kapi Mana RnR Club)<br>First presented in 1987  |
| <b>Cheerleaders</b>                    | First presented in 1987 by Wellington RnR Club<br>Re-presented in 1996 by Rose City RnR Club                 |
| <b>Best Dressed Female 5- 12 years</b> | Invercargill R'n'R Club<br>First presented in 2015   |
| <b>Best Dressed Female</b>             | Kapi Mana RnR Club<br>First presented in 1987  |
| <b>Best Dressed Male</b>               | Kapi Mana RnR Club<br>First presented in 1987  |
| <b>Most Supportive Club</b>            | Drifters RnR Club<br>First presented in 2001   |



Appendix 2 - JUDGING GUIDELINES



**New Zealand Amateur Rock'n'Roll  
Association Inc.**



**Judging Guidelines**

As at June 2023

To be read in conjunction with Rule Book A & B

**A-One Timing is an essential ingredient within the 3 categories along with a well balanced routine.**

**TIMING**

**Gain up to a total of 10 points**

Gain up to 6 points

**TIMING, TEMPO & RHYTHM:** All body movements of the couple/partnership are in time to the main beat of the music and are consistent with the tempo and rhythm of the song for the duration of a balanced routine.

Gain up to 3 points

**EXPRESSION:** All body movements of the couple/partnership interpret the character of the music i.e. uses the beat, music breaks, pauses and accents in the dance. This involves clever use of timing by playing with and using the beat, holding the beat, and syncopation within moves. The entire body is used to express the rhythm and character of the dance.

Gain up to 1 point  
½ point

**START & FINISH**

The couple/partnership start together on the main beat of the music.

½ point

The couple/partnership finish together on the last beat of the music.

**HARMONY**

**Gain up to a total of 10 points**

Gain up to 5 points

**PRESENTATION & INTERPRETATION:** Partner coordination and interaction – well matched styling, skill and ability, good teamwork. Working together at all times in time to the music and dancing the same rhythm.

Displaying unison, expression, attitude, personality and confidence and overall showmanship of the performance together.

The complete dance and its style/routine must be complimentary to our rock n roll revival ideals

Gain up to 3 points

**FLOW:** The individual styles of the partnership must be complimentary to each other, dancing with flow, continuity and feeling whilst in harmony with the music.

Gain up to 2 points

**ENJOYMENT:** It must be evident the couple/partnership are enjoying themselves and gaining pleasure dancing with each other and the music.

**VARIETY**

**Gain up to a total of 10 points**

Gain up to 5 points

**OVERALL VARIETY:** A diverse combination of moves in time to the music to form a well-structured and balanced routine. The overall dance capturing the essence of Rock and Roll dance, interpreting the music with confidence and skill, while keeping within our Rock and Roll ideals and origins. Acknowledge coordinated and varied starts, well planned finishes and the complexity and originality of the whole dance.

Gain up to 4 points

**ACKNOWLEDGE:** Competency in execution of the entire routine. Innovation and creativity that sustains interest throughout the entire dance  
Entry and Exits of moves which enhance the flow of the routine  
Confidence, ingenuity and mastery in execution of the dance and blending of the routine to the music

Gain up to 1 point

**X FACTOR:** Wow – Showmanship

**Section 10/11 – Restricted:**

IMPORTANT: “X” – is to be marked by judges at all times where one person in the couple takes the weight of the other person while that person is not in contact with the floor.

In Heats, Quarter-Finals and Semi Finals, if such a move is sighted the “X” will be in addition to the points awarded for that song. 2 points will be deducted.

In a Final, if such a move is sighted, an “X” will be given instead of the placing for that song.

**General Guide for Allocation of Inappropriate or Fault points:**

Judges will have to define for themselves when allocating these points – just how *minor or major* the fault is.

|                |                |
|----------------|----------------|
| Minor/ Medium: | 2 points       |
| Major:         | up to 5 points |

Example:

|                                     |   |
|-------------------------------------|---|
| Stumble/baulking/interference       | 2 points from Timing/Harmony/Variety judges           |
| Poorly executed aerial move         | 2 point from Timing / Harmony / Variety judges        |
| 2 Arm-lengths                       | 2 points from Harmony Judge                           |
| Crash/Fall (bottom on floor)        | 2 points from Timing / Harmony / Variety judges       |
| Above Head with no physical contact | 5 points from Harmony/Variety judges                  |
| Stop dancing for a period of time   | Up to 5 points from Timing / Harmony / Variety judges |

**Please note: Couples who stop dancing altogether for a period of time:**

On placings: Placed last in that song e.g. 5 in final - 5th place.

Competitors dance and finish the slow and are placed appropriately. They then stop/sit in the fast. Depending on their placing in the slow and in comparison with the placings of the other

competitors in the slow and the fast song, there is the possibility of their still taking a place in the overall judgment.

On points: Points are awarded for what the competitors have achieved e.g. they start and have a hiccup in the middle of the routine, stop, adjust and then carry on. They will be awarded marks accordingly for the first and last sections of the dance, but always taking into account the degree of time that they stopped dancing.

The above examples are to help define dancing faults, thereby retaining a consistency within our Guidelines. They are generalisations and to be considered in conjunction with the Judging Guidelines.

**Words of wisdom:**

Your distance from the couples on the dance floor can influence your judging – “be aware and take care”.

Be comfortable where you stand. “Interpretation, expectations and influence” – be realistic, fair and honest at all times!

Remain ‘focused’ throughout the **entirety** of each song – **2 songs, 2 judgements**.

**CONDENSED JUDGING GUIDELINES**

**A-One Timing is an essential ingredient within the 3 categories along with a well balanced routine.**

**TIMING**

- 6 TIMING, TEMPO & RHYTHM**
- 3 EXPRESSION**
- 1 START & FINISH**

**HARMONY**

- 5 PRESENTATION & INTERPRETATION**
- 3 FLOW**
- 2 ENJOYMENT**

**VARIETY**

- 5 OVERALL VARIETY**
- 4 AC KNOWLEDGE**  
Execution/Creativity/Entry/Exits/Flow/Mastery
- 1 X FACTOR**

Note: Judges Workshop Reports are available on the Association Website [www.rocknroll.org.nz](http://www.rocknroll.org.nz)

## **Quick List for National Competitions – Details within Book B**

The Host Club provides and/or arranges:

- Venue
- Sale of Venue Tickets
- Up to 21 Venue Tickets for Officials
- Programme Printing
- Sufficient Seating for all Attendees
- Separate tables for Officials and Scrutineers)
- Trophy Table
- Presentation Podiums
- Four Judge's platforms & 2-3 chairs per platform
- Stage, MC's Lectern, chairs for Floor managers & runners
- Executive Van or similar
- DJ (In Consultation with the Executive)
- Sound Equipment
- A videographer and DVD's (incl. Complimentary copy for the Executive)
- Competitors Badges
- Catering for officials & person responsible for looking after officials
- A First Aid Post/person
- A Host Club Coordinator
- Ticket Levy as per Rule Book A
- AGM Reports
- Set of accounts

Discretionary non-competition things that host clubs have previously done and clubs might consider:

- Entertainment, sales tables, suppers, transport, accommodation assistance
- Regular Newsletters to clubs, updates provided to the Association for loading on the website
- Information packs for attendees
- The Association recommends that a previous host club be contacted for information and advice

The Association provides or arranges:

- MC, Judges, Scrutineers, Floor Managers & Runners
- The programme format
- Judges Sheets & clipboard, Scrutineers Sheets
- Competition Music
- Competitors Numbers & Certificates
- Medals and Trophies