



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



BOOK B

ADMINISTRATION

FOR JUNIOR AND SENIOR NATIONAL DANCING CHAMPIONSHIPS

2007

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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.

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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 Waipukarau RnR Club
1991 Wanganui RnR Club
1992 Rose City 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

1993	Rotorua RnR Club	Wellington RnR Club
1994	Lower Hutt RnR Society	Kapi Mana/Upper Hutt United RnR Club
1995	Westside RnR Club	City of Sails RnR Club
1996	Wellington RnR Club	Tauranga RnR Club
1997	Rose City RnR Club	Christchurch RnR Club
1998	Invercargill RnR Club	New Plymouth RnR Club
1999	Hutt Valley RnR Society	Harbour City RnR Club
2000	Westside RnR Club	Hawkes Bay RnR Club
2001	Tauranga RnR Club	Dunedin RnR Club
2002	Christchurch RnR Club	Wellington RnR Club
2003	Hawkes Bay RnR Club	Rotorua RnR Club
2004	River City RnR Club	Kaipoi RnR Club
2005	City of Sails RnR Club	Hawke's Bay RnR Club
2006	Wanganui R'n'R Club	Tauranga R'n'R Club
2007	Kapi Mana R'n'R Club	Christchurch R'n'R 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 Association Executive via the Association Secretary.

SECTION 2. PAST OFFICE HOLDERS

AGM ELECTED

President	Michael Gray (Wellington RnR Club)	1984/85
	Neil Watson (Tokoroa/Rotorua RnR Club)	1986/87
	Warren Holcroft (Upper Hutt United RnR Club)	1988/91
	Murray Calvert (Invercargill RnR Club)	1992/94
	Craig Campbell (Kapi Mana RnR Club)	1995/97
	Trish Haswell (Upper Hutt United RnR Club)	1998/2001
	Jan Morgan (Gracelands RnR Club)	2002/2004
	Warren Jeffrey (Tauranga)	2005 -
Vice President	Owen Castle (Auckland RnR Club)	1984/85
	Frank Sirs (Wellington RnR Club)	1986
	Michael Gray (Wellington RnR Club)	1987
	Bev Spicer (Lower Hutt RnR Society)	1988/89
	Murray Calvert (Invercargill RnR Club)	1990/91
	John Heslop (Christchurch RnR Club)	1992
	Lloyd Kirkham (Whangarei RnR Club)	1993/95
	Peter McKnight (Wellington RnR Club)	1996/99
	Jan Morgan (River City RnR Club)	2000
	John Tavendale (Upper Hutt United RnR Club)	2001/02
	Warren Jeffrey (Tauranga RnR Club)	2003/2004
Brian Wales (Rotorua RnR Club)	2005 -	
2nd Vice Pres.	Frank Sirs (Wellington RnR Club)	1984/85
Jnr. Vice Pres.	Margaret Tregilgas (Lower Hutt RnR Society)	1986
Secretary	Terry Crook (Lower Hutt RnR Society)	1984/85
	Robert Ambridge (Lower Hutt RnR Society)	1986
	Jeanette Halstead (River City RnR Club)	1987
	Trish Haswell (Upper Hutt United RnR Club)	1988
	Donna Mason (Rotorua RnR Club)	1989/91
	Warren Holcroft (Upper Hutt United RnR Club)	1992
	Craig Campbell (Kapi Mana RnR Club)	1993/94
	Sylvia Hayward (Avon Original RnR Club)	1995/2000
	Brenda Neill (Christchurch RnR Club)	2001-
Treasurer	Judy Russell (Lower Hutt RnR Society)	1984/85
	Michael Gray (Wellington RnR Club)	1986
	Robert Ambridge (Lower Hutt RnR Society)	1987
	Warren Holcroft (Upper Hutt United RnR Club)	1987
	Julie Woodger (Westside RnR Club)	1988/89
	Betty Stark (Kapi Mana RnR Club)	1990/95
	Raewyn Hall (Invercargill RnR Club)	1996
	Jan Morgan (River City RnR Club)	1997/99
	Twan van Beers (Harbour City RnR Club)	2000
	Duncan Jury (City of Sails RnR Club)	2001
	Linda McAllister (City of Sails RnR Club)	2002/03
	John Tavendale (Upper Hutt United RnR Club)	2004
	Julie Cowan (Hawke's Bay RnR Club)	2005 -

Head Judge	Margaret Tregilgas (Lower Hutt RnR Society)	1987
	Maureen Hammond (Otago RnR Club)	1988
	Trish Haswell (Upper Hutt United RnR Club)	1989/90
	Eleanor Omeros (Otago RnR Club)	1991
	Colleen Murphy (Kapi Mana RnR Club)	1992/95
	Trish Haswell (Upper Hutt United RnR Club)	1996/98
	Colleen Jeffrey (Tauranga RnR Club)	1999/2000
	Sylvia Hayward (Kaiapoi RnR Club)	2001/2005
	Jan Morgan (Gracelands RnR Club)	2006 -

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 Senior 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 to be undertaken by the Executive Committee and 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 in the Association newsletter 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 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
- (iv) A Disc Jockey with a supply of Association approved songs
- (v) Certificates and medals (or similar that are retained by the place getters)
- (vi) Competition Trophies
- (vii) Competitors numbers to wear, judging sheets, clipboards, pens, envelopes for scrutineers sheets etc
- (viii) 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, 3rd, 4th and finalist medals for sections 1, 2, 3, 4, 10, 11, 12, 13 & 14: 1st, 2nd, 3rd and finalist medals for sections 7 & 8, and 1st, 2nd and 3rd for classes 5, 6, 9 and all Best Dressed Sections.

Returnable Trophies

First place getters in all sections. First place getters in the best dressed competitors competition in sections 1, 2, 3, 4, 5, 7, 8, 10, 11, 12, 13 & 14 as well as best dressed male and best dressed female in the Sunday competition.

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 held after the Team Manager's briefing where the competitor's numbers and participation certificates are handed out.

Scrutineers Table

Separate tables are to be provided for both armchair and official Scrutineers with plenty of light, an extension lead and multi box with access to a 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 roped or fenced off in some way, but still allowing easy access to the dance floor.

Presentation Podiums

Podiums for presentations are to be provided. Two podiums for 2nd and 3rd placings and not 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.

Sponsors of the Trophies

Clubs/sponsors are to be contacted to see who will be presenting the trophies. Where the sponsors are member Clubs or members of Clubs then such Clubs should provide this information to the Association Secretary one month 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 PEOPLE

The Association expects that all workers (Executive Committee, Judges, Scrutineers, Runners, DJ and the MC) shall use the utmost discretion with regard to the consumption of alcohol.

The Host Club in association with the New Zealand Executive appoints the DJ. The Host Club is invited to submit names for the New Zealand Executive to peruse. The New Zealand Executive appoints the MC

The Association should write to both giving details of the appointment, advice, requirements of the Association etc. MC and DJ are to be provided with a clipboard by the Floor Manager giving all the necessary details. The MC expenses are the responsibility of the Association. The DJ expenses are the host Club's responsibility.

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

When Judges are appointed the Association will, upon production of receipts, reimburse travel expenses up to a flexi saver or equivalent airfare or petrol/vehicle costs at 30c per kilometre whichever is the lesser.

The Judges are selected by the Executive Committee. When making selection from the Association official register of Judges, the Executive Committee will check for possible conflict of interest of family relationship or coaching of entrants and ensure the judges 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 classes because of family conflict or other reason, then such Judge should armchair judge those other categories 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/or Sunday.

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

Sunday: Sections 13, 5, 6, 7 and 8, best dressed same sex, best dressed competing triples, best dressed Top Club team, best dressed male and best dressed female.

Note: Section 14, will be placed either Saturday or Sunday at the discretion of the Executive Committee, dependant on entries.

The appointment of Judges to classes and categories of the judging definitions shall be made at least 7 days prior to the championships and confirmed by the Executive Committee, but not advised to the Judges until they attend the Judges Meeting at the championships.

The Judges and Scrutineers shall meet at a time set by the Executive Committee. Such meeting shall be to receive classes and categories 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.

For Top Club, Clubs can nominate 1 male and/or 1 female substitute dancer. 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.

The Association will send out a CD of the chosen Top Club song to the DJ. Those Clubs intending to enter the Top Team section must purchase a CD copy from the Association at a nominal charge of \$5. Clubs may then use that CD or the CD supplied to the DJ at the competition.

SECTION 4. MUSIC CRITERIA

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:	157 to 185 beats per minute inclusive

The songs/instrumentals are to be original recording and artist (or most known version). The songs will be between the years of 1953 and 1964 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 in length.

SECTION 5. PROGRAMME INFORMATION

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

5.1 Instructions for Club Team Managers

- (a) The Team Manager is responsible for his/her whole Club, competitors and spectators alike. *At Junior Nationals, those under 18 years of age should not be drinking alcohol.*
 - (b) There are to be:
 - No high heels on the dance floor at all times
 - No food or drink on the dance floor at all times
 - (c) He/she should know the rules of the competition and make sure that the competitors are also aware of the rules and how they affect them.
 - (d) He/she should ensure that the competitors are not contravening the dress code 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 (2007 AGM).
 - (e) 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 and ties, which may be removed for dancing. One garment perceived to be two will be treated as the non-removable garment (2005 AGM). Shoes with heels should have heels no higher than 20mm measured at the instep. The heel prints must have a minimum measurement of 40mm x 40mm.
 - (f) All other attire must be the same. Any alteration brought to the Floor Managers' attention could result in disqualification and the competitors will not proceed through to the next round should they attain sufficient points.
-

- (g) The Judges are out of bounds for competitors and club members. Club members/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.
 - (h) The possibility of dance-offs for couples is dramatically reduced as up to 6 couples could be called back to each quarter final, semi finals or the finals. Notwithstanding this there is always the possibility of a dance-off still occurring and all competitors should remain in the hall at the end of the heats, quarter finals and semi finals to make certain that a dance-off is not going to affect them. Triples dance-offs are a very real possibility. They will be held as soon as practicable and as the programme allows.
 - (i) 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 asked "Judges are you ready, couples your first song is...."
 - (j) The Executive, 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.
 - (k) An envelope will be handed out at the Team Managers' meeting on the Friday night containing:
 - A cloth number for the back of each competitor
 - A paper number to be carried during the best dressed heats and finals
 - A certificate for each dancing competitor
 - One certificate for each Club with a Novelty entry
- Note: Where there are split club entries, the paper number will be in the female partners club pack. The cloth number must be attached to the back of the jacket 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 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.*
- (l) Any late scratching is to be put forward and the competitor badges, certificates and any gifts that the host Club has provided returned.
 - (m) Clubs that wish to order copies of the Judges/Scrutineering sheets should place their order, complete with payment, with the Association Secretary 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 be 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 1 to 4 stages depending on the number of entrants. Heats, Finals or Heats, Quarter Finals, Semi-finals and Finals.

Heats

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

Quarter finals

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

Semi finals

Allow 10 minutes per individual semi final where 2 songs are used

Final

Allow 10 minutes per individual final where 2 songs are used

Top Club

Allow 5 minutes per Top Club

Novelty

Allow 6 minutes per novelty

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 the dance competition.

Allow half to three quarters of an hour for presentations and photos. There will be three dais 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. He/she 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 and their partners will need time to partake of suppers/meals (or whatever is provided in the programme) separate from the crowd.

Informal Judges Meeting

At the discretion of the Executive Committee an informal judges meeting for all judges attending Nationals will be held at the venue at a time decided by the Executive Committee and to be advised in the programme.

Programme. The quantities and cost of printing the programme is the responsibility of the host Club. The Association will advise them 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 the Floor Manager/s and 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 on the Friday night.
- 3 Give instructions to the Scrutineers.
- 4 Liaise with the Head Judge.
- 5 Keep a clip- board with the song list and programme with any alterations.
- 6 The Floor Manager/s checks that the DJ plays the songs that are on the song list.
- 7 Check the competitors' numbers when they are called into the marshalling area and ensure that they meet the dress code requirements.
- 8 Watch for Judges hands raised at all times. Make sure the Judges are not interrupted.
- 9 Give instructions to the MC, DJ and runners.
- 10 Make sure the floor is clean, dry and swept at each break.
- 11 If any article/s fall off dancers, clear off the floor when suitable.
- 12 Make sure all numbers are secured to the competitors' backs.
- 13 The runners are to bring the Judges marked sheets to the Floor Manager/s.
- 14 Check the Judges sheets that they are signed, any alterations initialled, the correct form of judging has been done - i.e. points or placings, and that in the best dressed particularly that placings have not been doubled up on.
- 15 Check that all marked sheets are in prior to the commencement of the next heat.
- 16 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.
- (d) While the competitions are not in progress, a table is provided for the Judges to sit at.
[87 AGM]
- (e) In Best Dressed Top Team Event, no marks are to be taken off if the footwear is not the same.
- (f) 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.
- (g) 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.

- (h) 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 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 ascent to the next round of the competition.

Placings are used in the finals and dance-offs.

SECTION	POINTS	PLACINGS
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 Top Club	All entrants	
6 Novelty	All entrants	
7 and 8 Triples	Heats, 1/4's and semi's	Finals and dance-offs
9 Cheerleaders	All entrants	
10 and 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 Junior Same Sex	Heats, 1/4's and semi's	Finals and dance-offs
14 Senior 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 placings scrutineering embodies a systematic preferential analysis of the placings awarded by the Judges.

The finals system used is commonly known as the Skating System.

Scrutineers must make sure they have sufficient placings scrutineering sheets.

8.3 THIRD SONG

If a third song is called for in the Final of sections 1, 2, 3, 4, 10, 11, 12, 13 & 14 the slow or fast dance in question will be re-danced by the competitors, slow or fast. This will be at the Floor Manager/s instruction prior to the next section of the competition. Only the judge calling for the third song will judge, all other judges will armchair.

In the Final of sections 7 & 8, Triples, the slow or fast dance in question will be re-danced by the teams, slow medium or faster medium. This will be at the Floor Manager/s instruction prior to the next section of the competition. Only the judge calling for the third song will judge, all other judges will armchair. [03 AGM]

8.4 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

8.5 RESULTS

Envelopes are to be made out for the MC containing the results. The information for the MC is to state the section, competition number, competitors' names, Club(s), details of the trophy/ies and who will be doing the presenting.

8.6 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's decision is final.

8.7 GENERAL

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

The scrutineers sheets will not be on view at the completion of the competition.

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

Those Club members who wish to become Scrutineers should contact the Association.

8.8 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.

SECTION 9. DISC JOCKEY INSTRUCTIONS

The DJ is to be supplied with a programme. A list of songs must be sent to the DJ at least one month before the competition to make sure that all songs are available. None of the selected songs for competitions shall be played in general dancing brackets while competitions are on. Make sure there are extra songs on the list in case ties occur and dance-offs are required.

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 play list. The recordings should be of good quality and state of repair, i.e. no scratches or jumping tracks. Where possible the Executive Committee will supply CDs of the music to be played. The Top Club competition song with artist is 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 or MD 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 must advise the Floor Manager/s on any occasion that he is not "on duty" and where he can be located in the hall, e.g. during band brackets etc.

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 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 / Head Judge, check that couples are spaced on the floor and are all in sight of the Judges.
- (iii) When commencing say (for example):

"Judges are you ready?" - pause and check with the Floor Manager/s, then:

"Your first/second song is....." - 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) When the last song is finished, preferably the MC or the DJ is to ask the competitors to stay on the floor separated from the other couples until the Floor Manager/s gives the indication that they are to leave the floor.
- (vi) For Top Teams, once they are on the floor, and appear to have taken a starting position, ask, "Team, are you ready?" Wait for the raised hand signal to start and pause briefly (no more than 2 seconds) before playing the music.
- (vii) 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

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 - 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.
- Who has donated the trophies and who will be presenting them.
- 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 and the Band.
- 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 be appointed by letter and thanked similarly.

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

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

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.

The host Club is obliged to collect a \$4.50 levy for each Saturday and each Sunday ticket sold excluding public seating sales (04 AGM) This levy is to be paid to the Association within 1 month of the competition.

The Association is responsible for the competition format which has traditionally been held in conjunction with a Social (Hop) [87 AGM]. Liability to the Association - refer to 1.7 and 1.7 a & b of the NZARRA Inc Rule Book

The Association provides for the competition i.e. working Executive, Judges, Scrutineers, MC, runner(s), all materials for the competition i.e. judges sheets and clip-boards, scrutineers sheets, pens, paper, envelopes, etc.

A co-ordinator from the host Club is to work in conjunction with the Association Executive Committee.

The host Club is to be required by the NZARRA to make a video of all competition categories 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 Associated Clubs and/or their members. (03/04 AGM).

Clubs must be allowed to bring in their own video camera, though a video pass may be a requirement of the host club. A place is to be set aside, with an unobstructed view, for video pass holders [95/2005 AGMs].

The host Club will provide a complimentary copy of the video(s) to the Executive for the Association library as soon as it is available.

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

11.1 NATIONALS CHECK LIST

The requirements must be at this level:

- (a) A suitable venue (holding deposit paid if possible) with a seating capacity of:
 - 800 - 1000 for Seniors
 - 600 - 800 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 with tape, after consultation with the Executive Committee
- (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, preferably self drive, for their exclusive use including the Friday. The vehicle needs to be a mini van or similar as trophies, briefcases, boxes etc. have to be transported to and from the venue as well as the personal baggage of the Executive, Scrutineers and their respective partners (who stay with them at their accommodation.)

11.3 DJ and MC

The Host Club will liaise with the New Zealand Executive Committee to appoint the DJ. The Host Club pays all expenses as negotiated. (refer to Sound System below.)

The New Zealand Executive 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 New Zealand Executive, MC and Floor Managers.

The New Zealand Executive appoints the MC, Floor Managers, Scrutineers, Judges, armchair Judges, armchair Scrutineers and runners.

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 hired.

It is also preferable to ensure a sound engineer is present or available on call during the competition.

Where smaller venues are used, the sound system of the nationally recognised DJ's may be sufficient.

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

Lunch is to be provided on the Saturday for the Judges, Scrutineers, Officials and working Executive and their partners including 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.

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 dry sponges to soak up any spillages on the floor and a broom.
- (c) At least 20 chairs around a table(s) for officials/judges to rest near the front/stage end of the hall. This table(s) must be separated from the general body of the hall, still allowing

easy access to the dance floor. The area must be free from drafts and adequately heated.

- (d) Separate tables for the Scrutineers and armchair Scrutineers with plenty of light, (separate table lamp if necessary) and free from drafts. Heaters must be provided. Allow for access to a wall socket and supply of an extension lead and multi box.

The 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.
- (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 and 3rd placing. 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 N.Z. Executive meetings.

11.7 General:

- (a) The host Club is to provide up to 21 complimentary tickets for the whole weekend (New Zealand Executive, 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) The Host Club may have an "official photographer" but he/she must not get in the way of/at presentations and 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 New Zealand Executive. The competition segments are generally Saturday, Saturday night and Sunday afternoon/night.

SECTION 12. AFFILIATED CLUBS – RESPONSIBILITIES

- (a) Any changes to the mailing address for Clubs and the names and phone numbers of the President, Secretary and Treasurer must be advised to the Association Secretary as soon as possible after the club's AGM.
- (b) The Association Secretary must be advised of any change to a clubs' balance date.
- (c) 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.

- (d) If a club publishes a newsletter, a copy is to be sent to the Association Secretary.
- (e) Any changes proposed to club colours and/or club logo and/or club name must be presented to the Executive Committee for approval.
- (f) Clubs are to conform to the rules and bylaws of the Association and otherwise comply with its requirements.

SECTION 13. LIST OF TROPHIES

SENIOR TROPHIES

Best Dressed Competitors

Donated By:

Open Section	Invercargill RnR Club First presented in 1987
Platinum Section	Lower Hutt RnR Society First presented in 1989
Golden Section	Bay City RnR Club First presented in 1989
Masters Section	The Mazoyer Family (Wellington RnR Club) First presented in 1992
Diamond Section	The Ron Bailey Memorial Trophy (Kapi Mana) First Presented in 2002
Open Restricted Section	Tauranga RnR Club First presented 1996
Senior Restricted Section	Rotorua RnR Club First Presented 2004
Senior Novice Section	
Triples	Harbour City RnR Club First presented in 1995
Open Triples	Gracelands RnR Club First Presented 2004
Top Club Team	City of Sails RnR Club First presented in 1997

Dancing Sections

Open Section	Wellington RnR Revival Club replacing the Valley Inn Cellars Cup (Lower Hutt City Council) First presented in 1993
Platinum Section	The Rophia Family (Waipukurau RnR Club) First presented in 1987
Golden Section	Julie and David Woodger (Auckland RnR Club) First presented in 1983
Masters Section	Whakatane RnR Club First presented in 1992
Diamond Section	Christchurch RnR Club First Presented in 2002
Open Restricted Section	Westside RnR Club First presented in 1996
Senior Restricted Section	City of Sails RnR Revival Club First presented in 2000
Senior Novice Section	
Senior Triples	River City RnR Club First presented in 1996
Open Triples	Maureen Hammond Memorial Trophy from the Hammond Family (Otago RnR Club) First presented in 1994
Top Club Team	The Gray Family (Wellington RnR Club) First presented in 1983

Other Sections

Novelty	Evelyn and Darcy Nepia (Gisborne RnR Club) First presented in 1982
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

Junior Section	<i>Donated by:</i> 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 presented in 1989	Julie and David Woodger (Auckland RnR Club)	First
Restricted Section	Westside RnR Club First Presented in 2002	
Same Sex Section		
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	
Senior Section	Roger Pona Memorial Cup (Otago RnR Club) First presented in 1987	
Restricted Section	Upper Hutt United RnR Club First Presented in 2002	
Junior Triples	City of Sails RnR Club First presented in 1995	
Same Sex Section		
Intermediate Triples	Gisborne Junior Rockers Club First presented in 1996	
Top Club Team	Top Club Russell Trophy from Anthony and	

Judy Russell (Lower Hutt RnR Society)
First presented in 1987

Other Sections

Novelty	Martin Bodmin (Kapi Mana RnR Club) First presented in 1987
Cheerleaders	First presented in 1987 by Wellington RnR Club Re-presented in 1996 by Rose City RnR Club
Best Dressed Female	Kapi Mana RnR Club First presented in 1987
Best Dressed Male	Kapi Mana RnR Club First presented in 1987
Most Supportive Club	Drifters RnR Club First presented in 2001

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 Secretary:

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