

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

2011

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.

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- | | | |
|----|------------------------|---|
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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:

	<u>JUNIORS</u>	<u>SENIORS</u>
1984		Coaster Rock 'n' Roll Club
1985		Auckland Rock 'n' Roll Club
1986	Lower Hutt RnR Society (Inaugural)	Lower Hutt RnR Society
1987	Kapi Mana RnR Club	Dunedin Rock 'n' Roll Club
1988	Upper Hutt United RnR Club	Wellington RnR Club
1989	Dunedin RnR Club	Rose City RnR Club
1990	Waipukurau RnR Club	Invercargill RnR Club
1991	Wanganui RnR Club	Auckland RnR Club
1992	Rose City 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	Kaiapoi 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
2008	Drifters R'n'R Club	City of Sails R'n'R Club
2009	Wanganui R'R Club	Surf City R'n'R Club
2010	Timaru R'n'R Club	Harbour City R'n'R Club
2011	Wellington R'n'R Club	Wanganui 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 Executive Committee via the Association Secretary.

SECTION 2. PAST OFFICE HOLDERS

AGM ELECTED

President	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 -
Vice President	Owen Castle (Auckland)	1984 - 85
	Frank Sirs (Wellington)	1986
	Michael Gray (Wellington)	1987
	Bev Spicer (Lower Hutt)	1988 - 89
	Murray Calvert (Invercargill)	1990 - 91
	John Heslop (Christchurch)	1992
	Lloyd Kirkham (Whangarei)	1993 - 95
	Peter McKnight (Wellington)	1996 - 99
	Jan Morgan (River City)	2000
	John Tavendale (Upper Hutt United)	2001 - 02
	Warren Jeffrey (Tauranga)	2003 - 2004
	Bryan Wales (Rotorua)	2005 – 2007
	Dianne Halstead (River City)	2008 – 2009
	Jan Morgan (Gracelands)	2010
2nd Vice Pres. Jnr. Vice Pres.	Frank Sirs (Wellington)	1984 - 85
	Margaret Tregilgas (Lower Hutt)	1986
Secretary	Terry Crook (Lower Hutt)	1984 - 85
	Robert Ambridge (Lower Hutt)	1986
	Jeanette Halstead (River City)	1987
	Trish Haswell (Upper Hutt United)	1988
	Donna Mason (Rotorua)	1989 - 91
	Warren Holcroft (Upper Hutt United)	1992
	Craig Campbell (Kapi Mana)	1993 - 1994
	Sylvia Hayward (Avon Original)	1995 - 2000
	Brenda Neill (Christchurch)	2001 -
Treasurer	Judy Russell (Lower Hutt)	1984 - 85
	Michael Gray (Wellington)	1986
	Robert Ambridge (Lower Hutt)	1987
	Warren Holcroft (Upper Hutt United)	1987
	Julie Woodger (Westside)	1988 - 89
	Betty Stark (Kapi Mana)	1990 - 95
	Raewyn Hall (Invercargill)	1996
	Jan Morgan (River City)	1997 - 99
	Twan van Beers (Harbour City)	2000
	Duncan Jury (City of Sails)	2001
	Linda McAllister (City of Sails)	2002 - 03
	John Tavendale (Upper Hutt United)	2004
	Julie Cowan (Hawke's Bay)	2005 -2007
	Yolanda van Dorrestein (Harbour City)	2008 -
Head Judge	Margaret Tregilgas (Lower Hutt)	1987
	Maureen Hammond (Otago)	1988
	Trish Haswell (Upper Hutt United)	1989 - 90
	Eleanor Omeros (Otago)	1991
	Colleen Murphy (Kapi Mana)	1992 - 95
	Trish Haswell (Upper Hutt United)	1996 - 98
	Colleen Jeffrey (Tauranga)	1999 - 2000
	Sylvia Hayward (Kaiapoi)	2001 - 2005
	Jan Morgan (Gracelands)	2006 – 2009
	Shane Taurima (Surf City)	2010

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

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

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

The Association Secretary contacts Clubs/sponsors 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 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 and the use of cell phones.

The Host Club in association with the Executive Committee appoints the DJ. and is invited to submit names for the Executive Committee to peruse.

The Executive Committee 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 responsibility of the Host Club.

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

The Judges are selected by the Executive Committee. When making selection from the official register of National Association 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 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 [187 AGM].

Judges need to be appointed for both Saturday and/or Sunday.

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

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

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

The appointment of Judges to sections 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 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 smartsaver or equivalent air fare excluding booking/commission/insurance fees, or petrol/vehicle costs at 70c per kilometre whichever is the lesser.

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

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:	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 recorded 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.

The Association will supply the selected Top Club and Senior Team song to the DJ, to be played at the Competition, and to clubs who enter the section, for training purposes.

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. *Those under 18 years of age must not be drinking alcohol.*
- (b) There is to be:
 - No dancing in high heels at all times (Refer 2.5b Rule Book A)
 - 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 (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. (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).
 - (f) All other attire must be the same. Any alteration brought to the Floor Managers' attention could result in disqualification and the competitors not proceeding through to the next round should they attain sufficient points.
 - (g) For competitors, 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 (2007 AGM). This restriction does not apply to the Sunday best dressed female parade. (2008 AGM)
 - (h) The Judges are out of bounds to 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.
 - (i) 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.
 - (j) 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...."
 - (k) 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.
 - (l) 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 a female partners club pack.*
- 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.
- (m) Any late scratching is to be put forward and the competitor badges, certificates and any gifts that the Host Club has provided returned.
 - (n) For Top Club & Senior Teams, 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.

- (o) 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 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 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 the dance competition.

Allow at least three quarters of an hour for presentations and photos. There will be three 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 to 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 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.
- 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 Check 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 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.

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
5/15 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 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 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 (refer to 6.4.1 Rule Book A) competitors will remain on the floor, the Floor Manager/s will distribute judging sheets and the third song will be danced.

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 Committee's decision is final.

8.7 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 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 will be sent to the DJ at least one month before the competition, so that they can ensure that all songs are available.
- None of the selected songs for competitions shall be played in general dancing brackets while competitions are on.
- 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.
- The Executive Committee will supply the music to be played.
- The Top Club & Senior Team competition songs with artist 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 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 / 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 / Head Judge, 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

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.
- 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.
- Be familiar with the pronunciation of names in the programme.

The MC is to be appointed in writing and thanked similarly.

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.

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

The Association is responsible for the competition format.

The Association 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 obliged to collect a \$4.50 levy for each Saturday and each Sunday ticket sold excluding public seating sales (2004 AGM) This levy is to be paid to the Association within 1 month of the competition.

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 be required by the NZARRA to make a DVD 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.

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].

The Host Club will provide a complimentary copy of the DVD's to the Executive Committee 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 for Competitors. [2005 AGM]

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 approximately 800 for Seniors and 5 - 600 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.
- (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 bags of the Executive Committee. 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.
- 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 for the Judges, Scrutineers, Officials and working Executive and their partners on the days of competition which include a lunch 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 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 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, (separate table lamp if necessary) and free from drafts. Heaters must be provided. Allow for access to a separate wall socket and supply of an extension lead and multi box.

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.
- (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 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

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 can no longer donate trophies

SECTION 13. AFFILIATED CLUBS – RESPONSIBILITIES

- 1 Any changes to the mailing address for Clubs and the names, phone numbers and where possible 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 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.
- 4 If a club publishes a newsletter, a copy is to be sent to the Association Secretary.
- 5 Any changes proposed to club colours and/or club logo and/or club name must be presented to the Executive Committee for approval.
- 6 Clubs are to conform to the rules and bylaws of the Association and otherwise comply with its requirements.

SECTION 14. 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
Novice Section	Surf City RnR Club First presented 2008
Same Sex	New Plymouth First presented in 2008
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
Senior Teams	Timaru R'n'R Club First Presented 2009
<u>Dancing Sections</u>	
Open Section	Wellington RnR Revival Club replacing the Valley Inn Cellars Cup (Lower Hutt City Council) First presented in 1993
Platinum Section	The Ropiha 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
Novice Section	Hawke's Bay RnR Club First Presented in 2008
Same Sex	Sun City First Presented in 2008
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
Senior Teams	Gold Coast NZ R'n'R Club First Presented 2009
<u>Other Sections</u>	
Novelty	Evelyn and Darcy Nepia (Coasters RnR Club Gisborne) First presented in 1982 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

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
Novice Section	Whangarei R'n'R Club First Presented 2010
Same Sex Section	Ramblers RnR Club First presented in 2008
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
Novice Section	HB Junior Rockers First Presented 2010
Junior Triples	City of Sails RnR Club First presented in 1995
Same Sex Section	Wanganui RnR Club First Presented in 2008
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 Website www.rocknroll.org.nz
- The Association Secretary
Brenda Neill,
P.O. Box 5425,
Papanui,
Christchurch 8542

Ph/Fax 03 359 2656
Email secretary@rocknroll.org.nz

JUDGING GUIDELINES - As at 08 April 2011
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
½ point

START & FINISH

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

General Guide for Allocation of Fault points:

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

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

Example:

Stumble/baulking/interference	Up to 2 points from Timing/Harmony/Variety judges
Poorly executed aerial move	Up to 2 point from Timing / Harmony / Variety judges
2 Arm-lengths	Up to 2 points from Harmony Judge
Crash/Fall (bottom on floor)	Up to 2 points from Timing / Harmony / Variety judges
Above Head/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	ACKNOWLEDGE
	Execution/Creativity/Entry/Exits/Flow/Mastery
1	X FACTOR

Note: Judges Workshop Reports are available on the Association Website
www.rocknroll.org.nz