



DANCESPORT NEW ZEALAND LICENCE AND ACCREDITATION REGULATIONS

Effective: 1st January 2017

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SECTION A: GENERAL

1. Title

1.1 These regulations shall be known as the DanceSport New Zealand Licence and Accreditation Regulations.

2. Effect

2.1 These regulations supersede all previous licence and accreditation regulations and come into effect on the First (1st) day of January 2017.

3. Purpose & Applicability

3.1 The purpose of these regulations is to provide for:

3.1.1 the issuing and maintenance of licences;

3.1.2 the approval of accreditation; and

3.1.3 the registration and moderation of Accreditation Providers.

3.2 These regulations shall apply to all members and all member associations and their members of DanceSport New Zealand.

4. Definitions

4.1 “accredited” unless otherwise stated means to have received and currently hold an accreditation recognised under these regulations.

4.2 “Accreditation Officer” means the officer appointed under Subclause 9.4.

4.3 “Accreditation Provider” means an association registered by DanceSport New Zealand to provide accreditation services.

4.4 “adjudicator” means a person who judges or seeks to judge a dancesport competition.

4.5 “athlete” means a person who participates, seeks to participate or is eligible to participate in dancesport competitions.

4.6 “coach” means a person who trains, teaches or instructs or who seeks to train, teach or instruct athletes or teams of athletes for the purpose of enhancing performance or communicating the techniques of dancesport.

4.7 “competition” means a structured collection of events promoted as a single championship or festival over one or more consecutive days.

4.8 “Competition Rules” or “rules” means the DanceSport New Zealand Competition Rules of Subclause 11.1.

4.9 “dancesport” refers to the competitive form of dance in all its forms recognised by the WDSF or IOC.

4.10 “DNZ”, “DanceSport NZ” or “DanceSport New Zealand” means the New Zealand DanceSport Association Incorporated or its successor bodies.

- 4.11 “Executive” means the executive officers of DanceSport New Zealand (refer DNZ Constitution).
- 4.12 “event” means a single contest consisting of a progression of one or more rounds where teams of athletes compete for a single outcome.
- 4.13 “in writing” or “written” includes printing, typing, lithography, facsimile, email and other modes of reproducing words in visible form.
- 4.14 “IOC” means the International Olympic Committee created by the Congress of Paris on 23 June 1894.
- 4.15 “licensed” unless otherwise stated means to have received and currently hold a licence under these regulations.
- 4.16 “member” means a member in any of the membership categories of DanceSport New Zealand set out in its Constitution.
- 4.17 “mentor coach” means a Professional approved by DanceSport New Zealand to mentor athletes subject to the Mentored Coaching Scheme.
- 4.18 “Mentored Coaching Scheme” means the scheme described in Clause 18 of these regulations.
- 4.19 “month” means calendar month.
- 4.20 “organiser” means a person, group of people or body corporate that organise or seek to organise dancesport competitions.
- 4.21 “Professional” means a person over the age of 16 years who may freely offer themselves without restriction (under these regulations) as a coach or adjudicator to the dancesport community usually charging a fee for services.
- 4.22 “regulations” means these regulations as named in Subclause 1.1.
- 4.23 “Sports Officer” means the officer appointed under Subclause 6.3.
- 4.24 “studio” means a premise or premises owned, leased or otherwise acquired on a regular and frequent basis to deliver coaching services or training facilities to athletes.
- 4.25 “team” means a group of one or more athletes who compete as a single unit in an event or events.
- 4.26 “WDSF” means the World DanceSport Federation, its successors and assigns recognised by the IOC.
- 4.27 “WDSF PD” means the Professional Division of the WDSF.

SECTION B: LICENCES**5. Classes of Licence**

5.1 DanceSport New Zealand shall maintain a schedule of licence classes for the purposes of regulating the dancesport activities of its members and member associations and their members. This schedule may be added to and altered by DanceSport New Zealand as it sees fit.

5.2 The following permanent classes of licences shall apply:

| Class | Scope |
|-----------------------------|-------------------------------------|
| Athlete | to compete in dancesport events |
| Coach | to coach or train athletes |
| Organiser | to organise dancesport competitions |
| Adjudicator | to adjudicate dancesport events |
| Chairperson of Adjudicators | to chair a panel of adjudicators |
| Scrutineer | to scrutineer dancesport events |

5.3 Some licence classes may be divided into subclasses according to the styles of dancesport recognised by DanceSport New Zealand from time to time. The recognized dancesport styles shall be:

- 5.3.1 Standard;
- 5.3.2 Latin American;
- 5.3.3 New Vogue; and
- 5.3.4 Classical Sequence.

5.4 Every licence class may be further divided into a progression of levels subject to accreditation, criteria or restrictions.

6. Licensing Procedures

6.1 DanceSport New Zealand shall create and maintain Licensing Procedures for issuing, renewing, suspending and terminating licences and classes of licences under these regulations. DanceSport New Zealand will be entitled to charge entrance and renewal fees when a licence or class of licence is issued, renewed or re-instated in some way.

6.2 For every class of licence DanceSport New Zealand shall adopt and maintain a code of ethics and standards that every licenceholder of that class will agree to uphold and abide by; and will be subject to the complaints and discipline regulations and procedures of DanceSport New Zealand.

6.3 DanceSport New Zealand shall appoint a Sports Officer who will be under the direction of the Executive to oversee these licensing procedures.

6.4 DanceSport New Zealand shall create and maintain a database of licenceholders and provide for its management, security and access.

7. Licence Requirement

- 7.1 No member or member association or their members shall engage in any activity or activities for which a licence class is required under these regulations without first acquiring that licence class.
- 7.2 No person or association may hold a licence unless they hold a current and subsisting membership of DanceSport New Zealand.
- 7.3 Only a Professional may hold an Adjudicator class of licence.
- 7.4 Every member issued a licence will give consent to have their name listed on a public list of licenceholders which will show the classes and levels held where applicable.
- 7.5 To hold an Organiser licence the Organiser must satisfy DanceSport New Zealand that any surplus income is applied in some way to the benefit of dancesport and not for the pecuniary gain of one or more individuals or a for-profit body corporate.

SECTION C: ACCREDITATION

8. Requirement of Accreditation

- 8.1 Some classes of licence may be subject to successfully obtaining an accreditation and successfully fulfilling regular licenceholder development such as congresses, workshops or the like recognised from time to time by DanceSport New Zealand for this purpose.
- 8.2 Coach, Adjudicator, Chairperson of Adjudicators and Scrutineer licence classes shall be subject to accreditation and licenceholder development and maintenance requirements.

9. Registration of Accreditation Providers

- 9.1 DanceSport New Zealand shall register associations for the purposes of providing accreditation services and shall approve every accreditation for each level of every licence class requiring accreditation under these regulations offered by the provider.
- 9.2 Every registered Accreditation Provider must be an affiliate member of DanceSport New Zealand.
- 9.3 DanceSport New Zealand shall create and maintain procedures for registering and moderating Accreditation Providers.
- 9.4 DanceSport New Zealand shall appoint an Accreditation Officer who will be under the direction of the Executive to oversee the moderation of Accreditation Providers and who shall manage the recording of:
 - 9.4.1 accreditations gained by members intending to hold a level of licence; and
 - 9.4.2 development programmes undertaken by members as a part of maintaining an existing licence.

10. Moderation

- 10.1 Every Accreditation Provider undertakes to have its accreditation procedures, modules, assessment and conferment subjected to external moderation by an independent and suitably qualified moderator in a manner mutually agreed by DanceSport New Zealand and the Accreditation Provider for the purposes of maintaining acceptable standards.
- 10.2 Any Accreditation Provider who unreasonably impedes or refuses external moderation or the appointment of a moderator may forfeit their registration.
- 10.3 Any Accreditation Provider who does not satisfactorily pass external moderation shall be provided with a full explanation of the failure and given six months to rectify the matter to the satisfaction of the moderator.
- 10.4 If an Accreditation Provider fails to meet the standard of an external moderation then the Accreditation Provider may within one month submit a written appeal to DanceSport New Zealand. DanceSport New Zealand at its absolute discretion may appoint a new external moderator or uphold the moderator's decision.
- 10.5 If an Accreditation Provider fails to meet a standard identified by an external moderator then DanceSport New Zealand will be free to take any, some or all of the following steps:
 - 10.5.1 Withdraw approval of one or more accreditations offered by the Accreditation Provider;

10.5.2 Subject the Accreditation Provider to a comprehensive external moderation of all or some of its accreditation services and products;

10.5.3 Send a detailed notice of compliance which the Accreditation Provider must fulfill in the manner and timeframe notified; or

10.5.4 De-register the Accreditation Provider.

SECTION D: ATHLETES & COMPETITIONS

11. Competition Rules

- 11.1 DanceSport New Zealand shall create and maintain a set of competition rules known as the DanceSport New Zealand Competition Rules. Under these rules licensed athletes may form and register as teams to compete in approved events officiated by licensed officials as part of recognised and granted competitions organised by licensed organisers.
- 11.2 These Competition Rules shall be administered by the Sports Officer under the direction of the Executive.
- 11.3 Every licensed athlete will be subject to the anti-doping policies and regulations of Drug Free Sport New Zealand established under the New Zealand Sports Drug Agency Act (1994) and continued under the Sports Anti-Doping Act (2006), or its successor body recognised by the World Anti-Doping Agency or its successor body.

12. Athlete Ranking

- 12.1 DanceSport New Zealand may develop and maintain an Athlete Ranking Policy to determine the ranking of athlete teams across a range of events and competitions recognised for this purpose.
- 12.2 Every licensed athlete will be required to agree to inclusion under this Athlete Ranking Policy and that their rank or ranks will be made publicly available in a manner determined by DanceSport New Zealand. This does not apply to PAYG licenceholders and ranking will not be retrospective.

13. International Athletes

- 13.1 Every licensed Amateur athlete will agree to abide by the WDSF rules and regulations.
- 13.2 Every licensed Professional athlete will agree to abide by the WDSF PD rules and regulations.
- 13.3 Every international athlete will be required to obtain a WDSF ID-Card.

14. Representation

- 14.1 DanceSport New Zealand will create and maintain a Selection Policy for teams of athletes seeking to represent New Zealand at Continental, International and World Championships, Cups and Games.
- 14.2 No team of athletes will be considered eligible for selection under Subclause 14.1 unless every team member is a fully licensed athlete.

SECTION E: COACHING**15. Coach Accreditation**

- 15.1 There shall be four levels of Coach class each of which shall be further divided into the recognised styles of dancesport of Subclause 5.3.
- 15.2 Each level of Coach class will require fulfillment of an approved accreditation.
- 15.3 Each level of the Coach class shall be restricted as follows:

| Coach Class | Restrictions |
|------------------------|--|
| Level 0 (Probationary) | May only coach non-licensed athletes who are not coaches. |
| Level 1 (Associate) | May only coach athletes who are not licensed coaches. |
| Level 2 (Full) | May only coach athletes or coaches who are not Level 2 and 3 licensed coaches. |
| Level 3 (Elite) | No restrictions |

- 15.4 Each level shall be further restricted to coaching the style or styles accredited for the level. This further restriction does not apply to Level 0.
- 15.5 A Level 1 licensed coach will be entitled to hold themselves out as a DanceSport New Zealand Associate Coach, a Level 2 licensed coach as a DanceSport New Zealand Coach and a Level 3 licensed coach as a DanceSport New Zealand Elite Coach.

16. Coach Development

- 16.1 Every licensed coach is required to successfully undertake and pass a recognised coach development program appropriate to the level of their Coach class on a regular basis as determined by DanceSport New Zealand.
- 16.2 Any licensed coach who fails to fulfill the requirement of Subclause 16.1 may have their licence suspended until the requirement is satisfied.

17. Athlete Coaches

- 17.1 Licensed athletes over the age of sixteen years of age will be entitled to train, qualify and hold a Coach class Level 0 or Level 1 licence without being designated a Professional.
- 17.2 Licensed athletes who are not Professionals shall be subject to the further restrictions of the Mentored Coaching Scheme of Clause 18.
- 17.3 Any athlete who is a Professional wishing to revoke this designation may apply to DanceSport New Zealand provided they have:
- 17.3.1 not adjudicated for five years; and
- 17.3.2 for a period of six months not conducted themselves in a manner that would be considered a Professional coach under these regulations.

17.4 Any person who has had their Professional designation revoked under Subclause 17.3 shall relinquish all accreditations.

18. Mentored Coaching Scheme

18.1 Every athlete subject to the Mentored Coaching Scheme shall require a Professional who is a licensed coach approved by DanceSport New Zealand to coach, mentor, support and oversee the coaching activities of the athlete.

18.2 DanceSport New Zealand shall develop and maintain procedures for the registration of licensed athletes and mentor coaches participating in the Mentored Coaching Scheme.

18.3 Every athlete and their mentor coach shall enter into written contracts with DanceSport New Zealand approved for this purpose which shall provide for share of benefits, disputes, commencement, termination, obligations and other matters.

18.4 Every athlete subject to the Mentored Coaching Scheme will only be entitled to coach under the following situations:

18.4.1 within the confines of the studio of their mentor coach;

18.4.2 whenever their mentor coach is present in person; or

18.4.3 in the presence of a proxy mentor coach approved in advance by DanceSport New Zealand.

18.5 No athlete subject to the Mentored Coaching Scheme will be entitled to market or advertise their services as a coach themselves or through an agent except as part of the day to day operation of their mentor coach or as part of an activity expressly permitted by DanceSport New Zealand from time to time.

18.6 The Mentored Coaching Scheme shall be administered by the Accreditation Officer under the direction of the Executive.

18.7 Every athlete and their mentor in the Mentored Coaching Scheme shall be publicised in a manner decided by DanceSport New Zealand.

SECTION F: ADJUDICATION**19. Adjudicator Accreditation**

- 19.1 There shall be three levels of Adjudicator class each of which shall be further divided into the recognised styles of dancesport of Subclause 5.3.
- 19.2 Each level and recognised style of dancesport combination will require fulfillment of an approved accreditation.
- 19.3 Each level of the Adjudicator class shall be restricted as follows:

| Adjudicator Class | Restrictions |
|--------------------------|---|
| Level 1 | May not adjudicate national or international competitions |
| Level 2 (National) | May not adjudicate WDSF or WDSF PD competitions |
| Level 3 (International) | No restrictions |

- 19.4 A Level 2 licensed adjudicator will be entitled to hold themselves out as a DanceSport New Zealand National Adjudicator, and a Level 3 licensed adjudicator as a DanceSport New Zealand International Adjudicator.
- 19.5 Only a Professional shall be entitled to undertake and maintain an Adjudicator accreditation.

20. Adjudicator Development

- 20.1 Every licensed adjudicator is required to undertake and pass a recognised adjudicator development program appropriate to the level of their licence class on a regular basis as determined by DanceSport New Zealand.
- 20.2 Any licensed adjudicator who fails to fulfill the requirement of Subclause 20.1 may have their licence suspended until the requirement is satisfied.

21. Chairperson of Adjudicators

- 21.1 No member may hold a Chairperson of Adjudicators class unless they are accredited and licensed as a Level 2 or 3 adjudicator in no less than two dance styles; and hold a scrutineer licence.
- 21.2 Each level of the Chairperson of Adjudicators class shall be restricted as follows:

| Chairperson of Adjudicators Class | Restrictions |
|--|--|
| Level 1 | May not chair a panel of DNZ National adjudicators or WDSF or WDSF PD adjudicators |
| Level 2 (National) | May not chair a panel of WDSF or WDSF PD adjudicators |
| Level 3 (International) | No restrictions |

- 21.3 A Level 1 licensed chairperson of adjudicators will be entitled to hold themselves out as a DanceSport New Zealand Chairperson of Adjudicators, a Level 2 licensed Chairperson of Adjudicators as a Dancesport New Zealand National Chairperson of Adjudicators and a Level 3 licensed chairperson of adjudicators as a DanceSport New Zealand International chairperson of Adjudicators.

22. International Adjudication

- 22.1 Accreditation and licensing as a Level 3 adjudicator or as a chairperson of international adjudicators is under the jurisdiction of the WDSF and WDSF PD.

SECTION G: SCRUTINEERING**23. Scrutineer Accreditation**

23.1 There shall be two levels of Scrutineer licence class each requiring fulfillment of an approved accreditation.

23.2 Each level of the Scrutineer licence class shall be restricted as follows:

| Scrutineer Class | Restrictions |
|-------------------------|---|
| Level 1 | May not scrutineer WDSF or WDSF PD competitions |
| Level 2 (International) | No restrictions |

23.3 A Level 1 licensed scrutineer will be entitled to hold themselves out as a DanceSport New Zealand Scrutineer, and a Level 2 licensed scrutineer as a DanceSport New Zealand International Scrutineer.

24. Scrutineer Development

24.1 Every licensed scrutineer is required to undertake and pass a recognised scrutineer development programme appropriate to the class of licence on a regular basis as determined by DanceSport New Zealand.

24.2 Any licensed scrutineer who fails to fulfill the requirement of Subclause 24.1 shall have their licence suspended until the requirement is satisfied.

25. International Scrutineering

25.1 Accreditation and licensing as a Level 2 (international) scrutineer is under the jurisdiction of the WDSF and WDSF PD.