



DANCESPORT NEW ZEALAND LICENSING PROCEDURES

Effective: 1st January 2017

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<http://www.dancesport.org.nz/downloads>

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SECTION A: GENERAL

1. Title

- 1.1 These procedures and guidelines shall be known as the DanceSport New Zealand Licensing Procedures.

2. Effect

- 2.1 These procedures and guidelines implement the requirements and codes of Subclauses 6.1 and 6.2 of the DanceSport New Zealand Licence and Accreditation Regulations, supersede all previous Licensing Procedures and come into effect on the First (1st) day of January 2017.

3. Purpose & Applicability

- 3.1 The purposes of these procedures and guidelines are to provide for:

3.1.1 the issuing of licences;

3.1.2 suspension, termination and reinstatement of licences; and

3.1.3 the entrance, maintenance and monitoring of mentors and athletes in the Mentored Coaching Scheme.

- 3.2 These procedures and guidelines shall apply to all members and member associations and their members, of DanceSport New Zealand.

4. Definitions

- 4.1 Unless stated or the context dictates otherwise the definitions of the DanceSport New Zealand Licence and Accreditation Regulations shall apply, supplemented by:

4.1.1 "procedures" means these procedures and guidelines named in Subclause 1.1.

4.1.2 "MCS Panel" means the panel appointed under Subclause 13.1 to monitor the Mentored Coaching Scheme.

4.1.3 "Mentor Guidelines" means the guidelines of Appendix C.

4.1.4 "Mentor Assessment Return" means the return of Subclause 15.1.

4.1.5 "official" shall include any person attributed authority, responsibilities or duties at a competition including but not limited to adjudicators, scrutineers and other officials provided by the organiser.

SECTION B: ISSUING

5. Obligations

- 5.1 Every licenceholder will undertake to abide by the DanceSport New Zealand Harassment Free Policy (refer Appendices A1 to A3)
- 5.2 Every licenceholder will undertake to adhere to the codes of conduct and ethics for each issued licence class contained in Appendix A.

6. New Application

- 6.1 Every application for a licence or class of licence shall be made in writing to the Sports Officer on the official form.
- 6.2 The Sports Officer shall ensure that for every class applied for the applicant satisfies in full the criteria under the regulations and any additional requirements of these procedures, and holds the necessary accreditation whenever an accreditation is required.
- 6.3 No licence will be issued unless the application fee has been received.
- 6.4 Every applicant who fulfills Subclauses 6.1, 6.2 and 6.3 shall be issued with a licence by the Sports Officer without delay. Any applicant who fails to fulfill Subclauses 6.1, 6.2 & 6.3 shall have their application declined and shall be sent a written notice outlining the reasons for declining the licence or class of licence.
- 6.5 Every licensee shall be issued a card and entered into the database of licenceholders.
- 6.6 Every licence and class of licence shall expire at the end of year of application on 31 December and be subject to a renewal process.

7. Renewing

- 7.1 Every licenceholder shall be sent a renewal notice within one month of the expiration of their licence.
- 7.2 No licence shall be renewed until all renewal fees are paid.
- 7.3 If a licence is not renewed within 12 months of expiry it shall be deemed to have lapsed and a new application will be required.

8. Additional Requirements for Coaches and Adjudicators

- 8.1 Every applicant for a coach or adjudicator licence class shall undertake to be vetted by the New Zealand Police. No coach licence class will be issued unless cleared by a New Zealand Police vetting that has been undertaken within the last five years where no relevant serious convictions have been uncovered.
- 8.2 A coach or adjudicator licenceholder who has not been cleared by a New Zealand Police vetting within the last five years will be subject to clearance before the licence can be renewed. Renewal may only be considered provided no relevant serious convictions have been revealed.
- 8.3 Material convictions considered relevant and serious pursuant to Subclauses 8.1 & 8.2 are listed in Appendix B. This list is not exhaustive but indicative of the intended types of convictions.

SECTION C: SUSPENSION, TERMINATION AND REINSTATEMENT

9. Grounds

9.1 A licence or class of licence may be suspended or terminated if the holder:

9.1.1 has been shown to have engaged in misconduct;

9.1.2 has been shown to have breached a relevant code of ethics; or

9.1.3 does not hold the relevant accreditation if an accreditation is required.

9.2 A licenceholder found to have failed a New Zealand Police vet required under Clause 8 shall have their licence class terminated immediately with no right of appeal.

10. Notice

10.1 If a licence or licence class has been suspended or terminated the holder shall be immediately sent a notice outlining the reasons for the action taken.

10.2 Every licenceholder shall have the right to appeal a suspension or termination applied on the grounds of Subclause 9.1.1 and Subclause 9.1.2 within thirty (30) days to DanceSport New Zealand.

10.3 Every licence class suspended on the grounds of Subclause 9.1.3 shall remain in force until the relevant accreditation is achieved or the licence class expires, whichever comes first.

11. Reinstatement

11.1 Any suspension or termination of a licence or licence class found to be invalid shall be immediately reinstated.

11.2 Any reinstatement of a suspended licence or licence class shall be accompanied by a notice of reinstatement to the licenceholder by the Sports Officer.

SECTION D: MENTORED COACHING SCHEME

12. Assessment

- 12.1 DanceSport New Zealand shall annually appoint a panel of three or five independent people to assess entrance into and monitor the Mentored Coaching Scheme called the MCS Panel.
- 12.2 The MCS Panel shall provide an annual report to DanceSport New Zealand detailing the performance of the Mentored Coaching Scheme.
- 12.3 Any infringements of the Mentored Coaching Scheme the MCS Panel believes to have occurred shall be promptly notified to the Executive and Accreditation Officer.

13. Registration

- 13.1 DanceSport New Zealand licensed coaches shall be entitled to act as mentors under the Mentored Coaching Scheme. Coaches seeking to mentor an athlete to coach licensed athletes must additionally be endorsed by an Accreditation Provider registered with DanceSport New Zealand.
- 13.2 Licensed athletes may enter into the Mentored Coaching Scheme by being sponsored by an eligible mentor who shall apply in writing on the official form to the Accreditation Officer as an agent of the athlete, for entrance into the scheme.
- 13.3 Eligible mentors applying to sponsor a licensed athlete within the Mentored Coaching Scheme shall undertake to abide by the Mentor Guidelines of Appendix C and shall provide as part of the application a written explanation of how they will meet these guidelines for the sponsored athlete.
- 13.4 Applications for registration under the Mentored Coaching Scheme shall be assessed by the MCS Panel and only approved if the panel reasonably believes the mentor can adequately meet the Mentor Guidelines.
- 13.5 Mentors shall have the right to re-submit an application to take into account any recommendations made by the MCS Panel required to comply with the Mentor Guidelines.
- 13.6 Approved applications shall be admitted into the Mentored Coaching Scheme once the approved contract between DanceSport New Zealand, the athlete and the mentor has been executed.

14. Monitoring

- 14.1 Athletes within the Mentored Coaching Scheme shall be required to complete an annual return called the Mentor Assessment Return assessing their mentor against the Mentor Guidelines.
- 14.2 The MCS Panel shall review every Mentor Assessment Return and assess the return against the Mentor Guidelines.
- 14.3 Any mentor the MCS Panel believes may have violated the Mentor Guidelines shall be invited to provide further explanation before a final assessment is reached.

15. Renewal

- 15.1 Registration shall be renewed every year provided:

- 15.1.1 any renewal fee has been paid in full;
- 15.1.2 the athlete has correctly completed and submitted their annual Mentor Assessment Return; and
- 15.1.3 after assessment of the Mentor Assessment Return the MCS Panel is satisfied the mentor has complied with the Mentor Guidelines.

15.2 Registrations not renewed within 12 months of the last renewal date shall lapse.

16. Termination

16.1 DanceSport New Zealand may terminate registration if:

- 16.1.1 Mentor fails to maintain an appropriate coach licence class;
- 16.1.2 Mentor is no longer endorsed by an Accreditation Provider for DanceSport New Zealand;
- 16.1.3 the athlete or Mentor or both are found to be in breach of New Zealand Law; or
- 16.1.4 The Mentor has been found to have breached the Mentor Guidelines.

16.2 The mentor or athlete may terminate registration by giving 30 days prior written notice to the other party and DanceSport New Zealand.

APPENDIX A: CODES OF CONDUCT AND ETHICS

A1 Code Applicable to Athlete Licence Class

I will:

- abide by the DanceSport New Zealand Harassment Free Policy
- report any observed violations by other licenceholders of the DanceSport New Zealand Harassment Free Policy or these codes of conduct.
- always play by the rules
- never argue with an adjudicator or other official. If I disagree with a decision I will inform the coach or manager during a break or after the competition
- control my temper. I understand that verbal abuse of adjudicators, other officials and other athletes or deliberately distracting or provoking an opponent is not acceptable or permitted behaviour in any sport
- work equally hard for myself and my team
- be a good sport and applaud all good dancing whether it is by my team or the opposition
- treat all athletes in my sport as I like to be treated. I will not bully or take unfair advantage of another competitor
- cooperate with my coach, team members and opponents
- display modesty in victory and graciousness in defeat
- participate for my own enjoyment and benefit, not just to please supporters and coaches
- respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion
- comply with anti-doping policies.

I will not:

- arrive at training or a competition while intoxicated

A2 Code Applicable to Coach Licence Class

Abide by the Coaches' Code of Ethics developed and maintained by Sport New Zealand (SNZ).

<http://www.sportnz.org.nz/assets/Uploads/attachments/managing-sport/clubkit/Codes-of-Conduct.doc>

I will:

- abide by the DanceSport New Zealand Harassment Free Policy
- report any observed violations by other licenceholders of the DanceSport New Zealand Harassment Free Policy or these codes of conduct
- remember that athletes participate for enjoyment and winning is only part of the fun
- never ridicule or yell at athletes for making a mistake or not winning
- be reasonable in my demands on athletes' time, energy and enthusiasm
- operate within the rules and spirit of the sport and teach my athletes to do the same
- ensure that the time athletes spend with me is a positive experience. All athletes are deserving of equal attention and opportunities
- avoid overplaying the talented athletes and understand that the average athletes need and deserve equal time
- ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all athletes
- display control, respect and professionalism to all involved with the sport including opponents, adjudicators, coaches, officials, administrators, the media, parents and spectators. I will encourage my athletes to do the same.
- show concern and caution toward sick and injured athletes and follow the advice of a

physician when determining whether an injured athlete is ready to recommence training or competition

- obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young athletes
- respect the rights, dignity and worth of all people involved in the competition, regardless of their gender, ability or cultural background
- promote adherence to anti-doping policies.

I will not:

- arrive at the competition or training venue intoxicated
- allow the unlawful supply of alcohol at training or competitions.
- use bad language nor will I harass athletes, officials, spectators or other coaches

A3 Code Applicable to Official Licence Classes

This shall include Adjudicator, Chairperson of Adjudicators and Scrutineer licence classes.

I will:

- abide by the DanceSport New Zealand Harassment Free Policy
- report any observed violations by other licenceholders of the DanceSport New Zealand Harassment Free Policy or these codes of conduct
- place the safety and welfare of athletes above all else
- show concern and caution towards sick and injured athletes
- be impartial, consistent, objective and courteous when making decisions
- accept responsibility for my actions and decisions
- condemn unsporting behaviour and promote respect for the individuality of athletes
- avoid any situations which may lead to or be construed as a conflict of interest
- be a positive role model in behaviour and personal appearance and ensure my comments are positive and supportive
- be a good sport as I understand that actions speak louder than words
- always respect, remain loyal to and support other officials
- keep up to date with the latest 'Rules of DanceSport', trends and principles of their application
- refrain from any form of personal abuse towards athletes or other officials
- respect the rights, dignity and worth of all people involved in the competition, regardless of their gender, ability or cultural background.

I will not:

- arrive at the competition venue intoxicated or drink alcohol.

APPENDIX B: CRIMINAL CONVICTIONS PREVENTING ISSUE OF SPECIFIED LICENCE CLASSES

Any conviction within the last Seven (7) years of the crimes listed below including conviction for attempting, conspiring or threatening to commit these crimes, or crimes of a similar nature shall be sufficient grounds under these procedures to withhold the issue of specified licence classes. These crimes shall have the meaning within the Crimes Act (1961).

Serious Willful Damage, Arson, Aggravated Robbery

Serious Fraud, Serious Theft, Burglary, Forgery

Human Trafficking, Slave Trading, Hijacking

Possession or Trafficking of Class A Narcotics

Prostitution, Indecent Exposure

Possessing or Distributing Intimate Visual Material

Unlawful Sexual Conduct with a Minor, Paedophilia

Serious Assault, Sexual Assault, Bestiality

Murder, Abduction, Kidnapping, Bribery, Blackmail

Racism, Slander, Defamation

Espionage, Invasion of Privacy

APPENDIX C: MENTOR GUIDELINES

- C1. A mentor must be familiar and comply with the DanceSport New Zealand Harassment Free Policy and ensure the mentored athlete is made familiar with this policy.
- C2. The athlete has adequate individual coach training with their mentor. As a guide this should be on average every two weeks for no less than one hour and at the place where the athlete usually coaches.
- C3. The athlete is adequately and regularly assessed and provided with feedback on their coaching. As a guide this should be at least every month and usually occur every time the mentor meets with the athlete.
- C4. The athlete receives adequate support and is treated with respect.
- C5. The athlete is adequately and fairly remunerated.
- C6. The Mentor ensures the athlete is made aware of coaching ethics and standards of acceptable conduct.
- C7. The Mentor is available if the athlete needs advice and support when difficult situations arise and has made adequate provision to mitigate confrontational situations within the coaching environment.
- C8. The mentor does not put the athlete into situations inconsistent with their age and experience.
- C9. The Mentor ensures the coaching environment is safe and complies with Health and Safety requirements.