



DanceSport Federation

WDO National Organization for the United States of America

Adjudicator's Rulebook

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Adjudicator's Rules of Conduct & Code of Ethics

An adjudicator is the highest-ranked official who must set an example to all members in a fair and generous behavior and treat others with honor.

1. Prerequisites

This Adjudicator's Rules of Conduct & Code of Ethics (**Rulebook**) is prepared to provide a framework of procedures, behavior, and ethical standards for referees. The **Rulebook** is developed as a handbook, defining all adjudicators' fundamental and overriding responsibilities to maintain the judging panel's integrity, competence, and effectiveness.

The ultimate responsibility of each adjudicator is to act ethically and professionally and ensure that all competitors are judged on their merits, fairly and impartially, acting in a manner consistent with DSF's and WDO's values and principles.

The **Rulebook** applies to all adjudicators licensed by the DSF and/or the WDO.

The **Rulebook** may be changed from time to time by the DSF committees and in accordance with WDO rules.

2. Adjudicator Licensing

To be able to adjudicate DSF National events, one must hold a valid DSF Adjudicator's License. A WDO Adjudicator's License received outside of the DSF will allow the licensee to judge any DSF events only after receiving a DSF Honoree License (see below). Adjudicators may only judge in the style(s) that they have been approved and verified in by the DSF or WDO subsequently.

2.1 Levels of Adjudicators (Classes)

The levels and technical details related are explained below.

2.2 Syllabus Level (Class S)

While holding this license, adjudicators may only judge DSF Syllabus Level events and competitions. Adjudicators holding Class "S" licenses may only judge in the style(s) that they have been qualified and verified in by the DSF (Class "S-Latin" Class "S-Ballroom")

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2.3 Championship Level (Class C)

While holding this license, adjudicators may judge both DSF Syllabus Level events and competitions, as well as DSF Championships & National events. Adjudicators holding Class “C” licenses may only judge in the style(s) that they have been qualified and verified in by the DSF (Class “C-Latin”, Class “C-Ballroom”)

2.4 Professional Category (PRO)

“PRO” is an extension of the Class “C” license, under which an adjudicator may judge DSF Professional Championships & National Events. Adjudicators holding Class “C” licenses with the category “PRO” may only judge in the style(s) that they have been approved and verified in by the DSF (Class “C-Latin PRO”, Class “C-Ballroom PRO”).

2.5 Honoree

An honoree license is only available to foreign WDO Adjudicator License holders and will allow the licensee to adjudicate DSF events. An Honoree License is not available to US residents holding a WDO Adjudicator’s License outside of the DSF. The DSF National Organizing Committee is the responsible deciding body for Honoree License eligibility determination.

2.6 How to Move From a Class “S” to a Class “C” License

In order to move from a Class “S” to Class “C” license, the DSF Membership Committee will use the same License Qualifying Criteria in the determination of the license Class transfer. The DSF Membership Committee will also inspect the performance & accuracy of the applicant’s judging of at least 3 competitions, after one calendar year, before confirming Class transfer.

2.7 DSF License Qualifying Criteria

DSF upholds the WDO mission of impartiality, fairness, and integrity in judging, to better situate a safe and trusted environment of equal opportunity for all dancers. Each application is subject to scrutiny and review individually by the DSF Members Committee.

The following criteria MUST be met in order to apply for a DSF Adjudicator’s License. In some instances, a letter of recommendation from an advisor or director

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within the DSF, WDO, or other member country organization of the WDO, may be requested for final determination of the applicant's eligibility.

Applicants must be over 18 years of age, have verifiable competitive experience as an Adult Amateur or Professional, a CV demonstrating integrity, dance knowledge, experience, and recognition within the dance industry, a criminal background check, AND one of the following for **Class "S"** Licenses, or two of the following for **Class "C"** Licenses:

- a) Be qualified with a DSF Approved Teaching Society*** of Licentiate Level or above, for the style(s) that you are applying for, or
- b) Have been a National Youth, Adult, or Professional Champion or Finalist, or Youth, Amateur or Professional Quarter Finalist or above in International or World Ranked Events in the style(s) you are applying for, or
- c) Have a valid adjudication license in the WDO, WDC, WDSF, or one of their National Member Bodies within or outside of the United States, or
- d) Have been an experienced instructor, whose students have become National Champions or Finalists, or Quarter Finalists or above in International or World Ranked events, or
- e) A letter of recommendation from an advisor or director within the DSF, WDO, or other member country organization of the WDO.

***Note:** For those applicants that have a lack of required documentation, the DSF Membership Committee may determine to issue a Provisional Class "S" License upon review. The transition from Provisional to Permanent Licenses is subject to further determination & review.*

*****DSF Approved Teaching Societies are listed below:**

- Arthur Murray International
- Dance Vision International Dancers Association
- Fred Astaire Dance Studios International
- National Dance Teachers Association of America
- North American DanceSport Teachers Association
- Pan American Teachers of Dancing
- U.S. Imperial Society of Teachers of Dancing

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- United States Terpsichore Association

2.8 Provisional License

A provisional license is a Class “S” license that was approved for a limited time on a provisional basis allowing the licensee to receive real-time experience judging Syllabus level events.

2.9 Amateur Competitors Adjudicating

Amateur Competitors can only apply and hold Class “S” licenses, and are permitted to adjudicate DSF Sanctioned events, but will not be permitted to adjudicate DSF National or Ranking events. They cannot adjudicate competitions in which they participate in as competitors.

The above does not apply to Amateur dancers who only compete in Student-Teacher categories. Amateurs who compete in Student-Teacher categories will not be permitted to adjudicate the same competition in which they compete in with their student(s).

2.10 Professional Competitors Adjudicating

Professional Competitors who hold Class “C” licenses, are permitted to adjudicate DSF Sanctioned and Ranking Competitions, but will not be permitted to adjudicate DSF Nationals or other Professional Competitors in any category. They cannot adjudicate competitions in which they participate in as competitors.

The above does not apply to Professionals who only compete in Pro-Am categories. Professionals who compete in Pro-Am categories will not be permitted to adjudicate the same competition in which they compete in with their student(s).

2.11 License Style Determination

DSF licensed adjudicators may only judge in the style(s) that they have been qualified and verified in by the DSF.

- a) DSF Adjudicators licensed in International Ballroom will automatically receive a license to adjudicate American Smooth events.
- b) DSF Adjudicators licensed in International Latin will automatically receive a license to adjudicate American Rhythm events.
- c) DSF Adjudicators licensed in only American Smooth cannot adjudicate Ballroom events without meeting further qualifying criteria.

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- d) DSF Adjudicators licensed in only American Rhythm cannot adjudicate Latin events without meeting further qualifying criteria.

2.12 Licensee Performance Evaluation

The DSF Membership Committee will have an annual licensee performance evaluation, investigating judging accuracy and past compliance with the DSF Adjudicator's Code of Ethics for further determination of the licensee's eligibility to hold a DSF Adjudicator's License.

2.13 WDO Adjudicator's License

DSF Adjudicators can apply for a WDO Adjudicator's License through the DSF. Adjudicators must be licensed with the WDO in order to adjudicate WDO events, WDO Ranking events, and WDO World and European Championships.

2.14 WDO License Qualifying Criteria

The following criteria **MUST** be met in order to apply for a WDO Adjudicator's License:

- a) Must be over 18 years of age AND,
- b) Hold a valid qualification from the WDO National Organization to adjudicate Championships, in the style(s) that you are applying for, or,
- c) Must be qualified with a WDO approved teaching society of Licentiate level or above.

PLUS at least ONE of the following must be met:

- a) Have been an Amateur or a Professional British Open, WDO World, International or United Kingdom Open Quarter Finalist or higher.
- b) Have been a National Champion or Finalist.
- c) Hold a letter of recommendation from an advisor or director within the WDO.
- d) Have a CV demonstrating integrity, dance knowledge and recognition within the dance industry. CVs need to be approved by the WDO Adjudicators' Committee.
- e) Ballroom & Latin WDO Adjudicators may judge WDO Smooth & Rhythm events.

2.15 Qualification for WDO Adjudicators Representing the DSF as a National Organization

Adjudicators representing the DSF must meet at least ONE of the following criteria:

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2.16 Must have legal residency status of the United States (Citizenship, Permanent Residency or a Green Card, Working Visa) or,

3.16 Have represented the United States as a competitor for the last three years.

3. Rules of Conduct

The DSF Adjudicator's Code of Ethics applies to any adjudicator licensed under DSF who is selected to judge any DSF or WDO events hosted by the DSF in the United States.

Note:

- An **on-duty** adjudicator is an adjudicator that is selected to officiate at an event, not just a particular category of the event.
- An **off-duty** adjudicator is an adjudicator that possesses a valid DSF and/or WDO adjudication license and is not selected to officiate at a particular event.

3.1 General Rules of Conduct

- a) A DSF licensed adjudicator must never behave or act in a way that jeopardizes their image or the image of the competitive Ballroom industry in general, whether they are on or off duty.
- b) An adjudicator shall not otherwise act in any way that may bring the image of the WDO, DSF, or competitive Ballroom industry in general into disrepute.
- c) An adjudicator is responsible for fully understanding how to use the particular selected judging system before the start of each and every competition.
- d) An adjudicator must be knowledgeable, fair, and impartial in their judging and act to protect the integrity of the competition results.
- e) An adjudicator must adjudicate without prejudice and favoritism, assessing what they see when judging without being influenced by previous connections, performances, and competitors' accomplishments.
- f) An adjudicator's competition markings must not be influenced by their past or present dealings with competitors as a coach, instructor, or choreographer; or competitor's accomplishments or past results.
- g) An appointed adjudicator on duty must not consume alcohol or recreational drugs before and during the event.
- h) Adjudicators are required to be dressed in attire, befitting the dignity of the occasion.

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- i) If an on or off-duty adjudicator at the event notices a violation of the Adjudicator's Code of Practice or any discrepancy in judging by other adjudicators, they must not publically address the matter in question but rather notify the Chairperson of the event.
- j) An adjudicator is responsible for presenting the proof of adjudication membership if inquired by the Chairperson of the Judging Panel before any competition.
- k) The DSF considers it unprofessional and inappropriate for licensed adjudicators to comment on competitors' performances on social media after having officiated at an event.

3.2 Judging Panel Rules

- a) During the judging process, on-duty adjudicators must not interfere with the competitors nor obstruct their performance but can relocate to the best position to see all competitors while adjudicating.
- b) An adjudicator must decide the marking results independently and not compare with other adjudicators.
- c) An adjudicator must not intentionally attempt to become familiar with the competitors during an event.
- d) An adjudicator (on or off duty) must not attempt to become familiar with any intermediate marking results from panel adjudicators before the event is over.
- e) An on-duty adjudicator must follow instructions given by the panel's Chair.
- f) An on-duty adjudicator must not converse with competitors, coaches, instructors, or spectators during an event.
- g) An on-duty adjudicator must not interact with other panel adjudicators during the judging process.
- h) An on-duty adjudicator must not use personal electronic devices during the judging process, including phones or cameras.

4. Conflict of Interest

A conflict of interest is when an official derives a personal benefit from actions or decisions made in their official capacity.

An on-duty adjudicator must retire from the panel where any potential Conflict of Interest arises. In case of uncertainty, the on-duty adjudicator must consult the competition' Chairperson. The Chairperson's decision will be final.

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An adjudicator must not judge in any event and must retire from the panel if:

- One of the participating competitors is a member of the on-duty adjudicator's immediate and extended family (including de facto relationships)
- One of the participating competitors has a personal relationship with an on-duty adjudicator.

5. Unacceptable Adjudicator Behavior

The following violations are subject to immediate dismissal from duty and suspension of the Adjudicator's License:

- The on-duty adjudicator threatens to mark a competitor(s) in a particular way.
- The on-duty adjudicator takes any partisan position regarding any competitor(s) they may judge in any competition.
- The on-duty adjudicator seeks to influence or intimidate another adjudicator improperly.
- During the event, an off-duty adjudicator discusses the merits of a competitor(s) past or present performance or results with an on-duty adjudicator.
- During the event, an on-duty adjudicator discusses the merits of a competitor's performance with the competitor or other competitors.
- Any adjudicator (on or off duty) present or absent at the event seeks to influence the competition's outcome in a way other than through official marking results.
- Any adjudicator (on or off duty) engages in any conduct that is intended to gain an advantage for any competitor(s).

6. Equality

- 6.1 DSF will not discriminate based on race, color, religion, age, gender, sexual orientation, national origin, or association to any other organization.
- 6.2 These rules are binding of an adjudicator's membership granted by the DSF. They are subject to the condition that the adjudicator member shall not discriminate against any other DSF Member on any grounds or basis.