

CANADA DANCESPORT
Formerly Canadian Amateur DanceSport Association

DANSPORT CANADA

Autrefois ASSOCIATION AMATEURS DE DANSE SPORTIVE DU CANADA

CONSTITUTION AND BYLAWS

RÈGLEMENT GÉNÉRAUX



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Annual General Meeting / L'Assemblée Annuelle

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SECTION I: NAME AND OBJECTS

**Canada DanceSport
DanseSport Canada**

The objects of the Corporation are:

- a) to improve, encourage and advance DanceSport on a nation-wide basis, at all levels and to provide standards for its member associations;
- b) to provide rules for all DanceSport activities of its member associations;
- c) to pass upon and determine the status of any dancer in Canada who is a member of a member association of the Corporation;
- d) to publish and disseminate information concerning DanceSport;
- e) to encourage the formation of local DanceSport clubs where no member association exists;
- f) to raise, use, invest and reinvest money to support the activities of the Corporation, provided, however, that no property, funds or income of the Corporation shall inure to the profit of any member or person;
- g) to cooperate with the World DanceSport Federation and its members;
- h) generally, to take all steps necessary or desirable to regulate DanceSport throughout Canada.

SECTION II: BYLAWS

BYLAW 1 – NAME AND REGISTERED ADDRESS {effective March 31, 2013}

- 1.01 The name of the Corporation shall be “CANADA DANCESPORT (DANSESPOORT CANADA)” or “CDS”.
- 1.02 CDS is the sole national authority of competent jurisdiction for the administration of DanceSport in Canada.
- 1.03 The Board shall strive insofar as it is reasonably possible to ensure that the maximum possible number of Members of the Corporation shall be incorporated regional DanceSport societies, associations or corporations recognized by CDS as possessing competent jurisdiction over DanceSport in a region of Canada. DanceSport BC, DanceSport Alberta, Ontario DanceSport, Danse Sport Québec Inc. and DanceSport Atlantic Association (hereinafter referred to as the "Regional Associations") shall be Members of CDS for as long as they do all things to remain Members in good standing.
- 1.04 CDS shall encourage its Members to encourage people to participate in DanceSport.
- 1.05 CDS shall not support or espouse any political cause or party.
- 1.06 The Registered and Head Office of the Corporation shall be located at the place within Canada established therefore from time to time by the Board.

BYLAW 2 – FINANCIAL YEAR {effective April 12 1998}

- 2.01 Unless otherwise ordered by the Board of Directors the financial year-end of the Corporation shall be December 31 of each year.

BYLAW 3 – MEMBERSHIP {effective March 31, 2013}

- 3.01 CDS Members shall be classified and granted as follows:

- a) Active Members

Active Members of CDS shall be incorporated regional DanceSport societies, associations or corporations recognized by CDS as possessing competent jurisdiction over DanceSport in a region of Canada, and no other society, association, corporation or natural person shall be eligible to be a Voting Member of CDS. DanceSport BC, DanceSport Alberta, Ontario DanceSport, Danse Sport Québec Inc. and DanceSport Atlantic Association shall be Members of CDS for so long as they do all things to remain Members in good standing. The right to become a Member may be extended to other societies, associations and corporations if and when the Board considers the same to be convenient and in the best interest of dancing in Canada.

- b) Associate Members and Provisional Members

Societies, associations and corporations which have aims and objectives declared by the General Meeting to be beneficial to the aims and objectives of its Members may be granted the privilege of becoming, or (in the case of unincorporated associations) incorporating a society or corporation which may become, a Non-Voting Member, and such Non-Voting Members shall be called and styled "Associate Members", provided always that if in the opinion of the General Meeting they only partially fulfill membership qualifications, they shall be called and styled "Provisional Members".

c) Honourary Members

Persons who have rendered outstanding service to DanceSport in Canada may be elected to Honourary Membership in CDS provided always that Honourary Membership shall not be construed to confer upon its recipient any right to become a Member of the Corporation.

BYLAW 4 – ADMISSION {effective March 31, 2013}

4.01 Subject to these Bylaws, the qualifications and membership fee of an Active Member shall be determined by the Annual General Meeting of CDS.

4.02 Applications for Active Membership

- a) Applications for Active Membership shall be restricted to incorporated regional DanceSport societies, associations or corporations recognized by CDS as possessing competent jurisdiction over DanceSport in a region of Canada, and no other society, association, corporation or natural person shall be eligible to be a Voting Member of CDS.
- b) Each Region shall be defined by the General Meeting and shall be entitled to be represented by only one Active Member.
- c) Application for Active Membership shall be in writing signed by the duly authorized representative of the applicant and shall contain such information as the Board may from time to time require, including:
 - i) a copy of the applicant's Constitution;
 - ii) a list of the applicant's members;
 - iii) names and addresses of the applicant's board of directors or other duly authorized legal governing body or bodies; and
 - iv) a copy of the applicant's latest financial statement signed by the duly authorized representative of the applicant and containing sufficient information to clearly identify the person who authorized the said financial statement and provide sufficient information for the Board to determine the qualifications, if any, of that person to authorize such a financial statement.
- d) A candidate for Active Membership must prove to the satisfaction of the Board that it does not compete or propose to compete in any way with an existing Member of CDS. Any applicant for Active Membership shall be sponsored for the same by being duly proposed for Active Membership by Special Resolution of the General Meeting, seconded in writing by two (2) Regional Associations whose geographical jurisdictions are closest to the applicant's proposed geographical jurisdiction. In the event that any applicant for Active Membership is unable to obtain sponsorship as aforesaid, then its unsponsored application shall be forwarded to the President, who shall forward details of same to the Chairman of an Investigative Committee which shall be appointed by the Board under such circumstances within thirty (30) days of a request from the President to do so. The Investigative Committee shall elect a Chairman. The Committee shall make recommendations to the Board of Directors with respect to the application.

BYLAW 5 – RESIGNATION {effective March 31, 2013}

5.01 Any Member may withdraw from membership in CDS by mailing to CDS written notice of resignation by prepaid registered post. Such resignation shall not release such Member from payment of annual dues, including those for the current year, or any other indebtedness to the Corporation. Upon resignation as aforesaid a Member becomes disqualified to be a Member of the Corporation.

BY LAW 6 – SUSPENSION OR EXPULSION FROM MEMBERSHIP {effective April 20, 2014}

6.01 Any Member may be suspended or expelled from CDS by a Special Resolution of the General Meeting that it has:

- a) failed to abide by the rules and regulations of the Corporation; or
- b) engaged in conduct injurious to DanceSport.

Upon such suspension or expulsion a Member becomes disqualified to be a Member of the Corporation.

6.02 Membership fees shall be due and payable from the Regional Associations to the Corporation for the ensuing year on December 1st of previous year as set forth in Schedule A to these Bylaws.

6.03 Any Member whose fees are not paid by December 31st shall be notified in writing by the President of CDS of such default by double registered mail, and if such fees together with a ten (10%) percent penalty are not paid within thirty (30) days after the date of the mailing of such notice, and such Member fails to provide proof of payment of such fees, then such Member shall cease to be a Member and shall become disqualified to be a Member of the Corporation.

6.04 Any Member delinquent in the payment of fees may be reinstated to membership and become qualified to be a Member again upon payment of delinquent fees without meeting the requirements of being proposed for membership and if it makes payment in full of delinquent dues and penalties thereon prior to the date of the next Annual General Meeting of CDS. Upon such reinstatement and requalification, it shall thereafter be deemed never to have ceased to be a Member or have been disqualified to be a Member of the Corporation.

6.05 The Corporation shall maintain a Canadian Registry of Athlete Dancers (herein referred to as "CRAD"). Fees for registering in CRAD are set forth in Schedule A to these Bylaws, and are due and payable by the Regional Association and Professional Division to which such an Athlete to be listed in CRAD belongs, within thirty (30) days of request by the President or the Treasurer, and no Athlete shall be registered in CRAD unless the registration fees for such registration have been paid. A list of the Athlete Dancers must be included with the CRAD fees.

6.06 Dues and fees payable under this Bylaw may be revised at any General Meeting by Ordinary Resolution.

BYLAW 7 – SUBSCRIPTIONS {effective May 1 1994}

7.01 Members shall be required to pay an annual subscription according to the Financial Regulations passed by an Ordinary Resolution of the General Meeting.

BYLAW 8 – GENERAL MEETING {effective March 31, 2013}

8.01 The General Meeting is composed of two (2) delegates elected by each Active Member to represent it at that meeting, the President, and the Professional Division Executive Director.

8.02 A person who is not:

- a) duly authorized to vote on behalf of that Active Member;
- b) a member in good standing of that Active Member;
- c) a Canadian Citizen;
- d) of the full age of eighteen (18) years; and
- e) a registered athlete of that Active Member

is disqualified to vote at the General Meeting on behalf of that Active Member.

- 8.03 Each Active Member shall by written notice, signed by one (1) of its Directors, notify the President in writing no less than seven (7) days prior to the date of the General Meeting of the names and addresses of its delegates thereto, including a statement that each delegate is:
- a) authorized to vote on behalf of that Active Member;
 - b) a member in good standing of that Active Member;
 - c) a Canadian Citizen;
 - d) of the full age of eighteen (18) years; and
 - e) a registered athlete of that Active Member.
- 8.04 Each Active Member has two (2) votes at the General Meeting but no delegate may cast any such vote unless he or she holds and presents at the meeting authorization in writing to do so. A delegate representing an Active Member may not cast more than one (1) vote thereat on behalf of that Active Member without written authorization to do so by two (2) of that Active Member's directors duly authorized to do so, and in any event may cast a total of no more than two (2) votes on behalf of that Active Member.
- 8.05 The Professional Division Executive Director shall be entitled to attend and speak at the Annual General Meeting of the Corporation, but shall not be entitled to vote.
- 8.06 An Annual General Meeting must be held in every financial year.

BYLAW 9 – CONVOCAION OF THE GENERAL MEETING {effective April 20, 2014}

- 9.01 The Annual General Meeting of the Corporation shall be held within the limitations prescribed by the *Canada Corporations Act*, on the Thursday before, or on a different day determined by the Board, at or close to the venue of the Canadian Closed Championships in that year. {amended April 5, 2015}
- 9.02 Any other General Meeting of the Corporation shall be held at the direction of the Board within the limits prescribed by the *Canada Corporations Act*.
- 9.03 The President shall notify all Members and the Professional Division Executive Director of the Date, Venue, Agenda and proposed Special Resolutions for any General Meeting by ordinary mail, courier, facsimile or electronic mail transmission at least eight (8) weeks in advance thereof; and in the case of the Annual General Meeting, by no later than February 15 in the year of the Annual General Meeting.
- 9.04 Motions for the Agenda of the General Meeting, and Special Resolutions to be proposed thereat, shall not be heard thereat unless submitted by the proposer to the President or the Secretary of CDS in writing by ordinary mail, courier, facsimile or electronic mail transmission, no later than twelve (12) weeks before the General Meeting and accompanied by a brief background; and in the case of the Annual General Meeting, by no later than January 31 in the year of the Annual General Meeting. Any motions that propose an alteration to the Constitution, Bylaws, or a Schedule to the Bylaws must include both the original text that is the subject of any proposed amendment or deletion, and the text that is being proposed as a modification or addition.

BYLAW 10 – GENERAL MEETING PROCEDURE (effective March 31, 2013)

- 10.01 The General Meeting shall be chaired by the President, the Vice-President or a delegate appointed by the Meeting.
- 10.02 At every Annual General Meeting, in addition to any other business that may be transacted or is required to be transacted by law, the report of the Directors, the Financial Statements and the report of the Auditor shall be presented, and a Board of Directors elected, and an Auditor appointed for the ensuing year. Subject to prior compliance with the notice provisions set out above, the delegates thereto may consider and transact any business either special or general at

- any meeting of the Members. The Board or the President or Vice-President shall have power to call at any time, a General Meeting of the Corporation.
- 10.03 Members present at a meeting shall constitute a quorum. Questions arising at any meeting shall be decided by a majority vote, in case of equality of votes, the vote is lost.
- 10.04 For purpose of sending any notice to any Member, Director, Officer or the Professional Division Executive Director for any meeting or otherwise, the address of the Member, Director, Officer or the Professional Division Executive Director shall be his or her last address recorded on the books of the Corporation.
- 10.05 These Bylaws may only be amended by Special Resolution. A Special Resolution is a two-third (2/3) vote with a sixty (60) days' notice as defined in the *Canada Corporations Act*.
- 10.06 Voting shall be by a show of hands, or by electronic mail transmission unless one-third (1/3) of the Members present request a secret ballot. The President may give notice and set a reasonable timeframe of no less than 48 hours from the date and time of such notice for votes to be cast when such voting was conducted by electronic mail transmission. If a director fails to cast his or her vote within the given timeframe, then his or her vote would be counted as an abstain vote.
- 10.07 Minutes shall be taken at every General Meeting by the Secretary or other person appointed to do so by the General Meeting. All Minutes so taken shall be sent to the President and all Members by ordinary mail, courier, facsimile or electronic mail transmission, without delay. All Motions passed for Bylaws and Rules changes at a General Meeting shall take effect on the Sunday following the date of the General Meeting unless otherwise agreed to at the General Meeting.
- 10.08 Notwithstanding any other provision to the contrary in these Bylaws, Active Members of the Corporation may vote at General Meeting of the Corporation by a proxy holder, who is not required to be a delegate, within the limitations prescribed by law, provided always that no proxy holder may hold or exercise more than three (3) proxies at any meeting or adjournment thereof. The management of the Corporation shall, concurrently with giving notice of a General Meeting of the Corporation, send a form of proxy in the prescribed form to each Regional Association, and the General Meeting shall only accept proxies granted and duly completed in such form. All questions with respect to proxies shall be resolved by reference to the *Canada Corporations Act* where its terms are not inconsistent with the terms of these Bylaws.
- 10.09 Proxies shall be in the form set out in Schedule E to these Bylaws.
- 10.10 All proxies shall be delivered to the Secretary prior to the commencement of the General Meeting and shall be available for inspection by delegates thereto for at least fifteen (15) minutes prior to and after the commencement thereof, and in the event of any challenge to any proxy, the delegates present at the meeting shall decide the challenge by Ordinary Resolution.

BYLAW 11 – CONVOCATION OF UNUSUAL GENERAL MEETING {effective May 1 1994}

- 11.01 A General Meeting shall be convened immediately by the Board if at least one-third (1/3) of the Active Members of the Corporation request such a meeting in writing stating reasons therefore.

BYLAW 12 – UNANIMOUS RESOLUTIONS AND TELEPHONE MEETINGS {effective March 31, 2013}

- 12.01 Resolutions and Special Resolutions may be passed by unanimous resolution or consent resolution in writing under the *Canada Corporations Act*. A conference telephone meeting or meeting by electronic mail transmission or Skype of all the Members constitutes a 'meeting' under these Bylaws. Voting may be conducted by electronic mail transmission. The President may give notice and set a reasonable timeframe of no less than 48 hours from the date and time of such notice for votes to be cast when such voting was conducted by electronic mail transmission. If a director fails to cast his or her vote within the given timeframe, then his or her vote would be counted as an abstain vote.

BYLAW 13 – BOARD OF DIRECTORS {effective March 31, 2013}

- 13.01 The Board of Directors of the Corporation (herein referred to as the “Board”) shall consist of the President of the Corporation and the two (2) aforesaid delegates from each Regional Association. One (1) such delegate shall be the President or another member of that Regional Association and the other shall be any member in good standing elected for such purpose by that Regional Association.
- 13.02 The property and business of the Corporation shall be managed by the Board, of which two-thirds (2/3) shall constitute a quorum.
- 13.03 The office of Director shall be automatically vacated:
- a) if a Director resigns his or her office by delivering a written resignation to the Secretary of the Corporation; or
 - b) if he or she ceases to be qualified as a Director, delegate or member of his or her Regional Association; or
 - c) if the General Meeting passes a Special Resolution removing him or her from office.
- 13.04 A retiring Director who has not ceased to be a Director for any reason set out in Bylaw 13.03 above shall remain in office until the dissolution or adjournment of the meeting at which his or her retirement is accepted and his or her successor is elected.
- 13.05 Directors and the Professional Division Executive Director shall not be entitled to receive any compensation for traveling expenses with the exception of the President. Expenses incurred by the Delegates and the Professional Division Executive Director for attending the Annual General Meeting shall be the responsibility of their respective Regional Association and Professional Division. The President’s expenses shall be paid by CDS subject to any adjustment that may result from his or her acting as Presiding President under Schedule B, Championship Rule 16. Should it become necessary to call a Special Meeting of the Board of Directors, the Board may, by Special Resolution, pay the expenses associated with their attendance at such a meeting, to be charged to the general expenses of CDS.
- 13.06 The Board may appoint such agents and engage such employees as it deems necessary from time to time. Such persons so appointed or employed shall have the authority to perform such duties as may be prescribed by the Board, provided always that the Board may not delegate its responsibilities or the responsibilities of any of its Members to such agents or employees.
- 13.07 The remuneration of all officers, agents and employees and committee members shall be fixed by the Board.
- 13.08 Directors shall serve without remuneration, and no director shall directly or indirectly receive any profit from his or her position as such, provided that a director may be reimbursed for reasonable expenses incurred in performing his or her duties. A director shall not be prohibited from receiving compensation for services provided to the corporation in another capacity.

BYLAW 14 – INDEMNITIES OF DIRECTORS AND OFFICERS {effective May 1 1994}

- 14.01 Every Director or Officer of the Corporation or other person who has undertaken or is about to undertake any liability on behalf of the Corporation or any company controlled by it, their respective heirs, executors, administrators, estate and effects, shall from time to time and at all times, be indemnified and saved harmless out of the funds of the Corporation, from and against:
- a) all costs, charges and expenses whatsoever which such Director, Officer or other person sustains or incurs in or about any action, suit or proceedings which is brought, commenced, or prosecuted against him or her, or in respect of any act, deed, matter or thing whatsoever, made, done or permitted by him or her in or about the execution of

duties of his or her office or in respect to any such liability, except such costs, charges or expenses as are occasioned by his or her own willful neglect or default; and

- b) all other costs, charges and expenses which he or she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his or her own willful neglect or default.

BYLAW 15 – POWERS OF DIRECTORS {effective March 31, 2013}

- 15.01 The Board shall administer affairs of the Corporation in all things and make or cause to be made for the Corporation in its name, any kind of contract which the Corporation may legally enter into and, save as hereinafter provided, generally, may exercise all such other powers and do all such other things as the Corporation may by its charter or otherwise be authorized to exercise and do.
- 15.02 The Board shall have power to authorize expenditures on behalf of the Corporation from time to time and to make expenditures for the purpose of furthering the objects of the Corporation. It shall have the power to enter into a trust arrangement with a trust company for the purpose of creating a trust fund in which the capital and interest may be made available for the benefit of promoting the interest of CDS in accordance with such terms as the Board of Directors may prescribe.
- 15.03 The Board shall take such steps as it may deem requisite to enable the Corporation to acquire, accept, solicit or receive legacies, gifts, grants, settlements, bequests, endowments and donations of any kind whatsoever for the purpose of furthering the objects of the Corporation.
- 15.04 The Board may appoint and dismiss members of a Council of Advisors of up to fifteen (15) members to advise and assist it to engage in public relations for DanceSport in any part of Canada.

BYLAW 16 – OFFICERS {effective March 31, 2013}

- 16.01 All Officers shall be Directors of the Corporation and shall hold office for a period of two years unless they are removed by a majority of the Board. The election for the positions of President and Treasurer shall be held in odd numbered years and the election for the positions of Vice-President and Secretary shall be held in even numbered years. If for any reason an officer is unable to serve out his or her term, then the Board may elect or appoint another Director to fill such vacancy and the person so elected or appointed shall only serve for the remainder of the term for the position so vacated.
- 16.02 The Officers of the Corporation shall be the President, Vice-President, Secretary and Treasurer and any such other Officers as the Board may determine.
- 16.03 The Officers of the Corporation shall be elected at the Annual General Meeting of the Corporation. The President shall, upon election, resign from any office or administrative position in his or her Regional Association.
- 16.04 The Officers of the Corporation shall hold office for two (2) years from the date of appointment or election or until their successors are elected or appointed in their stead by the Board. Any Officer is eligible for re-election to any office subject to his or her standing in his or her own Regional Association.
- 16.05 Members of the CDS PD are not eligible to stand for election as Officers of the Corporation.

BYLAW 17 – MANAGEMENT AND REPRESENTATION {effective March 31, 2013}

- 17.01 The Officers of the Corporation shall be the President, Vice-President, Treasurer and Secretary.
- 17.02 The President shall be the Chief Executive Officer of the Corporation, shall preside at all meetings of the Corporation and of the Board, shall have the duty and authority of general and active

management of the affairs of the Corporation, and shall, to the best of his or her ability, do all things to carry into effect all orders and resolutions of the General Meeting or the Board.

- 17.03 The Vice-President shall, in the absence or disability of the President, perform the duties and exercise the powers of the President and shall perform such other duties as may be prescribed by the President or the Board.
- 17.04 The Treasurer shall have custody of the funds and securities of the Corporation and shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the Corporation in the books belonging to the Corporation and shall deposit all moneys, securities and other valuable effects in the name and to the credit of the Corporation in such chartered bank or trust company, or, in the case of securities, with such registered dealer in securities as may be designated by the Board from time to time. The Treasurer shall issue a receipt for any funds received by him or her on behalf of the Corporation. The Treasurer shall disburse the funds of the Corporation according to direction from the Corporation, its Board or President after taking satisfactory receipts or vouchers for such disbursements, and shall render to the President, and to the Directors at the Annual General Meeting of the Corporation, or whenever required by the Board, an accounting of all the Corporation's transactions to the date of that meeting or requirement and a statement of the financial position of the Corporation at the time of that meeting or requirement, and shall perform such other duties as may be prescribed by the President or the Board.
- 17.05 The Secretary shall record all votes and take the minutes of all meetings of the Corporation and of the Board, and shall keep a record of the same and of all correspondence, and the books and records of the Corporation, except the financial books and records, and shall keep a separate record of all resolutions of the Board which relate to the working and functions of the Corporation and of any proposed Bylaw and Rule changes, and shall give or cause to be given, notice of all meetings of the Board, and shall perform such other duties as may be prescribed by the President or the Board, and shall have custody of the seal, if any, of the Corporation. The Secretary shall make available to all CDS Members an updated copy of the Corporation's Bylaws no later than September 1 of each calendar year.
- 17.06 The duties of any other officers of the Corporation shall be such as the terms of their engagement call for or the Board required of them
- 17.07 The Professional Division Executive Director is the Chief Executive Officer of the Professional Division and has full authority to manage the day-to-day business and sport affairs of the CDS Professional Division, subject to the directions given to him or her by the CDS Professional Division.

BYLAW 18 – PROFESSIONAL DIVISION {effective October 4, 2015}

- 18.01 The CDS Professional Division or CDSPD or PD is a division of CDS and is responsible for the internal administration with respect to professional DanceSport competitions and their rules, including the licensing of professional athletes, teachers, trainers, coaches, adjudicators, scrutineers and others, and establishing and administering the CDSPD Rules.
- 18.02 The CDSPD is authorized to govern its own administration of professional DanceSport as set out in these Bylaws, and may establish its own Executive Council, Departments and Commissions as part of that work, but it shall at all times respect CDS's general internal and external administrative jurisdiction, the modern democratic principles of free societies, modern sporting principles, modern management principles, all relevant laws and tribunals of competent jurisdiction, and WDSF's universal requirements with respect to ethics, Anti-doping, and other financial administrative and sporting policies, regulations and requirements established by WDSF or the WDSF Presidium from time to time..
- 18.03 The CDSPD members shall carry on the business of the PD at meetings by mail, telephone, electronical mail or fax transmission, or other form of electronic communication, according to procedural rules which they may establish.

- 18.04 The Professional Division Executive Director is CDSPD's Chief Executive Officer. The first Professional Division Executive Director shall be appointed by the CDS Board for organizational purposes, for a term or no more than one (1) year. Thereafter the PD General Meeting shall appoint or reappoint its Executive Council and that Executive Council shall appoint or reappoint the Professional Division Executive Director at least every two (2) years and may do so more frequently according to its discretion. If for any reason the CDSPD is unable to appoint the Professional Division Executive Director, then the CDS Board may appoint such person at its discretion, for a term of no more than one (1) year.
- 18.05 The CDSPD is self-financing, and shall maintain a separate fund and a separate bank account or accounts, to receive and administer any funds it receives or collects, and that fund shall be administered solely by the PD, subject only to CDS's general rules for administering and accounting for its own funds and subject to the Professional Division Executive Director's duty to make full disclosure of such administration and accounts to CDS Treasurer every six (6) months.
- 18.06 The Professional Division Executive Director shall present the PD's financial report, administration records and accounts to every Annual General Meeting of CDS and additionally to the CDS Board upon request by the President or any other Officer of CDS.
- 18.07 In view of the potential difficulties which could occur in settling disputes when disagreements arise between the Professional Division and (a) the General Meeting, (b) the Board (including its Committees) or (c) an other person or body which CDS or the Board decides is affiliated to CDS or WDSF, the Professional Division shall attempt to settle all such disagreements in good faith by negotiation, provided always that in the event of a disagreement which any party to it decides cannot be resolved by negotiation, such disagreements and disputes shall be subject to the binding decision of the CDS Board.

BYLAW 19 – EXECUTION OF DOCUMENTS {effective March 31, 2013}

- 19.01 Contracts, documents or any instruments in writing requiring the signature of the Corporation, shall be signed by any two Officers and all contracts and documents and instruments in writing so signed shall be binding upon the Corporation without any further authorization or formality. The Board shall have power from time to time by resolution to appoint Officers on behalf of the Corporation to sign specific contracts, documents and instruments in writing. The Directors may give the Corporation's power of attorney to any registered dealer in securities for the purposes of the transferring of and dealing with any stocks, bonds and other securities of the Corporation. The seal of the Corporation shall not be affixed to any document except by authority of a resolution of the Board of Directors. Cheques and other bills of exchange shall be signed by any one (1) of the President, Vice President, Treasurer and Secretary.
- 19.02 Notwithstanding Bylaw 19.01, all cheques and bills of exchange shall in all cases be signed by 2 of the authorized signatories; however, the Board may, at its discretion, permit cheques, investments or other bills of exchange, be made by one of the authorized signatories and in such case the treasurer must notify the board with at least one day's notice prior to the act.

BYLAW 20 – AMENDMENT OF BYLAWS {effective March 31, 2013}

- 20.01 The Bylaws of the Corporation may be repealed or amended by Special Resolution, provided that the enactment, repeal or amendment of such Bylaw shall not be enforced if competent authority rules or states that such enactment, repeal or amendment is invalid according to law.
- 20.02 Notwithstanding any other provisions to the contrary in these Bylaws, any proposal to repeal or amend any Bylaws or any part of any Schedules thereto shall be given by a Regional Association through notice in writing from its delegates, or by two (2) members of the Board or the President, and shall be forwarded to the President or the Secretary of CDS in writing by ordinary mail, courier, facsimile or electronic mail transmission no less than three (3) months prior to the next

General Meeting; and in the case of the Annual General Meeting, by no later than January 31 in the year of the Annual General Meeting.

- 20.03 Notice of the proposed amendment, shall be forwarded by the President to all Regional Associations, delegates and members of the Board in writing by ordinary mail, courier, facsimile or electronic mail transmission not less than two (2) months before the same General Meeting; and in the case of the Annual General Meeting, by no later than February 15 in the year of the Annual General Meeting.

BYLAW 21 – FINANCIAL REVIEW OF THE CORPORATION {effective March 31, 2013}

- 21.01 The Corporation is not required to appoint an auditor except as required under the *Canada Corporations Act* and may dispense with the appointment of an auditor according to the opinion of the General Meeting provided always that in any event the Members shall at each Annual General Meeting appoint a person to review the accounts of the Corporation, who shall be qualified to do so in the opinion of the Meeting and his or her qualifications shall be circulated to the Members beforehand. The remuneration of such person shall be fixed by the Board. It shall be a term of the engagement of that person that he or she prepares a report in writing sixty (60) days prior to the Annual General Meeting for circulation to the Members.

BYLAW 22 – BOOKS AND RECORDS {effective March 31, 2013}

- 22.01 The Board shall ensure that all necessary books and records of the Corporation whether required by the Bylaws of the Corporation or by law are regularly and properly kept according to generally accepted methods in Canada. CDS shall adopt the accrual method of accounting.

BYLAW 23 – RULES AND REGULATIONS {effective April 20, 2014}

- 23.01 The Board may prescribe such rules and regulations not inconsistent with these Bylaws relating to the management and operation of the Corporation as they deem expedient, provided that such rules and regulations shall have force and effect only until the next General Meeting of the Corporation when they shall be confirmed, and failing such confirmation at such General Meeting shall at and from that time cease to have any force and effect.

- 23.02 CDS shall have the following Rules and Regulations:

- Schedule A - Financial Regulations
- Schedule B - Championship Rules
- Schedule C - Adjudication Rules
- Schedule D - Television Regulations
- Schedule E - Proxy Form
- Schedule F - Dress Code
- Schedule G - Suspension Policy
- Schedule H – Guideline on Reinstatement as an Amateur
- Schedule I - Code of Conduct
- Schedule J – Professional Division Competition Rules
- Schedule K- Adjudicator's Code of Conduct

all of which may be amended by an Ordinary Resolution of the General Meeting.

BYLAW 24 – INTERPRETATION {effective March 31, 2013}

- 24.01 In these Bylaws and in all other Bylaws of the Corporation hereafter passed unless the context otherwise requires, wherever the singular or the masculine is used, it shall be construed as meaning the plural or the feminine and vice versa, and references to persons shall include firms and corporations.

BYLAW 25 – LIQUIDATION OF CANADA DANCESPORT {effective March 31, 2013}

- 25.01 The dissolution of CDS may be decided only by Special Resolution of a General Meeting called specifically for that purpose, and, notwithstanding anything else to the contrary in these Bylaws, a quorum for such General Meeting shall be two-thirds (2/3) of the Active Members of the Corporation.
- 25.02 If CDS is dissolved as aforesaid or its objects become invalid, its assets shall be assigned to another association with similar interest, provided further that, notwithstanding anything else to the contrary in these Bylaws, none of the assets of CDS shall be paid, transferred or otherwise distributed, directly or indirectly, to any of its Members.

BYLAW 26 – ACCEPTANCE BY DIRECTOR OF CORPORATIONS CANADA {effective March 31, 2013}

- 26.01 Resolved as a Special Resolution, that these Bylaws are amended as herein before set out, subject to being renumbered, reordered and reworded in a form acceptable to the Director of Corporations Canada.

SCHEDULE A

CANADA DANCESPORT FINANCIAL REGULATIONS

RULE 1 – FINANCIAL REGULATIONS {effective March 20, 2016}

- 1.01 CDS charges fees and subscriptions according to Bylaws 4.01 and 7. The amount of fees and subscriptions shall be fixed and may be revised at a General Meeting of the Corporation.
- 1.02 The fee for affiliation of a new Member under Bylaw 4 shall be the same as in Rule 1.03 below. The Board may at its discretion waive the affiliation fee or use it as the payment of the first year's membership dues.
- 1.03 Annual membership fees shall be due and payable from the Regional Associations to the Corporation for the ensuing year on December 1st of previous year.
- Fees are as follows:
- | | |
|-----------------------|----------|
| Regional Associations | \$450.00 |
| Associate Members | \$250.00 |
| Professional Division | \$250.00 |
- 1.04 CRAD Fee: According to Schedule B, Championship Rule 7.02, Individual Membership in the Canadian Registry of Athlete Dancers for athletes with the Regional Associations shall be:
- \$25.00 for adults and championship level children ages 15 and under
 - \$10.00 for syllabus level Juvenile & Juniors
 - \$50.00 for athletes with the Professional Division
- 1.05 CDS fees for granting the right to organize Championships are as follows:
- | | |
|---|-------------------------------|
| National Championships (Open or Closed) | \$100.00 / Championship event |
| Regional Championships (Open or Closed) | \$100.00 / Championship event |
- Note
- a) For International and World competitions there is a WDSF fee.
 - b) Regional Associations may charge an amount over and above the CDS fees.
 - c) CDS fees are payable only for events with a minimum of 3 couples.
- 1.06 The consequences of non-fulfillment of the above obligations to pay fees are laid down in Bylaw 6.
- 1.07 The Athlete Teaching Licence Fee specified in Schedule B, Championship Rule 8.03 shall be \$125.00 per year or part thereof.
- 1.08 CDS fees for the Qualifier are as follows:
- \$50.00 per Championship event if it is not run as a title Championship
\$100.00 per Championship event if it is run as a title Championship
- Note
- a) CDS fees are payable only for events with a minimum of 3 couples.
 - b) If a Qualifier is run as a Championship then only the Championship fee is payable
- 1.09 The per diem allowance for meals and incidental expenses specified in Schedule B, Championship Rule 16.08 shall be \$75.00 or such other amount as may from time to time be determined at a General Meeting.

SCHEDULE B
CANADA DANCESPORT CHAMPIONSHIP RULES

RULE 1 - CONTROLLING ORGANIZATION {effective March 31, 2013}

- 1.01 Canada DanceSport (CDS) is the governing body recognized by the World DanceSport Federation (WDSF) for controlling all Canadian DanceSport competitions in Canada including North American Style Smooth and Rhythm DanceSport competitions.

RULE 2 - APPLICATION OF CHAMPIONSHIP RULES {effective March 31, 2013}

- 2.01 These Rules govern all DanceSport Championship (including North American Style Smooth and Rhythm) competitions (hereinafter referred to as “a Championship competition” or “Championship competitions”) held in Canada under the sanction of CDS or any of its affiliates except where superseded by World DanceSport Federation rules.
- 2.02 These Rules apply to all National and Multiregional Championship competitions in Canada organized by anyone including but not restricted to Smooth and Rhythm American.
- 2.03 CDS Board of Directors is authorized to enforce these Rules.
- 2.04 The Board may impose supplementary rules on any organizer or Championship competitions.
- 2.05 Regional Associations wishing to adopt specific rules contained herein and make any such rules applicable to syllabus DanceSport competitions must acknowledge their source.

RULE 3 - OBTAINING PERMISSION TO ORGANIZE COMPETITIONS {effective March 31, 2013}

- 3.01 Permission to sponsor and produce National and Interregional Championships shall be obtained from CDS.
- 3.02 Permission to sponsor Provincial, Regional or Area Championships shall be obtained from the Regional Association within whose jurisdiction the Championship is to be held.

RULE 4 - GRADES OF COMPETITIONS {effective April 24, 2011}

- 4.01 Championships in Canada requiring CDS’s approval shall be limited to the following:
- a) International
 - b) National
 - c) Multiregional
 - d) Regional
 - e) Interprovincial
 - f) Provincial
- 4.02 Championships shall be Open or Closed in any of the above events.
- 4.03 Team Matches:
- a) Team matches of Championship status may be held a maximum of once a year between the same Provinces or Areas.

- b) Non-Championship team matches may be held no more than once per calendar year between the same Regional Associations in the same venue.
- c) In Championship team matches each team must be comprised of at least four (4) couples.
- d) Team matches shall be judged by only one Judge, who shall not be a resident of any province of origin or any team.
- e) Judges judging team matches may award only the following points:
4, 4 1/2, 4, 3 1/2, 3, 2 1/2, 2, 1 1/2, 1, 1/2, 0.
- f) Team matches shall be judged on the open marking system.
- g) Judges judging team matches may award the same points to couples of equal merit.
- h) Team matches that are not Interprovincial in nature shall come under the jurisdiction of the governing Regional Association which may waive the application of these Rules in its discretion.
- i) Except where the members of all teams are chosen from among those Athletes who happen to be present at the event, any team representing Canada in any team match competition against another country shall be made up of the finalists from the last Canadian Closed Championships in order of merit but if that method is for any reason impossible, the Board shall select any such team according to its discretion.

4.04 An Official Qualifying Competition referred to in Rule 7.09 shall be a DanceSport Competition designated by each Regional Association to be their Qualifier for the Canadian Closed Championships.

RULE 5 - DEFINITION OF A CHAMPIONSHIP {effective March 31, 2013}

- 5.01 A Championship is a contest to determine the best all-round couple in the compulsory dances for that event.
- 5.02 An International Style Standard Championship shall include the Waltz, Tango, Slow Foxtrot, Quickstep and Viennese Waltz. All 5 dances shall be danced in every round.
A North American Style Smooth Championship shall include the Waltz, Tango, Foxtrot, and Viennese Waltz. All 4 dances shall be danced in every round.
- 5.03 An International Style Latin Championship shall include the Rumba, Cha Cha Cha, Samba, Paso Doble and Jive. All 5 dances shall be danced in every round.
A North American Style Rhythm Championship shall include the Cha Cha Cha, Rumba, Swing, Bolero and Mambo. All 5 dances shall be danced in every round.
- 5.04 An International Style Ten-Dance Championship shall include the dances listed above.
A North American Style Nine-Dance Championship shall include the dances listed above.
- 5.05 Open or Closed Championship shall mean:
 - a) An "Open" Championship is one which is open to all Athletes belonging to any amateur Association recognized by WDSF.
An "Open Professional" Championship is one which is open to all DanceSport athletes who belong to or are registered with the Professional Division of any WDSF Member body
 - b) A "Closed" Championship is one restricted to amateur Athletes who qualify for it on the basis of residency or citizenship (See Rule 7.06 – Interprovincial Partnerships).
A "Closed Professional" Championship is one restricted to DanceSport athletes who belong to or are registered with the Professional Division of any WDSF Member body and

who qualify to compete in such a Championship on the basis of residency or citizenship as determined from time to time by the General Meeting.

- 5.06 All required dances listed for a Championship shall be danced in all rounds and in the final by all couples entered in that Championship. If a couple fails or refuses to perform any dance in a round or in the final for the full length of the music as it is played by the music maker, or fails or refuses to perform any of the dances in a round, then the Presiding President may disqualify that couple from that round or final. Such disqualified couple shall not advance to the next round or be placed in the final.

RULE 6 – CHAMPIONSHIP TITLE RESTRICTION {effective March 31, 2013}

- 6.01 No competition may be entitled a Championship, and no Championship may be awarded, without the prior authorization in writing of the Board or, in the case of Championships the awarding of which is solely within the jurisdiction of a Regional Association, the prior authorization in writing of that Regional Association.
- 6.02 Championships which are recognized as such by the paramount DanceSport authority of the WDSF Member body in the country in which they are held may be recognized by CDS.

RULE 7 - ELIGIBILITY OF COMPETITORS { effective January 1, 2014}

- 7.01 Age restrictions:

Juvenile I: reach 9th birthday or less in the calendar year
 Juvenile II: reach 10th or 11th birthday in the calendar year

Junior I: reach 12th or 13th birthday in the calendar year
 Junior II: reach 14th or 15th birthday in the calendar year

Youth: reach 16th, 17th or 18th birthday in the calendar year

Under 21: reach 16th, 17th, 18th, 19th or 20th birthday in the calendar year

Adult: reach 19th birthday or more in the calendar year

Senior I: One partner must have reached his or her 35th birthday in the calendar year and the other partner must have reached his or her 30th birthday in the calendar year.

Senior II: One partner must have reached his or her 45th birthday in the calendar year and the other partner must have reached his or her 40th birthday in the calendar year.

Senior III: One partner must have reached his or her 55th birthday in the calendar year and the other partner must have reached his or her 50th birthday in the calendar year.

Senior IV: One partner must have reached his or her 65th birthday or more in the calendar year. The other partner must have reached his or her 60th birthday or more in the calendar year.

Putting two age-groups together, such as Juvenile I and II as well as Junior I and II in one class, is optional. Junior II couples are allowed to compete in all Youth events. Youth couples are allowed to compete in Adult events. In all age groups one partner of a couple can belong to a younger age-group, except in the Senior I, Senior II, Senior III and Senior IV age groups.

- 7.02 CDS shall through each Regional Association maintain a Canadian Registry of Athlete Dancers² (herein referred to as "CRAD") to include the full name, date of birth, current competition levels in all 4 disciplines of each Athlete.

7.03 All Athletes entering National, Provincial or Regional Championships and all competitions sanctioned by CDS or its Regional Association must be members in good standing of a Regional Association, and must carry proof of registration with CRAD, or if such Championship is Open, must carry proof of registration or affiliation with another WDSF Member body. Production of proof of such membership, registration or affiliation may be required at the commencement of the Championship.

7.04 Residence or Birth - International Partnerships:

In Canadian Closed Championships or Regional Association Closed Championships, one member of a partnership must be a Canadian Citizen. The second member, if not a Canadian citizen, must satisfy the Board that:

- a) Under Canadian law he/she is permitted to travel out of and back into Canada;
- b) He/she has elected in writing his or her intention to compete in DanceSport exclusively for Canada during the calendar year prior to the said Championships; and
- c) He/she has not represented another country in a DanceSport competition during the 8 months prior to the said Championships except when the competitor has received consent in writing to the change in representation from each of the two relevant WDSF Members, and then the competitor may immediately represent Canada. A competitor having represented one country in any WDSF World Championship or any WDSF World Cup is not permitted to represent Canada in any WDSF Championship or WDSF Cup competition until a period of 12 months has elapsed since the last representation. Therefore they would not be eligible to compete in the Canadian Closed Championships or its qualifiers until the one year has elapsed. {effective April 1, 2010}

PROVIDED FURTHER THAT the Board may in its absolute discretion require such proofs either before or after such Championships as it deems fit and necessary when considering whether such second member has complied to its satisfaction with any part of this Rule 7.04.

7.05 Dual Citizenship: {effective April 1, 2010}

Competitors with dual citizenship, one of which is Canadian, shall be treated as Canadian citizens when considering their eligibility for Closed Canadian Championships providing they have not represented another country during the 8 month period prior to the date of the competition except when the competitor has received consent in writing to the change in representation from each of the two relevant WDSF Members, and then the competitor may immediately represent Canada. A competitor having represented another country in any WDSF Championship or any WDSF Cup is not permitted to represent Canada in any WDSF World Championship or WDSF World Cup competition until a period of 12 months has elapsed since the last representation. Therefore the competitor would not be eligible to compete in the Canadian Closed Championships or its qualifiers until the one year has elapsed.

7.06 Interprovincial Partnerships:

An interprovincial partnership is a partnership between two Athletes who do not reside within the jurisdiction of one Regional Association. An Interprovincial partnership may register, in one of the two said Regional Associations if permission is granted by both Regional Association. They shall declare, in writing to both of the Regional Associations, which Region they wish to represent and compete in their Official Regional Qualifying Competition. Under no circumstances may any Athlete compete in more than one Regional Closed Championship or Official Regional Qualifying competition in any dancing year.

7.07 A couple is comprised of two Athletes of different sexes

7.08 Selection of Canadian Representatives to International events: {effective March 20, 2016}

All decisions respecting Canadian entries in WDSF World (Open and Closed) Championships are at the absolute discretion of the CDS Board. For further clarification, but not to limit the generality of the preceding sentence, neither the CDS Board nor the CDS General Meeting is obliged to choose any certain couple for entry in WDSF World (Open and Closed) Championships. CDS does not have any obligation to any couple registered in CRAD to enter them in any WDSF World (Open and Closed) Championship, or to enter any Canadian couple in any WDSF World (Open and Closed) Championship in any year. Entry by Canadian couples in WDSF World (Open and Closed) Championships is a privilege, not a right, and is based on all considerations which the CDS Board or CDS General Meeting chooses in their absolute discretion to take into account.

Once an entry in a WDSF World (Open and Closed) Championship is made by CDS, it can be revoked by the Board in its absolute discretion and replaced by another entry in its absolute discretion, or not replaced by any entry whatsoever, as the CDS Board or the CDS General Meeting in its absolute discretion deems to be in the best interests of the sport.

All couples wishing to compete in a WDSF Closed and Open World Championships must compete in the Canadian Closed Championships and its qualifiers in that same year at the same age and style that they wish to compete in at the WDSF World Closed and WDSF World Open Championships.

The selection of CDS representatives to the WDSF World Championships or WDSF World Cups will be decided by the CDS Board after each night of the Canadian Closed Championships. If a couple notifies CDS and/or CDS becomes aware of and confirms that the couple has split then the couple will be taken off the list and will not be considered for future invitations. It will be at the CDS Board's discretion if athletes who have competed in National, Continental, or World Championships/Cups of another Dancesport system will receive financial bursary to represent CDS at WDSF World Championships or Cups. {effective April 16, 2017}

- 7.09 No couple may participate in any category at the Canadian Closed Championship in a calendar year unless both members of the couple competed, in the exact same category, with each other in the DanceSport Competition designated by their Regional Board as the Official Regional Qualifying Competition, with that Official Regional Qualifying Competition being held in the same calendar year as the Canadian Closed Championship. Only one Official Regional Qualifying competition can be designated by each Regional Board. All couples from that Region must compete in this one Official Regional Qualifying Competition in order to qualify to compete in the Canadian Closed Championships. Each Regional Board shall provide to the promoter of any Canadian Closed Championship a list of competing couples, who are eligible to compete under this Rule, a minimum of 3 weeks prior to the event. An Athlete can only compete in one Official Regional Qualifying Competition per year.

The Regional Board must submit the name and date of the Official Regional Qualifying Competition for the Canadian Closed Championship to the CDS Board no later than September 1st of the year prior to the next Canadian Closed Championship. The date of each Regional's Association Official Qualifying Competition for the Canadian Closed Championship must be held a minimum of 3 weeks prior to the Canadian Closed Championship. The date of each Regional's Association Official Qualifying Competition for the Canadian Closed Championship will be published on the CDS and Regional Association web sites.

Notwithstanding this requirement, the CDS Board may waive the application of this Rule in an exceptional case where a couple has not competed in the Official Regional Qualifying Competition. An application for a waiver must be filed with the CDS Board by the Regional Board prior to their Official Regional Qualifying Competition or no later than 5 days after their Official Regional Qualifying Competition. The CDS Board may add certain conditions which must be met in order to grant such a waiver. A waiver may be granted if a couple's CCC Regional Qualifier is the same weekend as a WDSF World Championship that they are competing in. In such cases the couple must compete at a subsequent CDS recognized Canadian Closed or Canadian Open

Championship prior to competing in any subsequent WDSF World Championship or World Cup. No waiver will be granted for a new partnership that was created after the Official Regional Qualifying Competition of their Regional Association.

The Statement on the Entry Form, which must be completed and signed by all Canadian Closed Competitors, shall read as follows:

[I competed or will be competing with the same partner in the Official Regional Qualifying Competition in the exact same category for which we wish to enter these Canadian Closed Championships] followed by a "Yes" and a "No" box for a response and both their signatures. {effective April 16, 2017}

The promoter shall not accept any such entry form unless the Statement above is completed.

- 7.10 At the Championship level, Athlete may not compete with more than one partner in the same discipline (Standard, Latin, Rhythm, or Smooth) at an event. An event covers multi day competitions. An Athlete may have a different partner for a different discipline. {effective April 1, 2010}
- 7.11 A competitor who is part of the WDSF DanceSport system and who has competed in any World and/or Continental Championship or Cup in a different DanceSport system may, at the discretion of that competitor's WDSF Member Body be permitted to compete and/or represent any country in any World and/or Continental WDSF Championship, or any WDSF Cup competition, any WDSF Grand Slam competition, the Asian Games, the Asian Indoor Games, any WDSF Games, the World Games or any future Olympic-level Games until a period of 12 months has elapsed since the last representation. {effective October 4, 2015}

RULE 8 - RULES OF CONDUCT {effective March 20, 2016}

- 8.01 Competitions between amateur and professional couples are prohibited unless such an event is required to select the best CDS Athletes to represent Canada at certain World Games and WDSF World Dancesport Games.
- 8.02 An amateur is one who does not earn his/her livelihood from participation in DanceSport.
- 8.03 Commercial teaching and coaching activities in DanceSport in Canada shall not be restricted to any limited group of people except on the basis of skill or knowledge. An Athlete loses Amateur Status if he or she works as a dancing teacher, as a paid assistant to a teacher, as a paid dancing partner, or as a paid demonstrator except that an Athlete may teach dancing and coach DanceSport for pay without losing Amateur Status provided he or she:
- a) is at least 16 years of age;
 - b) is a member in good standing of his or her Regional Association and is registered in the Canadian Registry of Athlete Dancers (CRAD);
 - c) meets at least one of the following four criteria:
 - 1.) qualifies according to the competition rules of his or her Regional Association to compete at the Championship Level in that region and has competed at the Championship level for at least 2 years, or alternatively qualifies at a level of competitive skill and accomplishment determined by the Board, and is a member of a couple who places in one of the following {effective March 20, 2017}:
 - i) in the Canadian Closed Championships all the Finalists in Under 21, Adult, and Senior I if a semi-final is held or top three (3) if there is a minimum of six (6) couples in the final and only the champion if only 3 couples are in the final.

- ii) in the Canadian Closed Championships the top three (3) couples in Youth, Senior II, III, and IV if a semi final is held or only the top two (2) couples if there is a minimum of 6 couples in the final.
 - iii) The Regional champion in either one of the Regional Qualifier or the Regional Closed Championship, which is to be determined by the Regional Association in advance of the competition, in Adult, Under 21, & Senior I levels only if there is a minimum of 5 couples in the final of that category
 - iv) top 2 in the Canadian Ten Dance as long as a Ten Dance Championship was held;
- 2.) qualifies according to the competition rules of his or her Regional Association to compete at the Championship Level in that region and has competed at the Championship level for at least 2 years, or alternatively qualifies at a level of competitive skill and accomplishment determined by the Board, AND is an Athlete who otherwise is permitted to teach under this Rule 8.03 and who holds a valid and subsisting teaching certificate issued by the Ministry of Education of the Canadian province in which he or she resides or in which he or she works as a school teacher;
 - 3.) has not competed at the Championship level for at least two years but is otherwise a qualified educator who holds a valid and current teaching certificate issued by the Ministry of Education of the Canadian province in which he or she resides or in which he or she works as a school teacher. In this case, the Athlete may only teach basic fundamentals of DanceSport from Kindergarten to Grade 12 and only within the school environment as part of the physical education or appropriate program at that school. They are not eligible to take the Athlete Teaching exam and do not qualify to have a professional mentor and therefore are not to coach DanceSport or work out of any professional dance location or business.
 - 4.) makes the top 24 in a WDSF World Adult Standard or Latin Championship or top 12 in a WDSF World Adult 10-Dance Championship [World Championship does not include World Cup], and is either a Canadian Citizen or qualifies under Rule 7.04 to represent Canada. In this case, the Athlete must re-qualify pursuant to Rule 8.03 g;
- d) only teaches steps or movements set out in that Regional Association's competitive syllabus, or alternatively steps or movements determined by the Board;
 - e) (notwithstanding the terms of any other part of these Rules) submits to the Treasurer and his or her Regional Association on or before January 31st of each year an accounting of :
 - i) his or her earnings from such teaching in the previous calendar year, and
 - ii) a summary of dance related expenses in the previous calendar year.

Athletes should be prepared to make available all receipts for, or reasonable records of, these expenses upon request or audit;
 - f) remits to that Regional Association upon its or the Treasurer's request, any earnings from such teaching which exceed the documented dance-related expenses, in trust for his or her future dance-related expenses, or after the lapse of one year without a claim for such expenses, for use by that Regional Association according to law;
 - g) successfully passes the Student teacher exam within 3 months of the commencement of teaching; if the Athlete fails to take the exam within this time period he or she must re-qualify at the next Canadian Closed Championship in one of the following {effective April 24, 2011}:

- i) in the Canadian Closed Championships all the Finalists in Under 21, Adult, and Senior I if a semi-final is held or top three (3) if there is a minimum of six (6) couples in the final and only the champion if only 3 couples are in the final.
 - ii) in the Canadian Closed Championships the top three (3) couples in Youth, Senior II, III, and IV if a semi final is held or only the top two (2) couples if there is a minimum of 6 couples in the final.
 - iii) The Regional champion in either one of the Regional Qualifier or the Regional Closed Championship, which is to be determined by the Regional Association in advance of the competition, in Adult, Under 21, & Senior I levels only if there is a minimum of 5 couples in the final of that category
 - iv) top 2 in the Canadian Ten Dance as long as a Ten Dance Championship was held;
- h) pays a fee, as set out in Schedule A to the Corporation's Bylaws, per year or part thereof.
- i) signs the form of Release of CDS and its Board as set forth herein before commencing teaching;

RELEASE

I, _____ (*name of Athlete or where an Athlete is not of the age of majority in the Province in which he or she resides, the name of his or her legal guardian on behalf of the Athlete*), the undersigned, in return for (*name of Athlete's Regional Association*) and Canada DanceSport (CDS) to permit me to teach under CDS Championship Rule 8.03, hereby release (*name of Athlete's Regional Association*), CDS and the World DanceSport Federation (WDSF) (hereinafter referred to as "the Associations") from any and all actions, causes of action, claims, demands, and damages howsoever arising which hereafter I may have against the Associations by reason of any action or decision which may be taken against me by a third party or third parties in whole or in part because I have engaged in teaching of dancing in any way. In particular, but without limiting the generality of this Release, I understand that many DanceSport adjudicators might take the position that they may not judge an *Athlete* who has taught dancing or coached DanceSport, and that accordingly if I teach as permitted under the CDS Championship Rules, I may be at risk of not being judged by some DanceSport adjudicators. All risks that I undertake by teaching dancing or coaching DanceSport are accordingly my own risks, and I may not look to (*name of Athlete's Regional Association*), CDS or WDSF for any damages, contribution or other relief with respect thereto.

I acknowledge that I have been given the opportunity to seek legal advice regarding my rights and obligations (or the rights and obligations of the minor of whom I am a guardian) under this Release, prior to signing it.

DATE SIGNED: _____

NAME: _____ SIGNATURE: _____

WITNESS NAME: _____ SIGNATURE: _____

- 8.04 Acceptance of reimbursement of traveling expenses, board and lodging as well as other out-of-pocket expenses incurred in connection with competition, DanceSport scrutineering, serving as a master of ceremonies, training camps and demonstrations of and scholarships, and prize money awarded for success in DanceSport competitions does not constitute earning one's livelihood from participation in DanceSport.
- 8.05 Acceptance of reimbursement of traveling expenses, board and lodging as well as other out-of-pocket expenses for DanceSport scrutineering and serving as a master of ceremonies at DanceSport competitions may include lump-sum reimbursement for estimated or notional expenses as opposed to reimbursement upon presentation of receipts.
- 8.06 No Athlete shall communicate with any Judge or engage in any conduct which might be considered unfair in relation to other competitors, immediately before, during or immediately after the competition.
- 8.07 An Athlete competing under these Rules shall accept as final the verdict and marks of the Judges and shall treat the same with respect.
- 8.08 {repealed on April 2, 2015}
- 8.09 All Athletes belonging to CRAD and CDS Regional Associations must abide by the CDS Code of Conduct found in Appendix I. (effective April 24, 2011)

RULE 9 - REINSTATEMENT AS AN AMATEUR {effective April 1, 2010}

- 9.01 DanceSport Professional dancers (hereinafter referred to as "Professionals") who wish to regain amateur status must apply in writing to the Regional Association of competent jurisdiction or authority in which they reside. The Regional Association may, upon receipt of such application, decide whether reinstatement of amateur status (hereinafter referred to as "reinstatement") should be granted, and, if so, under what conditions and terms it should be granted and will forward their recommendation to the CDS Board for the final decision.

A non-refundable processing fee of \$150 payable \$100 to the Regional Association and \$50 to CDS must accompany this application. {effective April 1, 2010}

- 9.02 When considering applications for reinstatement made by Professionals, a Regional Association shall consider the following issues before arriving at a decision:
- a) Total amount of money and money's worth earned as a Professional;
 - b) Style and level of dancing attained, taught and demonstrated, or any of them;
 - c) Total amount of time spent teaching dancing or engaging in other dance related activities as a Professional;
 - d) Professional training and Professional exams taken, and the results thereof;
 - e) Professional competitions entered and the results;
 - f) Current or past membership in a recognized Professional Association, length of membership therein, offices held therein, and classification granted or attained therein; and
 - g) Time elapsed since last activity as a Professional.

- 9.03 If a dancer loses amateur status due to conduct prejudicial to the sport of dancing, or if a competent Regional Association or that Regional Association's management committee or equivalent resolves that reinstatement is unfair to other amateur dancers, it may refuse reinstatement to such a dancer.
- 9.04 If an applicant dancer disagrees with CDS refusal to reinstate that dancer as an amateur, an appeal lies to the CDS Board.
- 9.05 Should an amateur dancer be reinstated and they again breach their amateur status, reinstatement would not be granted a second time. {effective April 1, 2010}
- 9.06 The waiting period for reinstatement as an amateur and prior to admission to the Regional Association and CDS shall be a minimum of six months from the last professional activity of the applicant. This waiting period could be lengthened at the recommendation of the Regional Association or CDS Board. {effective April 1, 2010}
- 9.07 A reinstated dancer will receive no funding from CDS for a minimum of two (2) years from the effective date of such reinstatement. {effective April 1, 2010}
- 9.08 A reinstated dancer cannot stand for a Regional Association or CDS position on the Regional Association or CDS Board for a period of two (2) years after the effective date of such reinstatement. {effective April 1, 2010}
- 9.09 A reinstated dancer has only a period of 30 days within which he/she must become a member of the Regional Association in which he/she resides. If he/she does not become registered within the time required, then his/her reinstatement will become null and void. {effective April 1, 2010}
- 9.10 Refer to Schedule H: Guideline on Reinstatement of an Amateur Dancer, for details on eligibility and the reinstatement process. (effective April 24, 2011)

RULE 10 - REIMBURSEMENT OF COMPETITOR'S EXPENSES {effective March 31, 2013}

- 10.01 Neither CDS nor any promoter shall be obliged to reimburse any expense of any Athletes competing in a Canadian Championship.
- 10.02 Nothing in this section shall be construed as prohibiting any registered Athletes in Canada from entering the Canadian Closed Championships, and such Athletes may not claim any financial assistance from the promoter thereof except as otherwise set out in these Rules.

RULE 11 - COMPETITION DRESS CODE {effective April 20 2003}

- 11.01 In all Championships the following dress will be worn:
- a) International Standard (Modern) Style - Competition dress shall be according to the WDSF dress code. In International style, dress code shall be worn as stated in the WDSF dress code as amended from time to time
North American Smooth Style - Tails and shirt, or vests and long sleeve, closed collared shirts with dress pants, tie optional for men. Colour restricted to black, brown, gray, tan, burgundy and navy. Competition dress for ladies.
- b) International Latin-American Style - Competition dress shall be according to the WDSF dress code. In International style, dress code shall be worn as stated in the WDSF dress code as amended from time to time. The buttocks of the female partners must be covered at all times as a minimum. Tangas are not allowed.
North American Rhythm Style - Rhythm costume with sleeves for men and Rhythm costume for ladies. The buttocks of the female partners must be covered all the time as a minimum. Tangas are not allowed.

- 11.02. In all DanceSport Competitions, a man or boy may advertise up to three (3) sponsors, and a woman or girl may advertise up to two (2) sponsors. The size of the advertisement may be no more than 40 square cm for each sponsor. Such advertising may only be displayed and located on the hip, waist, chest or sleeves. Each reproduction of any flag displayed on an athlete's costume constitutes one (1) sponsor for the purpose of this Rule. {effective June 12, 2017 WDSF AGM}
- 11.03 The Presiding President or other ranking CDS or Regional Association official is empowered to suspend from the competition any couple who is not dressed in the stipulated manner, provided always that such official shall not do so without first discussing his/her intention to do so with the promoter or the promoter's representative.
- 11.04 The style of competition dress permitted under these Rules must be stated on invitations and entry forms for Championships.
- 11.05 Full dress shall be worn for the presentation of the trophies, otherwise no award will be presented.

RULE 12 - OBJECTIONS TO ELIGIBILITY {effective May 1 1994}

- 12.01 No objection to a competitor's eligibility to take part in any Championship shall be considered unless it is made to the Presiding President or a ranking Regional Association official in attendance in writing, signed by the complainant and setting out the complainant's full name and address. Such objection, unless admitted by the competitor who is the subject of the complaint, shall be referred to CDS or its affiliate provided always that if there is insufficient time for officials of competent jurisdiction to reach a decision before a competition is due to commence, the competitor who is the subject of the complaint shall be permitted to dance in the Championship subject to the withholding of any award made or marks given to such competitor until the said officials have reached a decision with respect to the complaint.
- 12.02 Should the objection be sustained, the competition results shall be adjusted accordingly.

RULE 13 - DRUG ABUSE {effective May, 1994}

- 13.01 In this Rule:
- a) "Doping" is the use by or distribution to an Athlete of substances in contravention of or in a manner inconsistent with the rules of the International Olympic Committee (hereinafter referred to as "IOC Rules"); and
 - b) An "Official" is the ranking or designated member of the responsible organization of competent jurisdiction, whether the organization is the Corporation or a Regional Association, present at any competition or Championship concerned.
- 13.02 Athletes are strictly forbidden to engage in Doping at any time.
- 13.03 An Athlete shall, if requested by an Official for the purpose of Doping control, submit to a Doping control test. An Athlete's refusal to so submit shall be deemed to be proof that such Athlete has engaged in Doping and shall be dealt with accordingly.
- 13.04 All evidence and proof of Doping shall be reported immediately to the Corporation, whose Board shall consider such evidence and proof, or either of them, and shall decide whether Doping has been proven, and may order disciplinary action to be taken. All evidence and proof of Doping shall be reported to the World DanceSport Federation (WDSF) Presidium within 30 days of the Corporation's first receiving such evidence or proof.
- 13.05 Any person assisting or inciting others to contravene Doping rules shall be deemed to have engaged in Doping and shall be subject to disciplinary action accordingly.

- 13.06 Disciplinary action shall include, but not limited to suspension from membership in any Regional Association for a minimum of one (1) year and a maximum of three (3) years.
- 13.07 CDS adopts the Canadian Anti Doping Policy (CADP) as its anti doping policy.

RULE 14 - HOW TO APPLY FOR A CHAMPIONSHIP {effective March 20, 2008}

- 14.01 A request for an application form for a Championship which may only be granted by CDS shall be made to the Regional Association of the Region in which the proposed Championship is to be held.
- 14.02 The application form, copy of which is set forth at the end of this Rule 14, shall be completed by the proposed promoter and shall be submitted together with the required application fee to the Regional Association.
- 14.03 If an application is for permission to hold a National or International competition, the application form, together with the required fee, shall be forwarded to CDS for processing.
- 14.04 If the application is for permission to hold a competition which falls within the said Regional Association's authority, then it will be processed by that Association without further reference to CDS except for the payment of the appropriate fee required by CDS.
- 14.05 If any application is declined, the fee submitted with it shall be returned or refunded.
- 14.06 An application shall be made at least four (4) months prior to the date of the Championship for which the application is made, provided always that an application for any Canadian or Interregional Championship shall be made at least eight (8) months prior to the date of the Championship.
- 14.07 Each application shall include the name of the proposed Championship, whether it is Open or Closed, the date and what financial assistance shall be given to the competitors.
- 14.08 In order to assure the success of a Championship and to discharge CDS's responsibility to ensure the proper organization of a Championship sanctioned by CDS, an applicant may be required to include as part of its application a written explanation of its plans, including:
- a) Acknowledgment of the fact that it is required to invite or hire the following officials in order to ensure the proper running of the event, that is, the Presiding President, the required number of Judges with proper qualifications, a Chairman of Judges, a Scrutineer, a Master of Ceremonies, and a Music Maker.
 - b) A list of its organizers and their designated responsibilities.
 - c) A budget, including breakdown of expenses.
 - d) Information about its proposed venue, including size of dance floor.
 - e) Information about its proposed insurance coverage for injuries and third party liability;
 - f) If it is unincorporated, whether it has considered insulating itself from financial or other hazards by limiting its liability through incorporation.
 - g) The manner in which it proposes to protect the amateur status of any dancers among its number who might be accused by a professional dancer of engaging in professional activity by organizing a dance competition.
 - h) A proposed judging panel.

- i) Any other information which it feels to be relevant or of interest, and which is reasonably necessary to fully and truthfully disclose the nature, particulars and extent and any unusual features or risks to the applicant or CDS of the application and the proposed Championships.

14.09 Any Championship granted under these Rules shall be so granted on the condition that:

- a) It be announced and advertised as being "Recognized by Canada DanceSport".
- b) The organizers declare in their notices, flyers and other advertisements that the Championship is so recognized and state the date and venue of the event.
- c) Entry forms therefore shall state the time of commencement of the first round of the Championship.
- d) Unless there is a prior resolution in writing of the Board to the contrary, it be held on the date proposed by the applicant in the application for the Championship
- e) The event titled the Canadian Closed Championship must be the only possible name to be used. It is not possible to organize a Canadian Closed Championship under a different name, or to host any supporting events under a different name. The Canadian Closed Championship is the only possible name that can be used for the entire duration of the event. No name or logo adopted by the producer in association with the Championship may be used on any website, in its written or electronic materials, publications or correspondence, or in and around the Championship competition venue.
- f) The name "Canadian Closed DanceSport Championships / Le Championnat Canadien Fermé de Danse Sportive", or similar words approved by the Board before any such use, is to be used for marketing this event.
- g) If an organizer applies to run the Canadian Closed Championships, then it must run both the Standard and Latin Championships in all of the following age categories:
 - a) Junior;
 - b) Youth;
 - c) Under 21
 - d) Adult;
 - e) Senior I; and
 - f) Senior II
 - g) Senior III
 - h) Senior IV (Standard only)

- h) If an organizer applies to run the Canadian Closed Championships, then it must be run in the month of March or April for the given calendar year. {effective April 5, 2015}

14.10 Upon receiving notice that any such condition has not been fulfilled, the President or Acting President shall, after having given the organizers what is in the President's discretion reasonable notice to fulfill the condition, revoke the Championship and publish the revocation in the manner and to the extent that the President deems advisable under all of the circumstances.

14.11 Approval to hold a Championship is limited to one dancing year, and a new application must be made each year.

14.12 Entry restrictions to a Championship are forbidden:

- a) No heat in a Championship may be restricted to the pupils of one or more teachers to the exclusion of other Athletes or couples.
- b) No competitor may be exempt from the first round of a Championship.

14.13 Notwithstanding anything stated above, the Board shall have the authority to vary the requirements in this Rule.

**APPLICATION TO PRODUCE A DANCESPORT CHAMPIONSHIP
CANADA DANCESPORT**

NOTICE: This application must be received by CDS a minimum of eight (8) months prior to the proposed date of the competition.

The undermentioned applicant hereby applies for permission to promote and produce the Championships referred to below. As a condition of that permission being granted the applicant hereby agrees to abide by the Rules and Directions of CDS or its designated affiliate, the Rules and Conditions shown overleaf and any stipulations attached to the grant.

Name of applicant _____

Address _____

Telephone numbers (Residence) _____ (Business) _____

Name of Event _____

Name of Championship(s) proposed to be held _____

Style: Standard/American Smooth/Latin and American/Rhythm Open or Closed _____

Date of Championship _____ Venue _____ City _____

Surface of dance floor _____ Size of dancing area _____ Source of Music _____

Competitions proposed to be run at this event: _____

What traveling and accommodation assistance (if any) will be provided for out-of-town competitors?

Have you ever run a championship before _____ If yes, what and when _____

What governing body granted permission _____ When _____

We enclose a bank draft or money order in the amount of \$ _____ payable to Canada DanceSport.

The signatory below hereby warrants and represents that he/she is authorized to make this application for the applicant and to sign this application on its behalf, and that the applicant is a valid and subsisting entity which is authorized to make this application.

Print applicant's Name _____ Date _____

Authorized Signature _____

FOR OFFICE USE ONLY

Application approved/ declined subject to:

Date _____ Signed _____

SEND THIS APPLICATION FORM TO CDS AT _____

RULES AND CONDITIONS

FOR YOUR GUIDANCE THE FOLLOWING NOTES DRAW YOUR ATTENTION TO SOME OF THE MORE IMPORTANT RULES AND CONDITIONS WHICH MUST BE FOLLOWED FOR THE PROMOTION AND PRODUCTION OF A DANCESPORT CHAMPIONSHIP IN CANADA. THESE NOTES ARE NOT EXHAUSTIVE AND DO NOT REPLACE OR MODIFY CANADA DANCESPORT'S CHAMPIONSHIP RULES, WHICH YOU ARE REQUIRED TO FOLLOW IN DETAIL. IN CASE OF ANY INCONSISTENCY BETWEEN THESE NOTES AND CANADA DANCESPORT'S CHAMPIONSHIP RULES, THE TERMS OF THE CHAMPIONSHIP RULES SHALL PREVAIL.

1. Championships are limited to Open or Closed National, Regional, Provincial or Area titles.
2. A Championship shall be judged over the minimum number of the five required dances in a Standard or Latin competitive event. *(Rule 5)*
3. All flyers, notices, tickets and other written materials produced with respect to the Championship shall refer to the Championship as being "Recognized by Canada DanceSport". All flyers and entry forms shall be circulated to all Regional Associations four (4) months prior to the proposed date.
4. All competitors admitted to competition in the Championship must hold and produce for inspection a valid and subsisting registration card issued by a CDS recognized association, its Regional Associations and proof of registration in the Canadian Registry of Athlete Dancers.
5. The following registration fees must accompany this application form:

\$100.00 for each National Championship
\$100.00 for each Provincial Championship

- An applicant proposing to run both a Standard and a Latin competition or both a Smooth and a Rhythm competition which is a Championship must pay a registration fee for each Championship. A fee is refundable if the application which it supports is declined. Payment should be made by bank draft or money order and be payable to "Canada DanceSport".
6. Judges must hold a qualification recognized by CDS and the names of the proposed Judges must be submitted at least six (6) months in advance of the proposed Championship date for approval by the various bodies. *(Rule 15)*
 7. A qualified scrutineer must be engaged by the promoter for the Championships. The scrutineering sheets must be delivered up according to CDS's directions forthwith after the competition. *(Rule 15)*
 8. A Chairman of Judges shall preside and he/she must hold a qualified scrutineer's certificate and suitable recognized adjudicating credentials. *(Rule 15)*
 9. A Master of Ceremonies who is familiar with the organization, production and running of Championship competitions shall be engaged. *(Rule 15)*
 10. All Championship finals must be danced in single heats. *(Rule 17)* Provided, however, that the repechage system may be used in any Canadian Championship except for the semi and final thereof.
 11. There must be a minimum time interval of 20 minutes between rounds and a minimum of 60 minutes between Standard and Latin events of the same age category. *(Rule 15)*
 12. Approved competition dress must be worn by all competitors during Championship competitions.
 13. The dance floor of the proposed Championship venue must be a minimum size of 60 feet by 35 feet (18.5 x 11 meters). *(Rule 15)*
 14. Music tempi approved by CDS shall be observed. *(Rule 21)*
 15. A French or English speaking interpreter may be required to be used. *(Rule 15)*
 16. The time of the commencement of the first round of each Championship event together with the announcement and advertisement as being "Recognized by Canada DanceSport" and reference to the CDS Championship costuming Rules, shall be clearly set out on all Championships competitor's entry form.
 17. The promoter of the Canadian Closed and Open Championships must provide complimentary tickets to each CDS Director and his/her guest who might attend the event.

A full copy of CDS's Championship Rules will be supplied to successful applicants.

RULE 15 - DUTIES AND RESPONSIBILITIES OF PROMOTER {effective March 20, 2008}

15.01 Selection of Judges Panel:

Once the promoter has received tentative approval to hold the requested Championship, the promoter must immediately submit the names of the Judges panel, including the names of possible substitutes to the host Regional Association. In the case of National or Interregional Championship, this information must be transmitted to CDS at least six (6) months in advance of the competition which shall circulate the proposed panel to all other Regional Associations for approval.

15.02 The promoter shall appoint a:

- a) Chairman of Judges
- b) Qualified Scrutineer (optional: with assistant)
- c) Master of Ceremonies
- d) Music Maker
- e) A French /English speaking interpreter to assist the MC, Floor Manager, Marshall, and the athletes.

Note: These positions should be covered by contracts outlining fees and travel expenses to be paid where applicable.

15.03 The promoter shall make appropriate arrangements providing:

- a) Adequate DanceSport space meeting the following requirements:
 - i) a dance floor with a wooden surface and a dancing area of a minimum of 60 feet by 35 feet (18.5 x 11 meters).
 - ii) Temporary or non-wooden floors are not dance floors unless they receive prior written approval by the Regional Association of competent jurisdiction in the Region in which the relevant Championship is proposed to be held.
 - iii) Separate changing accommodations for male and female competitors.
- b) Accommodation for competitors and guests.
- c) Changing rooms for competitors, with mirrors.
- d) Reception room for post competition festivities.

- 15.04 a) The promoter shall print and publish advertising flyers and competition entry forms as soon as permission to hold the Championship has been granted and the selection of Judges has been approved. All print materials sent to officials and competitors, including any announcements and entry forms respecting non-championship syllabus DanceSport competitions, shall be written in both of Canada's official languages. These documents shall together contain information about hotel selection and rates, airfare and hotel subsidies, if any, competition timetable and practice times available for competitors, and shall be forwarded to CDS and all Regional Associations no less than three (3) months prior to the Championship date, except in the case of a Canadian Championship, they shall be forwarded to CDS and all Regional Associations no less than four (4) months prior to the Championship date.
- b) For the Canadian Closed DanceSport Championships, it is not permitted to clearly show the face of any current Canada DanceSport/Regional Championship couple on any promotional flyers, advertising or other materials. {effective April 8, 2012}

- 15.05 The promoter shall arrange for the presentation of the various Provincial flags at the start of the competition (evening) and provide flowers for the finalists. In any Canadian Closed Championship the promoter shall cause all of the 6 or 7 finalists (as the case may be) to be recalled to the competition floor at the time of presentation of awards for such Championship and shall ensure that each said couple be awarded a medal or trophy for merit, and further that in the Canadian Closed Juvenile and Junior Championships, each finalist competitor shall also be awarded a medal or trophy for merit.
- 15.06 The promoter is responsible for seeing that the dance floor is in proper condition for competition dancing.
- 15.07 The promoter is responsible for drawing up an acceptable competition schedule which must be approved by the Chairperson of Judges and meet the following requirements {effective April 9, 2009}:
- a) Provide appropriate intervals between rounds and competitions. There must be a minimum interval of 20 minutes between rounds and a maximum of 4 hours between rounds, of the same event. {effective June 13 2010, WDSF AGM}
 - b) A minimum interval of 60 minutes between Standard and Latin events of the same age category must be observed.
 - c) The results of the Juvenile and Junior competitions shall be announced no later than 10:30 pm on the evening of the competition.
 - d) All heats, quarter-finals, semi-finals and finals of one discipline (namely Standard or Latin and Smooth or Rhythm) in one division must be completed before any heats, quarter-finals, semi-finals or final of the other discipline begin, provided always that this does not mean that the Adult, Senior I and Senior II divisions must be run consecutively within one discipline, and does mean that the heats, quarter-finals, semi-finals and finals of one such division may be interspersed with the heats, quarter-finals, semi-finals and finals of the other such division.
 - e) All Championship semi-final and final rounds in Adult Standard and Latin events must be held in the evening program.
- 15.08 The promoter shall appoint a Floor Manager to ensure that all of the required internal arrangements are carried out.
- 15.09 In all of its plans and production of any Canadian Championship the promoter shall take into account the importance of communicating with competitors, officials and patrons who are expected to attend the Championship, in both of Canada's official languages and shall communicate effectively with them in both official languages, and in addition shall make arrangements for bilingual announcements throughout the Championships.
- 15.10 All of the promoter's communications to the competitors, officials and the public about any Canadian Championship granted by CDS, in website references to the Championship, on signage used by the promoter at and in the vicinity of the site of the Championship, and in references to and communications about the Championships in any souvenir program produced for the Championship, shall be in both of Canada's official languages.
- 15.11 The promoter of the Canadian Closed and Open Championships must provide complimentary tickets to each CDS Director and his/her guest who might attend the event.

RULE 16 - DUTIES AND RESPONSIBILITIES OF PRESIDING PRESIDENT {effective April 6, 2007}

- 16.01 The President, or in the President's place, the next-ranking CDS officer, or in the place of a CDS officer, a Director, shall be invited to attend every Canadian Closed Championship and every

- Canadian Open Championship in the capacity of Presiding President, as a condition of holding such Championship.
- 16.02 The Presiding President has authority over the Championship exceeding that of all other persons, including the organizers and promoters.
- 16.03 The Presiding President shall ensure that every official of the competition is aware of his/her responsibilities.
- 16.04 All complaints with respect to the eligibility of a competitor or the conduct of a Championship shall be addressed to the Presiding President and not to other officials of the competition provided always that copies of the complaints and resolutions be circulated to all Regions.
- 16.05 Objections to a couple's eligibility as set out in Rule 7 - Eligibility of Competitors, shall be submitted to the Presiding President for his/her decision as is required by Rule 12 - Objections to Eligibility.
- 16.06 The Presiding President, or in his/her place, a Dress Code Committee appointed by the Presiding President, shall disqualify any couple not dressed according to the dress code contained in Rule 11 - Competition Dress Code.
- 16.07 If a couple fails or refuses to perform any dance in a round or in the final for the full length of the music as it is played by the Music Maker, or fails or refuses to perform any of the dances in a round, then the Presiding President may disqualify that couple from that round or final. Such disqualified couple shall not advance to the next round or be placed in the final.
- 16.08 Reimbursement of traveling expenses:
- a) If the organizer of the Championship is a Regional Association, it shall pay 50% of the Presiding President's expenses including hotel accommodation, traveling expenses, and a per diem allowance for meals and incidental expenses as specified in Schedule A (collectively referred to as the "Presiding President's Expenses"). In the event such meal or meals are provided for by the organizer, then the per diem allowance shall be pro-rated and readjusted accordingly with the organizer. CDS shall be responsible for the remaining 50% of the Presiding President's Expenses.
 - b) If the organizer of the Championship is not a Regional Association, it shall pay 100% of the Presiding President's expenses including hotel accommodation, traveling expenses, and a per diem allowance for meals and incidental expenses as specified in Schedule A (collectively referred to as the "Presiding President's Expenses"). In the event such meal or meals are provided for by the organizer, then the per diem allowance shall be pro-rated and readjusted accordingly with the organizer.
 - c) In the case where the Annual General Meeting is held before the Championship, then the Presiding President's hotel accommodation and per diem shall be extended to cover the period of the Annual General Meeting and these expenses shall also be paid by the organizer and CDS in accordance with either Rule 16.08 a) or b) above.

RULE 17 - DUTIES AND RESPONSIBILITIES OF CHAIRPERSON OF JUDGES (effective April 20, 2003)

- 17.01 The promoter shall appoint a person to be Chairperson of the Judges (COJ) panel. This person is responsible to the promoter and Presiding President for ensuring that all facets of the competition are run according to these CDS Championship Rules. The COJ shall be Non-Voting in the Canadian Championships.
- 17.02 The COJ, who may form part of the Judging panel, must hold a qualified scrutineer's certificate and be a qualified Judge in the style of dancing in which the Championship is being danced unless special permission is granted by the approving body for a non-certified scrutineer in this position. In the event that special permission is given, the Regional Association receiving this

special concession must provide a fully qualified person for Chairperson of the Judges panel within 3 years of that special permission being granted.

- 17.03 The COJ is required to inspect the marks after each round and is responsible for their correct interpretation.
- 17.04 The COJ, in consultation with the organizer, shall determine the number of couples who should be elevated to the next round provided always that at least 50% of the competing couples taking part be so elevated except as noted in Rule 17.05 below.
- 17.05 The Elimination System, as described in the WDSF's Rules for Adjudication may be used when there is an entry of more than 24 couples.
- 17.06 In either call back system the final round of any Championship shall include a maximum of 8 couples.
- 17.07 The COJ shall further ensure that all recalled competitors return to the dance floor before the next round commences, that competitors dance in their assigned heats when necessary; that music played for the competition is played at the correct tempi and that the same music is repeated for the same dance in each heat of any round.
- 17.08 While the dancing is actually in progress, the COJ has overall responsibility for the following:
- a) Tempi.
 - b) Length of time danced in each dance.
 - c) That the right number of couples determined in Rule 17.04 above are in fact on the floor at the start of the round.
 - d) Ensuring that the same piece of music is used for each heat in a round.
 - e) Stopping the dance if any of the above conditions are not observed.
- 17.09 The COJ will ensure that competitors reaching the final must dance in one heat.
- 17.10 The COJ shall supervise the couple's conduct in relation to other couples, the Scrutineer and the Judges. Any infraction should be reported to the Presiding President.
- 17.11 The COJ shall ensure that only he/she and the Scrutineer shall have access to the Judge's marks until the conclusion of the awards ceremony for that particular competition.
- 17.12 The COJ will ensure that sufficient time is provided between rounds and events for the same age category. In the case of commencing another round (such as between a final and a semi-final) a minimum time interval of 20 minutes and a maximum time interval of 4 hours shall be allowed. In the case of events where couples are required to change their costumes, such as between Standard and Latin, or between Smooth and Rhythm, a time interval of 60 minutes from the time of the last dance or presentation of prizes must be allowed. {effective April 9, 2009}
- 17.13 When more than one competition is taking place the COJ shall be responsible for the rotation of Judges and seeing that the Judges are actually in place before the start of the competition.
- 17.14. The COJ shall forward to the Regional Association of competent jurisdiction the originals of the scrutineering sheets provided always that in the case of a National Championship they shall forward true copies thereof to CDS.

RULE 18 - DUTIES AND RESPONSIBILITIES OF JUDGES {effective March 31, 2013}

- 18.01 National Championships shall be judged by a minimum of 7 judges. Provincial and Regional Championships shall be judged by a minimum of 5 judges. Area Championships shall be judged by a minimum of 3 Judges. All Judges must hold qualifications recognized by CDS. Notwithstanding the foregoing, upon application by a Regional Association, CDS may grant

occasional relief from these requirements, for a Provincial or Regional Championship. {effective April 1, 2010}

- 18.02 The Judging panel of all Canadian Championships shall have no more than 2 Judges from the area served by any single Regional Association, or any single country other than Canada, provided however the Non-Voting COJ from the same region shall not be counted as one of the 2 judges, and that the panel have a minimum of 2 Canadian Judges, provided always that these restrictions shall not apply to Open Provincial and Open Regional Championships. If a promoter wishes to have 9 or more judges on a proposed CCC panel, then up to 3 judges from the area served by any single Regional Association is allowed. If a promoter wishes to have 11 or more judges on a proposed CCC panel, then up to 4 judges from the area served by any single Regional Association is allowed. That 75% of the CCC panel must be CDS PD member, WDSF licensed Adjudicator, or an adjudicator from a recognized WDSF member body. {effective March 20, 2016}
- 18.03 The composition of the Judging panel for any Championship must be consistent throughout all rounds of the event.
- 18.04 Judges are under no obligation to justify their adjudication of competition couples. During a competition or in the intervals between competition rounds, a Judge may not discuss any competitor's performance with that or any other competitor, or with any spectator, except in his capacity as Chairman of Judges.
- 18.05 If an advertised Judge is unwilling or unable to officiate and it is not reasonably possible to find an eligible replacement, the remaining Judges shall judge as if there were a full Judging panel according to these Rules and an explanation in writing shall be sent to CDS or the Regional Association of competent jurisdiction. The circumstances must also be announced to the competitors before the commencement of the event.
- 18.06 When there is more than one heat in a round and each Judge has been requested to vote for a certain number of couples to go forward to the next round, the number of couples eliminated from each heat to make up this number shall be at the discretion of each voting Judge. In all rounds the Judges must vote for the full number of couples required by the Chairman of Judges to be returned.
- 18.07 In the final of a Championship a Judge may not "tie" two or more couples in any one or more dances.
- 18.08 Judges who cohabit or are dance partners must not serve on any Judging panel at the same time.
- 18.09 No Judge may judge a competitor to whom that Judge is related by blood or marriage, or adoption order, or with whom the Judge habitats. Judges must excuse themselves from an adjudicating panel on any occasion when he/she has a member of his/her immediate family in a particular heat of a competition. For the purpose of this Rule, immediate family is defined as first cousin or above.
- 18.10 The panel of Judges of a National Championship shall be approved by CDS in writing prior to that Championship. Judges at the Canadian Standard, Latin, and Ten Dance Championships must meet these criteria to be eligible: he/she must be a current, qualified, A+ and B+ and NCA or NCA equivalent level member in good standing of a Canadian Professional Association recognized by CDS or equivalent qualification of WDSF or any of its members and have a minimum of three (3) years judging experience which includes judging at the highest competitive level in both disciplines of International Style of DanceSport competition; or a minimum of one (1) year judging experience at the highest level in either discipline of International Style DanceSport competition and in the opinion of the Board have achieved conspicuous experience and success at the highest level in International Style DanceSport competition; or

Judges at the Canadian Smooth, Rhythm, and Nine Dance Championships must meet these criteria to be eligible: he/she must be a current, qualified, C+ and D+ and NCA or NCA level

member in good standing of a Canadian Professional Association recognized by CDS or equivalent qualification of WDSF or any of its members and have a minimum of three (3) years judging experience which includes judging at the highest competitive level in both disciplines of North American Style of DanceSport competition; or a minimum of one (1) year judging experience at the highest level in either discipline of North American Style DanceSport competition and in the opinion of the Board have achieved conspicuous experience and success at the highest level in North American Style DanceSport competition.

- 18.11 The Canadian Closed Championship host Region shall select members of the proposed judging panel who fit the professional qualification criteria noted in 18.11 and will compile a panel who in their best judgment is a reasonably fair and representative panel, and is available at the time. The CDS Board shall approve each member of the proposed panel of adjudicators using the guideline presented in Appendix 1 of the CDS Rule book. Each Region may supply a short list to the host Region for consideration in the judge selection process with background information by July 1. {effective April 1, 2010} {amended on April 2, 2015}

RULE 19 - DUTIES AND RESPONSIBILITIES OF MASTER OF CEREMONIES {effective May 1 1994}

- 19.01 A Master of Ceremonies (hereinafter referred to as an "MC") who is familiar with the routine and organization of competitions shall be engaged.
- 19.02 The MC shall run the Championship according to these Rules and the Championship timetable, and check the number of couples recalled by the Judges to the next round of competition, in consultation with the Chairperson of Judges, before announcing the numbers.
- 19.03 Entry forms for Championships shall inquire whether entrants require announcements at the Championship competition pertaining to the Championship competition itself, to be made in both the English and the French languages. If any competitor answers such inquiry in the affirmative, such announcements shall be so made if necessary through an interpreter.
- 19.04 The MC shall announce the final results in the reverse order of merit, from last to first.
- 19.05 The MC's general responsibilities include:
- a) Making announcements of a general nature between dances to give the competitors a chance to catch their breaths.
 - b) Making sure that the prizes are available for distribution at the end of each event.
 - c) Keeping competitors advised as to the time of the next round.
 - d) Double checking work of the Music Maker with regards to length of dances.

RULE 20 - DUTIES AND RESPONSIBILITIES OF SCRUTINEER {effective April 6, 2007}

- 20.01 A Scrutineer must hold a valid and subsisting Scrutineer's qualification recognized by CDS.
- 20.02 Amateurs may act as Scrutineers providing they hold a valid and subsisting Scrutineer's qualification recognized by CDS. Amateurs may not receive any payment for such services except as otherwise provided in Rule 8.05.
- 20.03 Only the Chairperson of Judges, the Presiding President and the Scrutineer shall have access to Judges' marks until the end of any Championship and no competitor or any other person except the Master of Ceremonies and any scrutineering assistant shall examine or attempt to examine the marks before the end of a Championship.
- 20.04 No one may serve concurrently as Scrutineer and Chairperson of Judges.
- 20.05 Subject to the discretion of the Chairperson of Judges, the Scrutineer shall immediately refer any marking card with an error or omission to the Judge concerned for correction.

- 20.06 Judges shall follow the “Skating System” of marks as defined from time to time by WDSF, or such other system as CDS may from time to time approve, to rank couples in order of merit in a Championship final.
- 20.07 Competitors shall be given a reasonable opportunity to inspect the scrutineering sheets after the announcement of all results and prior to leaving the competition venue.
- 20.08 The open or visual system of marking may only be used in the final round at the discretion of the promoter except in certain events where the WDSF requires that the open marking system be used at the conclusion of the last dance in the final round. (*refer to WDSF Rules for Adjudication*).
- 20.09 No person may scrutineer in a competition if that person is related to a competitor by blood or marriage, or with whom that person cohabits unless that person obtains prior authorization in writing from the organizer of the competition, and CDS or the Regional Association of competent jurisdiction. For the purpose of this Rule a blood relation is a member of a person’s immediate family, a grandparent or a grandchild.
- 20.10 In the event the Canadian Closed 10-Dance Championship is not held in any one (1) year, then the 10-Dance representative shall be determined by extracting the 10-Dance results from the regular Canadian Closed Standard and Latin Championships. The scrutineer shall first discard the marks of all non-10-Dance couples, then re-calculate the marks of the 10-Dance couples by adjusting their placement achieved in each Standard and Latin dance in relation to each other by placing them as scoring 1st, 2nd, 3rd and so forth. [For instance, should the highest placing 10-Dance couple be third in one dance, his result would count as first for the 10-Dance calculation in that dance. If the next highest 10-Dance couple in this same dance is placed sixth, his result would count as second in that dance in the 10-Dance calculation. If the next highest 10-Dance couples are not in the final of a dance, they are placed by comparing the highest number of recalls in a specific round – reference may be made to an Article written by Jackie Rogers, Chairman, NDCA Scrutineering Committee].

RULE 21 - MUSIC, TEMPI and the RESPONSIBILITIES OF MUSIC MAKER {effective April 11 2004}

- 21.01 Either live or recorded music may be played for competition dances so long as it is played at the correct tempi and for the required duration as established from time to time by WDSF. (*refer to WDSF Competition Rules for Time Allowed and Tempi*)
- 21.02 The promoter of a Championship shall confirm current correct tempi and dance duration for the various dances by consulting with the Presiding President or other ranking CDS or Regional Association Official with respect to the same immediately prior to the commencement of the Championships sponsored by that promoter.
- 21.03 The same piece of music shall be played for all heats of a round of a Championship, but a different piece of music may be played in any subsequent round, quarter-final, semi-final or final.
- 21.04 Time Allowance:
In all rounds of Championships,
- a) the required duration of competition for the Waltz, Tango, Viennese Waltz, Slow Foxtrot, Quickstep, Samba, Cha-Cha-Cha Rumba and Jive shall be a minimum of one and a half minutes and a maximum of two minutes.
 - b) the required duration of competition for the Paso Doble will be played until the third clash (3rd highlight).

This is provided always that the Chairman may extend the maximum duration if in his or her opinion a longer duration is necessary for fair adjudication of a dance in an event.

- 21.05 Tempi:

The tempi for each dance in International Style shall be as follows:

Waltz	28-30 bars/min	Samba	50-52 bars/min
Tango	31-33 bars/min	Cha Cha Cha	30-32 bars/min
Viennese Waltz	58-60 bars/min	Rumba	25-27 bars/min
Slow Foxtrot	28-30 bars/min	Paso Doble	60-62 bars/min
Quickstep	50-52 bars/min	Jive	42-44 bars/min

The tempi for each dance in North American Style shall be as follows:

Waltz	28-30 bars/min	Cha Cha Cha	28-30 bars/min
Tango	30-32 bars/min	Rumba	32 bars/min
Foxtrot	30-32 bars/min	Swing	36 bars/min
Viennese Waltz	54 bars/min	Bolero	24 bars/min
		Mambo	47 bars/min

21.06 Nothing in this Rule shall prevent the Chairman of Judges from stopping the dance at any stage of the competition if he suspects that the wrong tempi is being played.

21.07: Order of Dances:

In the Standard events the order of dances will be: Waltz, Tango, Viennese Waltz, Slow Foxtrot, and Quickstep.

In the Latin events the order of dances will be: Samba, Cha-Cha-Cha, Rumba, Paso Doble, and Jive.

RULE 22 – LIFTS {effective April 9 2009}

22.01 Lifts are not permitted in any of Standard, Latin or Ten Dance Competitions.

22.02 For further clarity, a lift is any movement during which one of the dancers has both feet off the floor at the same time with the assistance or support of the partner. The chairman can disqualify couples using lifts in their dance performance.

RULE 23 - ITEMS NOT COVERED BY CHAMPIONSHIP RULES {effective March 31, 2013}

23.01 Should any issue arise which is not covered by these Championship Rules, it shall be referred to the CDS Board whose decision shall be final.

RULE 24 – DISCREPANCY {effective April 20 2003}

24.01 Where there is any discrepancy between different copies of these Rules, the copy in the custody of the Secretary shall be construed as the final version.

24.02 These Rules may be published and disseminated in any form.

SCHEDULE C

CANADA DANCESPORT ADJUDICATION RULES

RULE 1 - ADJUDICATION {effective April 20 2003}

1.01 In National Championships, the Chairperson of Judges shall determine with the organizer and Scrutineer, the number of contestants in each round of the competition and the number of heats in each round and shall ensure that the mixture of couples in each dance of each heat is randomized.

Note: This decision is based largely on the size of the DanceSport and the number of contestants entering the Competition. It is even permissible in some situations to dance a particular dance such as the Quick Step in two heats.

1.02 At least 50% of participating couples shall be recalled to the next round excluding the final except as noted in 1.03 below.

1.03 In National Championships, other than Ten-Dance, with an entry of more than 24 couples the re-dance (Norwegian Elimination) system may apply for the first round. Two qualifying rounds shall be held to allow all couples the opportunity of dancing twice. After the first qualifying round at least 50% of the total entries up to 18 couples will be recalled to the second round. A second qualifying round is then held with the remaining couples to select the couples to be recalled for the second round which could be the quarter or semi-final. The Chairperson of Judges shall decide the numbers to be recalled.

RULE 2 – TEN-DANCE CHAMPIONSHIPS (effective April 20 2003)

2.01 Ten-Dance Championship competitions shall comprise of no more than three rounds (first round, semi-final and final) and finalists must not be required to dance more than 30 dances. The provision under Rule 1.02 does not apply.

2.02 The Judges shall place the couples in the finals. "1" is the best place marking. The same placing must not be given to more than one couple. The Skating System shall be employed.

RULE 3 - TEAM MATCHES INCLUDING INTERNATIONAL TEAM MATCHES {effective April 20 2003}

3.01 Marking: In each round open marking shall be employed. Couples being assessed as 1, 1 1/2, 2, 2 1/2, 3 etc..., "1" being the best mark.

3.02 For equal performance, identical markings may be given. In all dances the same couples must always dance against each other. Interchange of couples is not allowed.

3.03 The marks shall be added together to produce a result.

NOTE: Judging Rules for International and World Competitions are laid down in WDSF – "Rules for Adjudication".

SCHEDULE D**CANADA DANCESPORT TELEVISION REGULATIONS**

RULE 1 – TELEVISION REGULATIONS {effective April 20 2003}

- 1.01 The Board may make regulations from time to time with respect to television, audiovisual, internet, and other merchandising rights for Championships granted by CDS or with respect to such rights as CDS owns or as may be assigned to it with respect to Championships, World Ranking Tournaments or other forms of DanceSport competitions granted by WDSF

NOTE: See WDSF Regulations covering Television, Advertising and Sponsorship.

SCHEDULE E

CANADA DANCESPORT PROXY FORM

CANADA DANCESPORT

c/o _____
(Head office or Registered Office)

INSTRUMENT OF PROXY SOLICITED BY THE MANAGEMENT OF **CANADA DANCESPORT** FOR THE _____ (kind of meeting) MEETING OF THE MEMBERS OF CANADA DANCESPORT SCHEDULED TO BE HELD ON _____ (date of meeting).

The undersigned member, or delegate of a member, of **CANADA DANCESPORT** (hereinafter called the 'the Corporation') hereby appoints _____ (proxy holder's name), or in his/her absence _____ (alternate proxy holder's name), or in his/her absence _____ (second proxy holder's names), as the proxy holder for and on behalf of the undersigned to attend, act and vote for and on behalf of the undersigned at the _____ (kind of meeting) meeting of the members of the Corporation to be held at _____ (full address of location of meeting, including postal code), at the hour of _____ (time of meeting in words and in numerals, stating time as local time in words and numerals and stating whether in forenoon or afternoon) and at any adjournments thereof, to the same extent and with the same powers as if the undersigned or (if the undersigned is a member, that is, a Regional Association as defined in the Corporation's Bylaws) the undersigned's delegate were present at the said meeting, or any adjournment thereof, and the person named herein is specifically directed to use this Instrument of Proxy with respect to the transaction of such business as may properly come before the meeting, and vote according to the directions he or she receives from the donor of this proxy.

Signature of Member or Delegate

Member's or Delegate's Name

Address

Date

SCHEDULE F
CANADA DANCESPORT DRESS CODE

The CANADA DANCESPORT Dress Code is separated into four (4) Parts

Part I: General Rules and Definition of Terms

Part II: Juvenile

Part III: Junior

Part IV: Youth, Adult and Senior I, II, III and IV

**Refer to “Dress Code“ published on the CANADA DANCESPORT website at
www.dancesport.ca**

SCHEDULE G**CANADA DANCESPORT SUSPENSION POLICY**

RULE 1 – {repealed on April 2, 2015}

RULE 2 – {repealed on April 2, 2015}

SCHEDULE H

CANADA DANCESPORT GUIDELINE ON REINSTATEMENT AS AN AMATEUR

RULE 1 – REINSTATEMENT GUIDELINE

- 1.01 If a person is reinstated he/she will start at least one level higher than that level when competing as an amateur unless he/she competed at the Championship level. The minimum starting level will be Silver for Reinstated applicants.
- 1.02 A person wishing reinstatement must be tested by 2 examiners with appropriate qualifications as determined by each Regional Association at its discretion if the candidate is lower than Pre Championship level to determine the applicant's starting level. All costs for this examination shall be borne by the applicant.

RULE 2 – REINSTATEMENT APPLICATION (refer to CDS Rule 9 for more details)

- 2.01 Each application will be considered according to its own merit. The CDS Board will exam certain criteria in its consideration, including but not limited to the following:
- a. Finished in the final of a CCC if a semifinal was held.
 - b. Competed as a Professional in a Professional competition.
 - c. Has adjudicator's Qualifications or other Professional DanceSport qualifications.
 - d. Taught dancesport competitors that were silver or higher unless they did so as an "Amateur Licensed Teacher".
 - e. Worked as a Professional within the last six (6) months
- 2.02 A DanceSport Professional must apply in writing to the Regional Association where he/she resides, such application must include (but not limited to) the following:
- a. Complete résumé of his/her amateur and Professional careers
 - b. Answers to the following:
 - i. Total amount of money and money's worth earned as a Professional;
 - ii. Style and level of dancing attained, taught and demonstrated, or any of them;
 - iii. Total amount of time spent teaching dancing or engaging in other dance related activities as a Professional;
 - iv. Professional training and Professional exams taken, and the results thereof;
 - v. Professional competitions entered and the results;
 - vi. Current or past membership in a recognized Professional Association, length of membership therein, offices held therein, and classification granted or attained therein; and
 - vii. Time elapsed since last activity as a Professional.
 - c. Photocopies of any Professional Certificates received in Dancesport.
 - d. A non-refundable processing fee of \$150

SCHEDULE I

CANADA DANCESPORT CODE OF CONDUCT

RULE 1 – GENERAL BEHAVIOUR OF ATHLETES

- 1.01 Athletes occupy a position of trust. A high standard of behaviour before, during and after any DanceSport competition is required of any competitor.
- 1.02 An athlete's behaviour both on and off the dance floor must be consistent with the principles of good sportsmanship.
- 1.03 An athlete participating in DanceSport:
- a) will always give his or her best performance regardless of any other considerations
 - b) will always be gracious and conduct himself/herself in a sportsmanlike manner, whether in victory or defeat, and in a way that inspires fellow competitors and future competitors to attain the highest level of sportsmanship
 - c) will always compete without the use of prohibited substances and will actively fight against doping, respect WADA and act in the spirit of fair play
 - d) will always respect the property of others, whether it is private property or public property
 - e) will always respect his or her dance partner, other competitors, spectators, organizers, and officials
 - f) will not engage in discriminatory conduct
 - g) will not engage in violent or abusive conduct whether verbal or physical or in sexual harassment or abuse of any kind
 - h) will comply with the rules, regulations, policies and decisions of CDS,
 - i) will at all times act as an exemplary ambassador for DanceSport, CDS, and his or her own country

RULE 2 – GENERAL PRINCIPLES

- 2.01 Competitors shall at all times:
- a) Compete fairly.
 - b) Observe the rules of DanceSport.
 - c) Respect fellow competitors, officials, judges and spectators.
 - d) Accept defeat with dignity.
 - e) Reject corruption, violence, poor sporting behaviour and other threats to our sport.
 - f) Dance to the best of their ability.

RULE 3 – COMPETITOR CONDUCT

- 3.01 Competitors must at all times conduct themselves in a civil and sporting manner in competition and practices. Unsporting behaviour includes, but is not limited to: consistently poor floorcraft; foul, rude or abusive language in any context; threatening or intimidating conduct; discourteous gestures; unwillingness to marshal; or violent actions of any degree or kind.
- 3.02 Competitors must not encourage or allow family or friends to hinder the promoter's ability to marshal competitors or manage the competition.
- 3.03 Competitors must be present one hour prior to the start of the event for which they registered. The organizer is not obliged to wait for competitors, or to change a previously announced schedule to accommodate competitors' tardiness.
- 3.04 Competitors must register themselves only in events for which they are eligible.

- 3.05 Competitors must accept all judges' decisions as final; no possibility of appeal will be considered unless a mistake in scrutineering can be proven.
- 3.06 Competitors must not harass a judge regarding reasons for the marks awarded.
- 3.07 When competitors take to the floor to participate in a parade or march, they must do so in dance costume, and must not wear a studio or club jacket, robe, or any other inappropriate clothing. When competitors take to the floor to receive a trophy or medal, it is recommended that they do so in dance costume, and not wear a studio or club jacket, robe, or any other inappropriate clothing.
- 3.08 Competitors must not move or remove scrutineer's sheets from the competition.
- 3.09 In the event a competitor is, for whatever reason, unable to attend a competition in which he/she has submitted an entry to compete, it is the responsibility of the competitor to forthwith notify the event organizer prior to the date of the competition of his/her inability to attend and his/her withdrawal from the competition events entered in order to allow the organizer sufficient time to schedule or re-schedule the competition events accordingly.
- 3.10 Competitors must not do or permit anything to be done which could result in damaging any walls, floors carpets and property within the vicinity of the competition venue including but not limited to the use of colored spray products for tanning or hair; colored shoe polish, use of castor oil, or water on the floors or carpets.
- 3.11 Competitors must adhere to any rules and regulations of the competition venue and shall not enter into any "Restricted" or "No Admittance" areas without permission.
- 3.12 Competitors must at all times maintain a level of cleanliness by disposing refuse in the garbage bins provided within the Change Rooms, Restrooms, or any other areas of the competition venue.
- 3.13 Couples have to accept the number card as issued and are not allowed to tamper with or reduce the size of the number card.
- 3.14 Any person competing in a competition run under the jurisdiction of any recognized DanceSport association will refrain from fraternizing with any judge, scrutineer, invigilator, or other official of that event from the beginning of the event until the conclusion of the final awards ceremony.

RULE 4 – DEFINITIONS

- 4.01 Competition: is the aggregate of a series of individual events.
- Fraternize: to associate in a close way that exceeds behaviour consistent with the performance of one's duty, good manners or common courtesy; to engage in substantial communication. ceremony.

RULE 5 – BREACH OF CONDUCT

- 5.01 Competitors found in violation of the Code of Conduct will be subject to disciplinary action, at the discretion of the CDS board that may include but is not limited to:
- a. A letter of warning or reprimand.
 - b. Disqualification, which may be immediate, from participation in further competition.
 - c. Suspension of non-competitive membership privileges (e.g. paid demonstrations, travel funds, member discounts; member handbook and newsletter etc.)
 - d. Suspension of competitive license.
 - e. Revocation of membership.

- f. Such further and other action as the nature of the case requires and as the Board or its representative(s) deems advisable or necessary in the best interests of DanceSport.

5.02 All violations of the Code of Conduct must be reported immediately to a ranking CDS official. Violations not witnessed by CDS officials should be reported in writing within seven (7) days to a CDS official.

RULE 6 – HOW TO FILE A COMPLAINT

6.01 A complaint:

- a. must be in writing
- b. must be completed with a name, address (postal and email), and contact numbers, and must be dated and signed
- c. must not be made on condition of anonymity, or on any other condition
- d. must be clear and specific, including details of alleged infractions, with dates and places where these infractions occurred
- e. should may be supported where possible by documents, photographs, names, and contact information of witnesses
- f. an oral complaint is acceptable only if immediate action is required during a competition and must be made directly by the complainant to the CDS official or their representative.

SCHEDULE J

CANADA DANCESPORT PROFESSIONAL DIVISION COMPETITION RULES

SCHEDULE K

CANADA DANCESPORT ADJUDICATORS CODE OF CONDUCT

This Code of Conduct (“the Code”) is a framework of standards for conduct and ethics for adjudicators.

The Code applies to all adjudicators and Chairmen (hereinafter referred to collectively as “adjudicators”) hired by CDS or its Regional Associations to work at any CDS or Regional association sanctioned competition.

The rules and standards set out in the Code assist adjudicators to establish appropriate standards of conduct in order that they have the confidence of their peers, the competitors they are judging, the CDS and CDS Regional Associations utilising their services, other sports administration bodies including IOC, and the sports media and general public.

It must be recognised that the Code cannot anticipate all possible situations in which adjudicators may be called upon to exercise judgement. In all cases, it remains the ultimate responsibility of each individual adjudicator to consider the intent as well as the letter of the standards, which have been set, to conduct himself/herself in an ethical and professional manner, and to ensure all competitors are judged on their merits free from any bias or coercion.

1. Conflict of Interest

A Conflict of Interest is any interest, relationship, association or activity that is incompatible with an adjudicator’s obligations to ensure that all competitors are judged on their merits, free from any bias or coercion.

Conflicts of Interest arise in particular when the personal interests of an adjudicator influence that adjudicator’s judgement or ability to act in the best interest of CDS or its Regional Associations, which is the same as the best interest of the competitors.

An adjudicator must adhere to the rules set out in this Code, and shall retire from the panel where any potential Conflict of Interest arises.

2. Rules for Adjudicators

- a. An adjudicator shall not judge in any event and shall retire from the panel, if s/he knows or believes that his/her physical or mental condition does not allow him/her to perform the job properly without any limitations.
- b. An adjudicator shall not judge any event, and shall retire from the panel, where any person competing in that competition is a member of his/her immediate and extended family, including defacto relationships, or where s/he has a personal relationship to any competitor in the competition which makes it inappropriate for him/her to serve as an adjudicator. For greater clarity, the words “immediate and extended family” include anyone to whom that judge is related by blood or marriage, to the degree of first cousin or closer, or adoption order, or with whom the judge lives or cohabits.
- c. An adjudicator shall not accept money, awards, articles or things of substantial material value, or favours or promises of any future consideration, whether as gift or as payment for services, from any competitor or organiser, or from any other third party, who may be or may have been affected directly or indirectly by the adjudicator’s decision.
- d. An adjudicator shall not make any false representation in respect of his/her accreditation level or experience and in relation to his/her adjudicators licence.
- e. Once an adjudicator is engaged to officiate at a particular event s/he can only act as an adjudicator throughout the event and this Code applies to the event as a whole.
- f. An adjudicator shall not coach, teach, or give any advice to any participating couple during an event at which he/she is judging.
- g. An adjudicator shall not threaten to mark a couple in a particular way.
- h. An adjudicator shall not in any way threaten a couple during the conduct of a competition s/he is judging and in which the couple is competing.

- i. An adjudicator shall refrain from publicly taking any partisan position in respect of any couple he/she may judge in any competition.
- j. An adjudicator shall not seek by any means to improperly influence, or to intimidate, another adjudicator.
- k. An adjudicator who is not a member of the judging panel for an event, shall not discuss with any adjudicator who is a member of the judging panel for that event the merits of the performance of a competitor in that event or any previous performances or results, before the completion of the event.
- l. An adjudicator shall not discuss the merits of a competitor's performance with the competitor before the end of the event in which s/he is judging.
- m. An adjudicator shall not seek to influence the outcome of a competition other than by marking all couples in the competition on their merits
- n. An adjudicator when appointed to judge a CDS or Regional association sanctioned competition has to judge strictly according to CDS rules and policies.
- o. An adjudicator shall not engage in any conduct that is intended to gain an advantage for any competitor
- p. An adjudicator shall not falsely claim to officially represent CDS in any capacity.
- q. If an adjudicator converses with fellow adjudicators, spectators, competitors or coaches during an event, s/he may not discuss the performance of any couple s/he is judging or any of their previous performances or results, until after the end of the event.
- r. An adjudicator may not use mobile telephones or portable digital-information devices of any kind on or near to the competition floor during judging.

3. General Behaviour of Adjudicators

Adjudicators shall comply with the following rules of conduct so as to uphold the highest standards of behaviour:

- a. An adjudicator's behaviour both on and off the dance floor must be consistent with the principles of good sportsmanship. An adjudicator must not behave in a questionable or unseemly manner in public or at any Dance Sport related function or occasion where members of the public (including competitors, spectators and the media) are present in any capacity.
- b. An adjudicator must be consistent, objective and neutral in his/her decisions. Biased judging undermines the whole basis of competition.
- c. An adjudicator must not publicly question his/her fellow adjudicators' judgement, honesty or good faith.
- d. Where an adjudicator is permitted by this Code to judge the couples s/he coaches or has coached in the past, the adjudicator should not allow this relationship to influence his/her judgement.
- e. Where judging responsibilities have been assigned to an adjudicator for a competition, regardless of the status of that competition, the adjudicator shall not consume any alcoholic beverage or recreational drugs before and during any period of the event, until the end of the event.
- f. An adjudicator shall not otherwise act in any way that may bring the image of CDS or Dance Sport into disrepute.

It is a basic requirement of the adjudicator's licence that any adjudicator engaged to judge at a competition shall

- a. Arrive on time at the venue in reasonable physical and mental condition.
- b. Report his/her presence to the organiser and Chair of Adjudicators.
- c. Ascertain the timetable of the competitions.
- d. Be available to perform the duties of an adjudicator as scheduled.
- e. Behave in such a way during the competition as to preserve the good reputation of DanceSport and CDS.

During the conduct of a competition, the adjudicators on the judging panel shall:

- a. Stand apart from one another and at such locations that they do not interfere with the competitors.
- b. Move to whatever position is required to see all of the couples.
- c. Judge independently and not compare notes with the other adjudicators.
- d. Mark and sign their paper score cards in ink, including their code letter, and initial each and every alteration s/he makes to the score card.
- e. Not make any attempt to become familiar with names, numbers and nationalities of the participants by using the official programme and with any intermediate results or marks of other fellow adjudicators of the competition before the end of the competition.
- f. Follow any instruction given by the Chair.
- g. Concentrate on judging only and not have any communication with the audience, fellow adjudicators or couples and not do anything that might distract him/her, including by the use of any electronic device or camera.

4. Complaints about Adjudicators during a Competition

During a competition the Chair nominated or confirmed by CDS or its Regional Associations is authorized and obliged to observe the compliance of all licensed adjudicators with the Code, whether they be engaged in the competition or not.

Any complaints regarding the breach of Code during the competition, should be made by an official representative of CDS or its Regional Associations in writing and shall be addressed to the Chair, provided always that anyone may make such a complaint to the Chair when an official representative of CDS or its Regional Associations is unable or unwilling to do so.

If the Chair has reason to believe that there has been a breach of the Code by an adjudicator on the panel of which s/he is Chair, then s/he is empowered and obliged to notify such adjudicator of the complaint against him/her, hear him/her in reply, and then take appropriate action immediately according to the terms of the Code.

The Chair shall have the power to reprimand or replace the adjudicator by an appropriate substitute for the remainder of the competition.

The Chair shall document any incident or observation of alleged or suspected misconduct by an adjudicator, and any reprimand or replacement of an adjudicator, and include it in a written report to CDS or its Regional Associations who shall decide whether there is the need to initiate a further investigation.

5. Other Complaints about Adjudicators

Any other complaints about an alleged breach of the Code after the results of the competition have been announced must be submitted by the person in writing to CDS or its Regional Association member.

A complaint shall not be considered unless the following lodgement criteria are met:

- a. The complaint must be made in writing and signed by the complainant, and must be lodged with CDS or its Regional Association member Director within ten (10) days of the date of the alleged breach together with any supporting documentation.
- b. The complainant must specify the full name, address and contact details of the complaining person or persons and must agree in writing to give evidence and to take all steps in its power to require persons with knowledge of the matter of the complaint to be cross examined on that evidence.

If a complaint meets these criteria, the CDS Regional Association Board shall forward the complaint to the CDS Board for further consideration. If these criteria are not met, the CDS Regional Association shall write to the complainant immediately advising that s/he has failed to meet these criteria and inviting a revised complaint that meets these criteria.

Nothing in this rule shall prevent CDS or its CDS Regional Association from initiating an investigation at any time where they believe there has been a breach of this Code or any rule or policy of CDS, and referring it to the CDS Board for consideration.

The CDS Board shall consider any complaint made under this section. The CDS Board may give a complaint lesser weight or no weight based on the degree to which that complaint is based on hearsay rather than direct evidence.

6. Disciplinary Actions against Adjudicators

If an adjudicator

- a. Manifestly contravenes the Code, or otherwise commits gross misconduct
- b. Wilfully infringes any of these rules; or
- c. Is found to have engaged in any conduct which in the opinion of the CDS Board is prejudicial to the interests of CDS;

then the CDS Board shall have the power to reprimand or impose a disciplinary action on the adjudicator provided always that no disciplinary action shall be taken unless such adjudicator shall by notice, in writing, be notified of the complaint against him/her before the CDS Board takes any action. The adjudicator has a right to appear before the CDS Board to defend his/her case, be represented by another person or send his/her comments in writing, provided always that this right shall not restrict or delay the CDS Board from acting prior to such appearance if in the CDS Board decides that it is in the best interests of DanceSport to do so. The adjudicator must pay the costs of attending before the CDS Board. The CDS Board will use its best efforts to help the adjudicator to minimize such costs. All complaints made under this Code shall be considered and decided by the CDS Board according to its absolute discretion and its decision shall be final, provided always that it shall give written reasons for its decision.

APPENDIX I**GUIDELINES FOR THE THE SELECTION OF JUDGS FOR THE CCC**

- The host Region will give consideration to the Region's short list but only if it was submitted by the July 1st deadline.
- 75% of the officials (judges, and chairman, must be CDS PD, WDSF licensed, or registered with another recognized WDSF member body.
- All adjudicators from outside Canada must be WDSF or a member of their country WDSF member body (example USA Dance)
- The host Region is not required to take an adjudicator from every Region every year.
- Maximum from any Region/country will be 2 adjudicators if 7 adjudicators used, (3 if using 9 adjudicators, 4 if using 11 adjudicators)
- All adjudicators must meet judging experience as set out in Rule 18.11
- Must have experience adjudicating a Regional Championship.
- Final decision will be made by the host Region and the CDS board