



Administrative Rules

RULES OF PROCEDURE

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Visa :

on behalf of WRRC Presidium
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1 DEFINITION

The WRRC-Presidium shall be elected by the General Meeting for a period of four years in compliance with the § 10/5 of the statutes. Re-election shall be possible.

2 DUTIES OF THE PRESIDIUM

1) The WRRC-Presidium consist of:

- a. the President,
- b. Vice President – Communication
- c. Vice President – Marketing and Expansion
- d. Vice President – Education
- e. Vice President – Legal affairs
- f. The Finance Director
- g. The Sports Director

2) The duties of the WRRC-Presidium:

- a. Registering the existing national Rock'n'Roll-associations;
- b. Promoting international Rock'n'Roll, Boogie Woogie, Bugg, Trio Swing Show and Lindy Hop competitions, as well as international competitions with alternative dance styles;
- c. Soliciting the acknowledgement of Rock'n'Roll as an Olympic Sport;
- d. Administering the entire current management as well as the use of the assets in accordance with the WRRC-Statutes;
- e. Admitting and rejecting members;
- f. Executing tasks assigned to the WRRC-Presidium by the General Meeting.
- g. Convening the ordinary and extraordinary General Meetings;
- h. Providing annual year-end business report, submitting proposals, as well as presenting the budget suggestion to the General Meeting;
- i. Establishing and promoting mutual sports relations with other sports federations;
- j. Conferring honorary titles;
- k. Assigning championships;
- l. Making resolutions based on the directives drafted by the Sport Director and/or the Sport Commission (Tournament Rules. Judging Rules, Judges-Examination Rules, figure limitations and similar regulations);
- m. Appointing a substitute WRRC-Presidium member in the case of retirement during the period of their office, for the remaining duration of their office.
- n. Passing resolutions on proposals in compliance with the agenda if these have not been expressly reserved for the General Meeting.

- o. Granting special permits for participation to couples from non WRRRC-member countries.
 - p. Assigning and withdrawing judges' certificates.
 - q. Providing WRRRC-Observers and WRRRC-Supervisors for international championships, championships with titles and World Cups and, if necessary, for international tournaments.
 - r. Taking disciplinary measures against couples and officials taking part in the tournaments.
 - s. Approving exceptions to the rules in force.
 - t. Implementing all matters not expressly reserved to the General Meeting or other bodies belonging to the Confederation.
- 3) The President of the Confederation shall sign documents and publications in current business transactions alone, in important cases, in particular regarding binding documents for the Confederation together with another member of the WRRRC- Presidium

3 AGENDAS OF THE OFFICIALS

- 1) **The President** shall guide the Confederation as a whole and shall represent it in general.

The President

- Will keep in contact with all representatives of the member federations and with other sport organizations especially WDSF, etc.;
- Is responsible for convening the meetings of the WRRRC- Presidium, as well as of WRRRC-General Meetings and shall preside over these meetings;
- Is responsible for drawing up and for sending out the agenda of the meetings and for the minutes taken at the meetings;
- Represents the WRRRC in the WDSF Presidium (according to WDSF Statutes and Associated Membership contract);
- Shall guide and supervises the WRRRC-office.

With the WRRRC-Office the President administrates over the

- appointments of competitions;
- contracts with competition organizers;
- registration software;
- WRRRC-Website, Homepage;
- judge books and licenses;
- WRRRC music-check for couples and formations;
- electronic judging system;
- WRRRC archive.

- a) **The Vice-president** with the longest period in the WRRRC- Presidium shall represent the President when the latter is prevented.
- 2) **The Vice President – Communication** is responsible for
- all press work;
 - public relations work;
 - the communication within the confederation (Internet);
 - the development of press documents for the WRRRC;
 - preparing promotional materials;
 - preparing materials for the WRRRC-Homepage;
 - preparing materials for social network like Facebook, Twitter etc.;
 - cooperating with WDSF Communication Commission.
- 3) **The Vice President – Marketing and Expansion** is responsible for
- marketing concepts;
 - expansion concepts;
 - contact with new countries,
 - the organization of workshops in coordination with Vice President for Educations and the Sport Director;
 - marketing materials in cooperation with the WRRC-Presidium;
 - cooperating with the WDSF Membership Commission.
- 4) **The Vice President – Educations** is responsible for
- the overlooking of educational system for trainers and judges from the overall concept of seminars and licensing, in coordination with the Sport Director;
 - the glossary and definitions;
 - the preparation of educational material;
 - the organization of seminars together with the WRRC-Office and the Sport Director;
 - coordination with Boogie Woogie and Formation Commissioner for the seminars in specific divisions;
 - coordination with the Vice President for Marketing and Expansion;
 - cooperation with the WDSF Academy.

- 5) **The Vice President – Legal affairs** is responsible for
- the coordination of the confederation's entire Regulation relating to Statute, Rules of Procedure, Tournament Rules and for specific division rules for Rock'n'Roll, Boogie Woogie, Bugg, Trio Swing Show, Lindy Hop and alternative dance styles, especially when changes occur;
 - examining whether the statutes of possible or provisional member confederations correspond to the democratic spirit of the WRRRC Statutes and whether their membership is established in their Statutes;
 - guidance and supervision of all doping controls and affairs and especially the proceedings between WRRRC-Couples and WDSF-Anti-Doping Officials and WDSF-Disciplinary Council.
- 6) **The Finance Director** is responsible for
- membership fees and similar being received on time;
 - administration of funds according to the instructions of the WRRC-Presidium;
 - an exact calculation of all proceeds and expenditures;
 - providing information to the WRRC-Presidium of the respective balance on hand;
 - informing the WRRC-Presidium above of any delays in payment;
 - presenting, on the day fixed by the WRRC-Presidium, the previous year's balance sheet to the General Meeting, duly inspected by a certified auditor;
 - presenting the fees regulations to the General Meeting for adopting a resolution.
- 7) **The Sports Director** is responsible for
- the Tournament Rules;
 - judging assessment directives;
 - providing rules for judges' and judges examinations;
 - figure limitations (e.g. Safety Level);
 - proposing changes to the WRRC-Presidium if necessary;
 - all activities regarding WRRC-Judges;
 - conducting lists with the WRRC-Judges;
 - nominations of applicants of WRRC-Judges;
 - the proposals for eliminations of WRRC-Judges to the WRRC-Presidium;
 - supervising the instruction and further training of WRRC- Judges;
 - the proposals to the WRRC-Presidium of the WRRC-Judges for Continental- and World Championships;

- decisions relating to the WRRRC-Judges nations who judge at all other International Championships;
- the Sport Commission (§ 3 art. 8);
- cooperation with Boogie Woogie and Formation Commissioners regarding the proposals for new rules and regulations.

8) The Sport Commission:

- a. The Sport Director shall preside over the meetings of the Sport Commission.
- b. The Sport Commission is an advisory body and consists of one voting delegate per national federation and of the members of the WRRRC-Presidium.
- c. The place and the date of the meeting of the Sport Commission must be communicated to all WRRRC members respectively and to all delegates at least 4 weeks before.
- d. The Sport Director shall draw up the agenda and communicate it at least 2 weeks before the meeting of the Sport Commission to all members and delegates.
- e. Decisions and the execution of all rules (e.g. Tournament Rules, Rules for judges' examinations etc.) shall be reserved for the WRRRC-Presidium

4 VOTING AND RESOLUTIONS

- 1) The WRRRC-Presidium shall decide by simple majority, provided that all its members have been convened and at least three of them are present.
- 2) The resolutions can also be passed in writing, by Skype, orally, by telephone
 - or in case of non-simultaneous presence of the WRRRC-Presidium members;
 - outside of meetings.

5 CONVENING OF MEETINGS

- 1) The meetings of the WRRRC-Presidium shall be convened by the President at his discretion and/or upon request by more than half of the members of the WRRRC-Presidium.
- 2) The meetings have to be announced in writing at least four weeks in advance. The motions for a WRRRC-Presidium meeting must be handed to the President in writing at least two weeks in advance.

- 3) The agenda shall be sent to the members of the WRRRC-Presidium a week before the meeting. The WRRRC-Presidium has to hold at least two meetings per year.
- 4) Due dates and expiry dates for mailings for which the President is responsible the postmark or e-Mail-dates must be valid. The same applies to letters that have to be presented to the WRRRC-Presidium

6 SANCTIONS

1) The WRRRC-Presidium or the General Meeting may impose penalties on members of the Confederation (National Federations), organizers and organizations, active dancers, officials, collaborators and club auxiliaries and groups registered in the national federations, who intentionally, or neglectfully, breach these Statutes and all rules and published decisions decided upon by the WRRRC-Presidium or General Meeting whilst also applying any relevant version of the Anti- Doping Code and the Code of the Disciplinary Council of the World Dance Sport Federation (WDSF), on any aberrant behavior damaging the reputation of Rock 'n' Roll sporting dance.

2) The Tournament Rules provide disciplinary sanctions for the following reasons in particular:

- a. violation of the tournament rules;
- b. Non-observance of instructions of the tournament director, of the WRRRC-Observer or of the WRRRC-Supervisor;
- c. Unexcused absence at a tournament after enrolling or announcement of participation;
- d. Abuse of a championship title or similar action;
- e. Undisciplined conduct or unsporting behavior harmful to the Confederation. E.g. breach of the "Judges Code of Conduct and Standards of Ethics".

3) The WRRRC-Presidium shall be entitled to impose the following disciplinary sanctions:

- a. Warnings or reprimands.
- b. Fines up to the amount of the annual members' fees or, in the case of couples and officials, rejection of reimbursement of expenses or fine.
- c. Ban on participation for individual members or for all members of a national federation in one or more tournaments or for a set period of time.
- d. Ban on holding international tournaments.

- e. Expulsion (appeal is possible in compliance with § 8, art. 3).
- f. Recall of title

4) Prior to imposing a penalty, the accused shall have the possibility of defending himself. In the event that the accused does not take this opportunity, the penalty may be imposed in any case. Notification of a penalty shall be given in writing by registered letter. In urgent cases such notification may be preceded by notification by telex, telegram, mail or telephone. In such cases written notification of the penalty must also be made. The penalized party has the right to appeal against penalties imposed by the WRRRC-Presidium within two weeks of delivery of notification of the penalty. Such appeal is made to the General Meeting. The appeal must be presented in writing to the WRRRC-Presidium and has by way of principle the effect of suspension. In special cases, this suspension may be not recognized in the notification.

5) The WRRRC-Presidium may, on the grounds of § 8 art. 4 of the Statutes annul members who have not paid their annual amounts or other financial requests despite having been requested twice in writing. Appeal may be made to the following General Meeting with the effect of suspension until that time.

6) Decisions on penalties taken by the General Meeting shall be incontestable.

7 MINUTES

- 1) Minutes shall be taken at each meeting of the WRRRC-Presidium and shall be signed by the President and the recording secretary.
- 2) The minutes shall be taken in English and shall contain in note form the most important proposals and results, i. e. the decisions made.
- 3) All members of the WRRRC-Presidium shall receive a copy of the minutes within three weeks.



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