



Administrative Rules

RULES OF PROCEDURE

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Visa :

on behalf of WRRRC Presidium
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Version	Description of modifications
1.0	Rewritten version
2.0	8) THE SPORT COMMISSION Rules revised
	9) THE BOOGIE WOOGIE COMMISSION Rules described
2.1	10) THE FINANCIAL COMMISSION Rules described
	§4 : AGENDAS OF THE OFFICIALS --> AGENDAS OF THE PRESIDIUM Creation of §5 : AGENDAS OF THE COMMISSIONS and addition of the Operating procedure.
2.2	The wording "Sport Director" was replaced by "Vice-President for Sport", and the wording "Finance Director" was replaced by "Vice-President for Finance"
2.3	Transition Process described

SUMMARY

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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 – document No. AR_0001. 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. Vice President – Finance
- g. Vice President – Sport

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 Vice President for Sport 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 PRESIDIUM

- 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 Vice President for Sport ;
 - 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 Vice President for Sport ;
 - the glossary and definitions;
 - the preparation of educational material;
 - the organization of seminars together with the WRRC-Office and the Vice President for Sport ;
 - coordination with all commissioners 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 Vice President for Finance 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 Vice President for Sports 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 WRRC-Judges nations who judge at all other International Championships;
- the Sport Commission (§ 3 art. 8);
- cooperation with all commissioners regarding the proposals for new rules and regulations.

4 AGENDAS OF THE COMMISSIONS

Operating procedure

- a. The head of each commission must propose at least 3 meetings per year
- b. For each meeting, the head of the commission must propose 3 choices of date for at least 1 month before the 1st proposed date
- c. The head of the commission will then choose the choice shared by the most members. If others want to attend and work, they must find ways to make themselves available.
- d. All proposals from the commission must reach the Presidium before August 31th. All proposals submitted after this date will be postponed to the following year.
- e. No idea or proposal from the commission can be communicated without the validation of the Presidium so as not to create confusion.

1) The Sport Commission:

- a. The Sport Commission is an advisory body. Its task is to think about and propose improvements of sportive, technical and judgment rules, for the benefit of the dancers and the sport. Its working area is Rock'n'Roll.
- b. The Vice President for Sport shall be appointed as Chairman of the Sport Commission.
- c. The Sport Commission will be made up of seven (7) to nine (9) members from different WRRC member nations. Only one representative per nation can be appointed. No more than one third (1/3) of the Sport Commission members must come from the WRRC-Presidium.
- d. The WRRC member nations wishing to propose a representative to the Sport Commission must make the request to the WRRC-Office no later than 4 weeks after the General Meeting of the year of the constitution of the Sport Commission, even if this person is already a part of the Sport Commission. Upon receipt of all the requests, the WRRC-Presidium will select the people who will be appointed. The names of those selected will be announced on the minutes of Presidium Meeting.
- e. The WRRC-Presidium allows itself the right to dissolve the Sport Commission if the latter were to work against the sport policy for which it was elected. In this case, the WRRC-Presidium will take over the task of the Sport Commission until the next General Meeting.
- f. The Sport Commission is responsible to organize an open WRRC Forum at least once a year. The forum can be organized in person or online.

- g. The place and the date of the WRRC Sport Forum must be communicated to all WRRC members respectively. The members of the Sport Commission must take part in the Forum and all other activities in the Sport Commission. If a member is inactive more than one year, he/she can be replaced.
- h. The Vice President for Sport shall draw up the agenda and communicate it at least 2 weeks before the open WRRC Sport Forum to all WRRC members.
- i. The Sport Commission must meet to discuss possible improvement and changes of the rules.
- j. The Sport Commission is responsible to forward the proposed amendments of the rules to WRRC-Presidium in due time to be implanted in the following competition year or presented for the General Meeting if such decision is required.
- k. Decisions and the execution of all rules (e.g. Tournament Rules, Rules for judges' examinations etc.) shall be reserved for the WRRC-Presidium
- l. The Sport Commission can invite additional persons to the meeting if necessary.

2) The Boogie Woogie Commission:

- a. The Boogie Woogie Commission is an advisory body. Its task is to think about and propose improvements of technical and judgment rules, for the benefit of the dancers and the sport. Its working area is Boogie Woogie and all other dance styles where no commission is established.
- b. The Vice President for Sport, or another person appointed by the WRRC-Presidium and in agreement with the Vice President for Sport, shall be appointed as Chairman of the Boogie Woogie Commission.
- c. The Boogie Woogie Commission will be made up of three (3) to five (5) members from different WRRC member nations. Only one representative per nation can be appointed. No more than one third (1/3) of the Boogie Woogie Commission members must come from the WRRC-Presidium.
- d. The WRRC member nations wishing to propose a representative to the Boogie Woogie Commission must make the request to the WRRC-Office no later than 4 weeks after the General Meeting of the year of the constitution of the Boogie Woogie Commission, even if this person is already a part of the Boogie Woogie Commission.
- e. Upon receipt of all the requests, the WRRC-Presidium will select the people who will be appointed. The names of those selected will be announced on the minutes of Presidium Meeting.
- f. The WRRC-Presidium allows itself the right to dissolve the Boogie Woogie Commission if the latter were to work against the sport policy for which it was

elected. In this case, the WRRC-Presidium will take over the task of the Boogie Woogie Commission until the next General Meeting.

- g. The members of the Boogie Woogie Commission must take part in the open WRRC Forum organized by the Sport Commission and all other activities in the Boogie Woogie Commission. If a member is inactive more than one year, he/she can be replaced.
- h. The Boogie Woogie Commission must meet to discuss possible improvement and changes of the rules.
- i. The Boogie Woogie Commission is responsible to forward the proposed amendments of the rules to WRRC-Presidium in due time to be implanted in the following competition year or presented for the General Meeting if such decision is required.
- j. Decisions and the execution of all rules (e.g. Tournament Rules, Rules for judges' examinations etc.) shall be reserved for the WRRC-Presidium.
- k. The Boogie Woogie Commission can invite additional persons to the meeting if necessary.

3) The Judging Commission:

- a. The Judging Commission is an advisory body. Its task is to control the knowledge of the judges and to improve the quality of the judgement. Its makes analysis of the judgments and gives a written or oral feedback to the judges. Therefor the members of the judging commission get a copy of all the detailed judging sheets after the competition.
- b. The Vice-President in charge of Educations shall be appointed as Chairman of the Judging Commission.
- c. The Judging Commission will be made up of three (3) to five (5) members from different WRRC member nations. Only one representative per nation can be appointed. No more than one third (1/3) of the Judging Commission members must come from the WRRC-Presidium.
- d. The WRRC member nations wishing to propose a representative to the Judging Commission must make the request to the WRRC-Office no later than 4 weeks before the General Meeting of the year of the constitution of the Judging Commission, even if this person is already a part of the Judging Commission. Judging commission candidates must be at least:
 - An International recognized coach with experience of high level
 - An active judge
- e. Upon receipt of all the requests, the WRRC-Presidium will select the people who will be appointed. The names of those selected will be announced after the General Meeting.

- f. The WRRRC-Presidium allows itself the right to dissolve the Judging Commission if the latter were to work against the sport policy for which it was elected. In this case, the WRRRC-Presidium will take over the task of the Judging Commission until the next General Meeting.
- g. The members of the Judging Commission must take part in the WRRRC Judging Seminars and all other activities in the Judging Commission. If a member is inactive more than one year, he/she can be replaced.
- h. The Judging Commission must meet to make judgments analysis and discuss possible improvement and topics covered during the judging seminars.
- i. The judging commission can submit any kind of penalty against a judge (for whom infringements have been found) to the WRRRC Presidium who will be the only one to make the final decision about applying or not this penalty.
- j. The Judging Commission can make recommendations for the panel of judges appointed for Continental and World Championships.
- k. The Judging Commission can invite additional persons to the meeting if necessary.

4) The Financial Commission:

- a. The Financial commission is an advisory body. Its task is to review the financial affairs of WRRRC.
- b. The Vice President for Finance shall be appointed as Chairman of the Financial Commission.
- c. The members of the commission act in an internal audit capacity, ensuring:
 - a. that all financial affairs are being properly conducted by WRRRC,
 - b. that the accounting records are maintained according to International Financial Reporting Standards,
 - c. and that WRRRC adhere to an efficient and transparent budgeting and financial control process.
- d. The Finance Commission makes recommendations on the strategy to be followed by WRRRC for its investments and monitors that such strategy is followed or updated based on changing conditions in the financial markets.
- e. The Finance Commission reports on an annual basis to the WRRC Presidium.

5) Other Commissions:

If necessary, WRRC Presidium can appoint any commission

5 VOTING AND RESOLUTIONS

- 1) The WRRC-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 videoconference, orally, by telephone, by all over modern communication tools like Microsoft Teams, Messenger, WhatsApp and so on
 - or in case of non-simultaneous presence of the WRRC-Presidium members;
 - outside of meetings.

6 CONVENING OF MEETINGS

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

7 SANCTIONS

- 1) The WRRC-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 WRRC-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 WRRC-Observer or of the WRRC-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 WRRC-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 WRRC-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 WRRC-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 WRRC-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.

8 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.

9 TRANSITION PROCESS

In the event of a new election of the Presidium, the following transition tasks must be undertaken:

- **Official Handover**
The outgoing presidium hands over key documents, records, passwords, and assets to the new presidium, with a brief handover note.
- **Financial Transfer**
Bank signatories are updated, and a short financial summary (balance, obligations) is provided.
- **Authority Notification**
Key stakeholders (members, bank, partners) are informed of the new presidium.
- **Public Announcement**
The change is published on the federation's official communication channels.
- **Transition Support (Optional)**
The outgoing president or secretary remains available for a short period to ensure continuity.

Further activities during the transition process will be carried out as needed.



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