



WRRC Office,
Vodnikovo naselje 23, SI - 1000 Ljubljana, Slovenia,
Phone: +386-41-733-743,
Fax: +386-1-300 77 08,
Email: info@wrrc.org

Postfach 60
8212 Neuhausen am Rheinfall
Switzerland

Organizer Info

WRRC Rock`n`Roll and Boogie Woogie Competitions

Valid from 01.01.2019

Thank you for your consideration of applying for WRRC event.

In following pages we will try to give you all the information regarding organization of a WRRC Event. If you have any questions don't hesitate to contact us for additional information.

The official documents are WRRC Rules and regulations and the contract signed between WRRC and the organizer. This document is prepared only to give guidelines for (potential) organizers.

With sportive regards,

WRRC Team

TABLE OF CONTENTS

1. ORGANISATION BEFORE COMPETITION	3
2. TIME TABLE PLANNING	8
3. BUDGET	9
4. DEADLINES TOWARDS WRRC	10

1. ORGANISATION BEFORE COMPETITION

1.1 TYPE OF COMPETITION

❖ **How can we contact you and make a reservation of date and type of our competition?**

You must fill in the Application form located on WRRC web site ([http://wrrc.dance/userfiles/wrrc_rules/2019 Approved Rules/wrrc_competition_application_2018.doc](http://wrrc.dance/userfiles/wrrc_rules/2019_Approved_Rules/wrrc_competition_application_2018.doc)). Your national association must also support organization of your competition. You must send it together with filled application form. Application form must be send at least 1 year before World and continental championships and at least 9 months before all other events.

Please check the WRRC calendar before the event – normally there should always be at least two weeks between the events of the same category.

❖ **What kind of competition can we organize?**

Please check the document 20_Tournament rules to see the list of possible competitions and categories.

Don't forget you always need to organize Children and Juveniles together on the same event

❖ **How many categories can be present in one day competition?**

It depends on category and number of participants – the overall time of competition, including necessary breaks should not exceed 12 hours.

Usually it means maximum 4 competitors categories (in special cases can be 5 but only if there are lower number of participants – this must be approved by Sports director).

Approximate time needed per category in average number of participants (calculation on data from last 5 years):

ROCK'N'ROLL

- Main Class FS 4 hours
- Juniors 3 hours
- Juveniles+Children..... 4 hours
- Main Class CS..... 3 hours
- Main Class formations 2 hours
- Junior formations 2 hours
- Junior girl formation 4 hours
- Main Class Ladies formations 4 hours

BOOGIE WOOGIE

- Main Class 3 hours
- Juniors 2 hours
- Seniors 2 hours
- Formations 2 hours

Don't forget – with more categories WRRC will appoint additional judges!

❖ **What are the minimum WRRC fees and minimum prize money for specific competitions?**

Please refer to actual WRRC Fee scale document

The exact tournament and other fees are specified in the contract between WRRC and the organizer. Also some special deals and arrangements could be included in the contract.

❖ **We plan to have non WRRC competitions within the event. Is this possible?**

You must make sure in advance that these additions don't interrupt with WRRC categories and also announce them to Sports director, judges and Scrutineer (extra work must be paid by the organizer if requested from officials).

1.2 HALL

❖ **Hall booking?**

You must book a hall very early. This is the first step after authorizing event with WRRC.

❖ **What is the size and the type of the dance floor suitable for the WRRC competition?**

The dance hall must have sports floor (parquet or sports floor). The dance floor must have a size of about 30m² (6m broad and 5m deep) per couple and for formations at least 12m x 12m are necessary. If there is a stage, or step down at the dance floor border, there must be an additional safety border of 1m. For Rock'n'Roll Main Classes and Formation Main Class, a minimum of 6 m free high over the dance floor is required. When planning RR Children/Juveniles/Junior World Cups the stage must be big enough for 5 couples to dance on the same time.

It is recommended that the floor has no lines, pictures or other markings.

❖ **Warm up area for competitors?**

You must provide adequate warm up area. It must have sports floor (parquet or sports floor). Best solution is to have it in same facility where competition hall is (under one roof), if this is not possible, you must provide nearest object with above described conditions. Closed passageway or constant transportation must be provided for competitors and trainers.

It is not the best solution to have the warm up in the competition hall or at least you need to separate it from the official area.

❖ **Restrooms?**

You must provide enough restroom space and make sure that they are clean and equipped with toilet paper.

❖ **Dressing rooms?**

You must have enough dressing rooms for all competitors you plan to invite to your competition. Depending of sizes of dressing rooms you can relocate a part of competitors to nearest adequate facilities (no more than 200m away from the event hall). Dressing rooms must have power outlets and working toilets.

❖ **Dressing room for the officials?**

You must provide dressing room for officials. It must be sufficient to hold at least 10 persons. Also power outlets and working toilets are obligatory.

❖ **What about competitors who have finished their performance?**

You must provide a reserved space in audience for all competitors who have finished the competition. They must be able to watch the competition till the end.

❖ **What we must prepare for the protocol?**

All requirements are described in attached document - WRRC Technical requirements.

❖ **Judges?**

You must position the judges in central position in front of the dance floor. Every judge has to have own desk and chair. All judges' desks must be equipped with electrical power outlet (if the local system is non-Schuko compatible adapters need to be provided) and LAN connection if protocol desk demands it. Don't forget that judges judging formations have to be higher than the dance floor and about 10m away.

❖ **BACKGROUND SCENERY?**

You should prepare the background scenery suitable for the event you organize.

You must publish WRRC and WDSF logo in your brochure and visibly on the scene.

You must publish the official name of the competition on the scene or show it clearly on the big screen.

In case of WRRC official sponsor, the same applies also for the sponsor logo.

❖ **Trainers?**

You should prepare a space for trainers to follow the couples (as per Tournament rules).

For formations you must prepare 2 sitting places in front of dance floor for trainers.

❖ **Photos?**

You must take good quality photos of stage, and all winning ceremonies – winners, and deliver them to the Protocol desk immediately after competition.

1.3 LOCATION – HALL - TECHNICS

❖ **Can we install a light system?**

Of course, light system will provide better visual effects, but it must be appropriate for the category competing on competition. If you book it from subcontractor you must book it in advance and explain what is appropriate for WRRC competition and what isn't.

❖ **Music system?**

You must provide good quality sound system adjusted to competition hall. If you book it from subcontractor explain exactly what you need – clear sound without distortion, sufficient number of microphones, backup system, music for the warm up area. You should offer the possibility to play the music from CDS or via computer using .MP3, .MP4 or other appropriate formats.

You should have a skilled DJ who will follow the instruction of WRR Supervisor and is familiar with WRRC rules and if not, you have to organize a person who will help him

❖ **What about a beamer and screen?**

All requirements are described in attached document - WRRC Technical requirements.

1.4 OFFICIALS

❖ **Who is announcing and inviting officials?**

WRRC will announce judges, supervisor, observer/s and Scrutineer persons for your competition. You will get the announcement by mail (with all contacts for every individual person). You have to invite them as soon as possible after you get the list from Sports director.

❖ **What about visa support if necessary?**

You must arrange everything with the persons who need additional documents to enter your country (visa documents). Contact the persons personally and arrange everything needed.

❖ **What are the costs for judges?**

You must clarify all the financial details with judges – arrival costs, hotel and accompanying person. If you have troubles communicating with officials, please notify WRRC Sports director and WRRC Office. Please refer to WRRC Fee Scale for appropriate amounts

❖ **Where we must accommodate judges?**

All officials must be accommodated in Hotel (at least 3 star) in single/double rooms, for the period you agree - depending on the length of the event – for a one day competition you should offer them 2 overnight stays in the hotel and for 2 days event 3 overnight stays.

❖ **When the judges arrive?**

After you agree with judges about all the costs, you must prepare a list with arrival and departure times of the officials and prepare a shuttle service from and to the airport. Please make sure the individual person doesn't need to wait longer than 30 minutes for a pick up on the airport. In special cases a longer waiting time is possible, but you need to inform each official about the exact pick up time. You have to prepare a shuttle also from the hotel to the sports hall and back. On competition day, judges must be in sport hall at least 1 hour before the start of competition

❖ **Voluntary judges**

If voluntary judges have been appointed for your event, you have to offer the food and drinks like other officials, but you don't need to pay any other costs.

❖ **How and when do we need to pay the judges?**

Normally you pay all the officials in cash (EUR) during the competition. For special cases you can also pay them via a bank transfer. In such cases all the officials must receive the complete payment no later than 10 days after the event and you shall inform them before the event!

If possible you should pay the flights directly.

❖ **When do we need to send the invitation?**

You should send out the invitation to all WRRC members at least 2 months in advance (with all information). Also you need to send the invitation to WRRC Office in Word or PDF format – one file for publication on WRRC Home page.

❖ **What about the visa support for dancers if necessary?**

You must provide support for visa documentation for all participants whom need it. Of course it doesn't go on your expense.

❖ **Accommodation for the participants?**

As organizer you must provide different choices for accommodation for all participants – one normal and one low cost. If you arrange the hotel booking directly by yourself, you are not allowed to charge additional costs for this service. You can organize (payable) shuttle service between airport-hotel-sport hall-hotel-airport.

If the participants need to pay for the shuttle transfer between the hotel and the hall you have to announce it in the invitation papers.

❖ **What about prize money?**

If there is prize money on competition, it should be paid to appropriate competitors in a way which follows the tax regulation.

1.6 FOR COMPETITION

❖ **Who will prepare the time table?**

You should prepare the provisional time table at least one month before the event and send it for verification to WRRC Sports Director. You need to prepare the final version after the last announcements latest one week before the competition and send it to WRRC Sports Director for check out.

Following the number of couples and WRRC rules the Supervisor can request amendments of the time table during the competition.

The evening/final part should be a highlight of the event and shall not exceed 3,5 hrs. in duration.

❖ **Competition music?**

For all rounds before finals you must use approved WRRC music or you can use your own music if WRRC has approved your proposed music lists.

Contact WRRC Office for all information.

For the finals you should play the WRRC music which you receive from WRRC Office.

❖ **National anthems?**

You must have all national anthems of participating countries for the winner ceremony, if necessary for your type of competition

❖ **Diplomas, cups and gifts?**

The diplomas (for all participants) and the trophies (two per couple/one per formation for all finalists) must be prepared. You can choose to have gifts at your choice and possibilities.

❖ **Check-in?**

You must prepare Check in the hall. Contact WRRC Office for all information about this.

❖ **Information for participants?**

You should prepare the information list for participants (about competition, warm up hall, food, time table ...).

❖ **Start numbers for couples/formations?**

All about starting numbers has to be confirmed with the WRRC Office.

❖ **Food and drink for dancers?**

You have to offer (payable) food and drinks for dancers in the hall or nearby. Also hot meals are highly recommended.

❖ **Food and drink for officials?**

❖ *You have to prepare coffee, snacks and drinks for all officials during the day and you have to offer them a warm meal in the big break between afternoon and evening part of competition. **Competition day?***

Check if everything is ready for the competition (starting lists, starting numbers, entrance identifications, entrance tickets, ...)

1.7 PERSONEL

❖ You need to have following persons on the competition (minimum):

- 1 overall responsible person who speaks English
- 1 person who cooperates with the protocol who speaks English
- 1 person to collect the judging papers if there is no electronic judging
- 1 person to publish the start list, results and other information
- 1 person responsible for officials
- 2 at the check-in counter, one of them needs to speak English
- 1 person who will hand out the diplomas and start books
- 1 person at music counter needs to speak English
- 1-2 paramedics/ doctors/First Aid
- 1-2 for moderation, one of them in English, if there is only one he/she must speak English
- 1-2 persons in the backstage area responsible to send the couples on stage

2. TIME TABLE PLANNING

2.1. COMPETITORS REGISTRATION AND ENTRANCE

- ❖ All requirements for registration are described in attached document - **WRRRC Online verification tool**.
- ❖ You have to open entrance for competitors to the competition hall so that the registration could be finished minimum one hour before the start of the completion.
- ❖ You must clarify with Scrutineer and Supervisor how and when you have to hand out the list of announced/verified competitors for establishing the start lists.
- ❖ If you finish registration of all competitors the day before competition, the hall has to be opened latest 2 hours before the event

2.2. OPENING

- ❖ Participants presentation
- ❖ Presentation of officials
- ❖ Oaths (when applicable)
- ❖ Speakers (when applicable)

2.3. DANCE ROUNDS

- ❖ If you have formation competition, it's obligatory to give to every formation a Rehearsal time on stage – depending on number of formations on day of competition or also day before in the afternoon and evening (depending of arrival time of formations).
- ❖ When you calculate time table take +30 sec. for each heat. Exact classification of rounds can be found in WRRRC rules.
- ❖ Count on extra time in KO rounds.

2.4. WINNERS CEREMONY

- ❖ At least 10 minutes for each class.
- ❖ The winner ceremony must take part immediately after the final round.
- ❖ You have to call the places from 7th to 1st.
- ❖ On World and Continental Championships you have to invite WRRRC President or other WRRRC Presidium member to award the WRRRC medals
- ❖ The minimum business casual dress code applies to all presenters during the winner ceremony

2.5. BREAKS

- ❖ Every 2 hours judges must have a break for at least 10 minutes.
- ❖ After a round there must be a break to change the officials and to enable changing the position when couples and formation events are combined.
- ❖ Break between the final rounds (footwork and Acrobatic or slow and fast) at least 15 minutes.

3. BUDGET

3.1 WRRC RELATED EXPENSES

- ❖ Tournament fee – depending of the type of the competition, combination of classes and WRRC calculation factor
- ❖ WRRC Officials
 - Travel expenses (please clarify individually in advance)
 - Daily fee
 - Hotel overnight stay
 - Extras: Visa, airport/hotel parking
- ❖ Prize money when applicable
- ❖ Sponsor and/or TV rights as written in WRRC contract
- ❖ Starting fee – the WRRC part – payable in cash at the end of competition or upon an Invoice from WRRC
- ❖ Transfer for dancers and officials from official hotel to the hall and back

For all actual Fees please refer to WRRC Fee Scale on WRRC web site

3.2 OTHER EXPENSES

- ❖ Hall – rent, scene, arrangement, equipment, cleaning..
- ❖ Taxes, Official forms..., internal fees
- ❖ Insurance
- ❖ Light and sound system, DJ
- ❖ PR and marketing
- ❖ Diplomas, trophies, gifts...
- ❖ Internet access, beamer and screen, other equipment for electronic judging
- ❖ Safety, first aid
- ❖ Personnel expenses
- ❖ TV expenses, Media expenses
- ❖ Food and beverage for officials (and dancers) during the competition
- ❖ After party if organized
- ❖ Merchandise, catering,... if applicable

3.3. INCOME

- ❖ Entrance tickets
- ❖ Sponsors and donations
- ❖ Merchandise
- ❖ Catering
- ❖ Starting fee (50%)

4. DEADLINES TOWARDS WRRC

- ❖ Initial preparation – at least 18 months before the event with budget calculation and feasibility study, cooperation with national federation, and confirmation from National Federation.
- ❖ Application for competition - > WRRC Office – at least 9/12 months before the event - depending on the type of the event you want to organize
- ❖ Signing of WRRC contract – 14 days after reception of the contract
- ❖ Payment tournament fee - > in due date on WRRC Invoice
- ❖ Invitation for national federations – at least 2 months before the event
- ❖ Invitation for WRRC Officials – as soon as possible so you can clarify the travels costs but at least 2 months before the event
- ❖ Deadline for announcement – 21 days before the event
- ❖ Time table – 7 days before the event – it has to be confirmed by Sports director or Supervisor on the event
- ❖ Assignation of starting numbers – 7 days before the event
- ❖ Last check up for online cancelation – 2 days before the event
- ❖ Detailed info letter for participants – registration time and location, hall opening, time table – one week before the event
- ❖ Detailed info letter for officials – welcome, transfer logistics, time table, dinner invitation (if applicable)