



CHAIRPERSONS RULES

A Chairperson of adjudicators is a professional member of the ADFP/ BDC who is employed by Promoters at all events licensed and sanctioned by the ADFP/BDC. Chairpersons may also be employed as an Invigilating Chairperson of adjudicators.

All rules detailed below refer to both the Invigilating Chairperson and Chairperson unless otherwise specified. If an Invigilating Chairperson is employed at an event they are ultimately responsible for all decisions made on the day

1. CRITERIA TO BECOME A CHAIRPERSON OF ADJUDICATORS

In order to become a Chairperson of Adjudicators the following criteria will apply:

- a) Must have been a full member of the ADFP/BDC at Championship level for a minimum of 5 years
- b) Be over 30 years of age
- c) Must hold a current ADFP/BDC Safeguarding certificate or an ADFP/BDC approved level 2 certificate
- d) Be a qualified Scrutineer
- e) Hold a current DBS
- f) Hold a current adjudicators licence

- g) **Must complete a Chairpersons seminar and three shadowing sessions successfully, one of which must be at a Championship event**

2. DUTIES OF THE CHAIRPERSON

- 2.1 **The Chairperson is responsible for ensuring that all FRC rules are adhered to at all times. And that any infringements are dealt with in accordance with ADFP/BDC protocols**
- 2.2 **The Chairperson is responsible for the correct interpretation of the marks.**
- 2.3 **The Chairperson must arrange with the Promoter the amount of dancers to be recalled to the next round**
- 2.4 **The Chairperson is responsible for ensuring that the music for each event at all competitions is played at the recognised tempo**
- 2.5 **The Chairperson must ensure that all competitors solo spots are the same length, that they are danced to the same piece of music and from the same starting point for every dancer**
- 2.6 **The Chairperson is responsible for dealing with any disqualifications in accordance with official FRC rules**
- 2.7 **Should an adjudicator withdraw from a panel for any reason the chairperson will take the judging pad and deal with it accordingly.**
- 2.8 **The End of Day Report form must be completed digitally by the Invigilating Chairperson and/or Chairperson and returned to the office no later than 48 hours after the event**
 - 2.8.1 **On receipt of the End of Day report form the office is responsible for ensuring that all Invigilating Chairpersons/Chairpersons have approved and sanctioned the content of the report**

- 2.9 It is the responsibility of the Chairperson to accurately record in detail any concerns on the End of Day Report form including the nature of the concern and any outcome or recommendation:

3. DUTIES TO BE UNDERTAKEN AT THE EVENT

- 3.1 The Chairperson must check who the scrutineers are and what systems they use.
- 3.2 The Chairperson is responsible for checking with the Promoter for all matters that may need to be specifically monitored eg: double marking, rotation of panels
- 3.3 The Chairperson in conjunction with the Promoter must make a note of any family members dancing so a prior decision for the relevant adjudicator to stand down and an alternative adjudicator to stand in can be made
- 3.4 The Chairperson needs to confirm with the scrutineers that all recalls for first rounds are at least 2/3rds of the entry, that recalls after this point can be no lower than 50% of the number recalled and that warm-ups do not constitute a first round
- 3.5 The Chairperson will request Scrutineers to inform them of any queries or problems with regards to adjudicating, the marking system, judges and disqualifications.
- 3.6 The Chairperson must check that the judges pads are marked with their relevant letter.
- 3.7 The Chairperson needs to check who is doing the heat splits and should also check that the heats are equal.
- 3.8 The Chairperson is responsible for counting the competitors in each heat as they come on to the floor ensuring that this has been done equally for all events. Eg: 7, 7, 7, or 7, 6, 6
- 3.9 The Chairperson must confirm with the Promoter, Compere and Scrutineer that there is a grade point sheet to record the number of dancers in each event from the first round and who will take responsibility for completing this information

- 3.10 The Chairperson is responsible for ensuring that all recalls and heat splits are the same for each competition. Eg: 18 recall 12 should remain the same for all events and not change to 18 recall 14
- 3.11 The Chairperson must check and confirm that the amount of dancers recalled into each heat is the amount of dancers on the floor
- 3.12 The Chairperson must check with the Promoter and/or Compere if they are including any warm ups for straight finals prior to the commencement of the finals
- 3.13 If the scrutineer is related to any of the dancers all paperwork and saved documents including adjudicators judging slips must be available to enable the Chairperson to sign off the marks for the section.
- 3.14 It is the responsibility of the Chairman to check that adjudicators have not infringed the guest teaching rules

4. DUTIES OF THE INVIGILATING CHAIRPERSON

- 4.1 All of rules 3.1 - 3.14
- 4.2 The Invigilating Chairperson should liaise frequently with the Chairperson with regards to the running of the day and also to ascertain any specific additional job roles that the Chairperson would wish them to undertake.
- 4.3 If there are two or more panels of adjudicators then the Invigilating Chairperson must check that the Promoter and/or Compere have a panel list so that every event can be monitored for a change of panel. Eg: If panel A adjudicates the first round of an event then panel B should adjudicate the second round of this event

5. GENERAL RULES

- 5.1 All Chairpersons must attend a Chairpersons Seminar every three years

5.2 Chairpersons must read the statement below to all adjudicators at the commencement of the event

'In your capacity as an adjudicator you are employed to uphold and enforce all the rules of the FRC and to ensure a fair and even playing field for all competitors. Please be reminded that you are in the public domain at all times and therefore you must be invested in all aspects of the competition. To this effect you must in accordance with all ADFP/BDC policies adhere to the code of conduct and etiquette required to act in an official capacity.

Any identifiable discrepancies or anomalies that occur regarding the marking or placing of competitors will be notified to the Chairperson of Adjudicators who will if necessary request an explanation from the adjudicators concerned. In the final you are required to place all dancers in order of merit and when using a 'D' you must ensure that you place ALL dancers in order of merit but put a 'D' next to the dancer you are disqualifying with your reason. It is also your responsibility as an adjudicator to report any over sexualised moves or costumes, unsafe or prohibited moves to the Chairperson to action. This is in accordance with ADFP/BDC protocol'

5.3 Any competitor that repeatedly ignores the request of the Chairperson to comply with any aspect of the rules may at the Chairperson's discretion be disqualified from the event in question

5.4 The Chairperson has the right to remove an adjudicator from the panel if they consistently double mark. The matter will be brought to the adjudicators attention and if double marking continues the Chairperson will issue a verbal reprimand. Any further instance will result in the adjudicator being removed from the panel. This must be recorded on the End of Day Report Form and will be kept on file for 12 months. Any further instances within this period will result in the adjudicators licence being suspended for 3 months

5.5 Chairpersons should select a few events at random to double check the marks.

5.5.1 At non independent events the Chairperson must be independent of the events selected

5.6 Only the Invigilating Chairperson, Chairperson, Promoter and Scrutineer shall have access to the marks until the end of the competition

6. **SAFEGUARDING AND CHILD PROTECTION**

6.1 All chairpersons are required to be conversant with the ADFP/BDC Safeguarding and Child Protection Policies

6.2 Any concerns regarding Safeguarding and Child Protection must be raised in accordance with the ADFP/BDC Safeguarding and Child Protection Policies or through the necessary third party agencies

7. **DISCIPLINARY AND GRIEVANCE POLICY**

Any disciplinary or grievance concerns must be raised in accordance with the ADFP Disciplinary and Grievance Policy which can be found on the ADFP website