



PROFESSIONAL RULES

A Professional is a person who uses Freestyle Dance as a means to earn income, whether by teaching, lecturing, adjudicating, promoting being employed at an event, by dancing in a Professional competition, or by successfully taking or studying for an appropriate examination with a Teaching Association recognised by the FRC.

Contravention of any of these rules may be subject to disciplinary action resulting in reprimand, suspension, monetary fine and/or Exclusion.

1. PROFESSIONAL MEMBER REQUIREMENTS (student, full, adjudicating, lifetime and honorary)

Application to become a professional member can be made at any time during the year. Professional renewals must be received no later than 31st March for the following year

1.1 Applicants must have been retired from competing at freestyle events for at least 12 months effective from when the office is informed and freestyle amateur membership has formally ceased.

1.1.1 Student teacher members may only hold a Student membership with the ADFP/BDC for a maximum of two years.

1.2 Must adhere to and be a positive advocate for the FRC rules and values.

- 1.3 Membership must be renewed yearly including a current DBS/PVG/ACCESS NI and an approved current teaching society membership.
- 1.4 Members must hold a current ADFP/BDC Safeguarding certificate or an ADFP/BDC approved level 2 certificate
- 1.5 A First Aid qualification is recommended
- 1.6 A member whose membership lapses for more than 12 months will be considered as a new member.
- 1.7 Professionals can only accept work applicable to their current licences.
- 1.8 Freestyle guest teaching/lecturer/workshop restrictions apply. (see section 5)
- 1.9 Anyone employed at an event must observe without giving support or encouragement at any time, this includes supporting your own family member/household member and pupils
- 1.10 Access to any designated official area at events is strictly limited to authorised personnel only. Authorised personnel includes event staff, adjudicators and professionals directly involved in the event

2. TEACHER REQUIREMENTS

- 2.1 Teachers must ensure routine content is appropriate, safe, and suitable for the competitors age and ability.
 - 2.1.1 All competitive dancers at FRC events must adhere to a strict Dance Code that prohibits sexualised and/or provocative movements and gestures. This applies to routines and walking on and off the floor.
- 2.2 Teachers are responsible for ensuring that each dancer competes in the correct age and grade.
- 2.3 Teachers are responsible for ensuring the correct timings of all solo spots and teams

- 2.3.1 Freestyle solo and pairs spots - 12 bars from the first movement plus a maximum of 2 additional bars to exit the floor**
- 2.3.2 Slow solo spots - restricted to 40 seconds from the first movement**
- 2.3.3 Beginner Teams - maximum of 1 ½ minutes**
- 2.3.4 Intermediate Teams - Maximum of 2 minutes**
- 2.3.5 Championship Teams - Maximum of 3 minutes**
- 2.4 Teachers must ensure dress, makeup, jewellery, and accessories are appropriate, and suitable for the competitors age and grade in line with the ADFP/BDC safeguarding policies and FRC rules**
- 2.5 Teachers must ensure that all dancers are current amateur members of the ADFP or amateur BDC licence holders.**
 - 2.5.1 Amateurs dancing in First Timer events can only do so once. Competitors cannot be placed in this event**
 - 2.5.2 All entries in the Open Invitation events must either be Beginners or O16 Starters. Competitors cannot be placed in this event.**
 - 2.5.2.1 Open Invitation events are only eligible to competitors who cannot ordinarily access our sport**
- 2.6 Excluded freestyle competitors and parents/guardians cannot attend events**
 - 2.6.1 ADFP/BDC members cannot take excluded dancers and parents/guardians to workshops and lecture days**
- 2.7 Excluded freestyle competitors cannot feature on the new school/teacher's social media or any other means of advertising**
- 2.8 If the teacher is not in attendance at an event and has not nominated another qualified teacher, the promoter assumes responsibility regarding explanations of competition rulings.**

- 2.9 Schools cannot share premises without prior agreement from all parties**
- 2.10 Poaching of students or scouting from other schools is prohibited.**
- 2.11 Downgrading/Upgrading**
- 2.11.1 Teachers may apply to downgrade a dancer at a change of age group. The downgrade must be applied for within 28 days of the dancer's birthday or they must remain in the original grade**
- 2.11.1.1 Pairs downgrades will need to be advised to the office by email including both dancers ADFP number and cannot be done using the App**
- 2.11.2 No Starter may return to Beginner in solo or slow and no Intermediate may return to Beginner in pairs.**
- 2.11.3 No Premier Championship freestyle dancer may downgrade to Championship grade at the next age group change if they have gained 3 grade points as a Premier Championship freestyle dancer (one being a 1st place at a Championship titled event)**
- 2.11.4 Teachers can upgrade any dancer except for Championship dancers who cannot be upgraded to Premier Championship grade**
- 2.11.5 When a competitor has not been registered for over two years and has missed an age group entirely, the teacher may apply for the competitor to be downgraded by one grade when re-registering that competitor.**
- 2.11.6 Teachers may apply to the ADFP/BDC to downgrade freestyle dancers aged 20 years and over**

2.12 Teachers can carry or remove grade points on a dancers change of age group. Teachers must inform the ADFP/BDC office 28 days prior to the dancers change of age group

3. ADJUDICATOR REQUIREMENTS

The ADFP/BDC will issue licences to ADFP/BDC members with appropriate qualifications to adjudicate at ADFP/BDC events

3.1 Must have been a full member of the ADFP/BDC for a minimum of 12 months.

3.2 Must have a minimum of 12 months official experience of teaching Freestyle plus a student membership or have competed in Freestyle with an amateur membership for at least 12 months prior to full application.

3.3 Must complete an adjudicating seminar and shadowing sessions successfully as per ADFP/BDC processes.

3.4 Must attend a Freestyle Adjudicating Seminar every 3 years.

3.5 Adjudicators must be aware that it is their responsibility to ensure that when adjudicating in any capacity as an independent adjudicator that they are totally independent of all schools attending

3.6 Trophy Day Adjudicators

- a) Must be over 21 years of age
- b) Must hold a current Associate Freestyle qualification with an examining body recognised by the ADFP/BDC

3.7 Championship Adjudicators

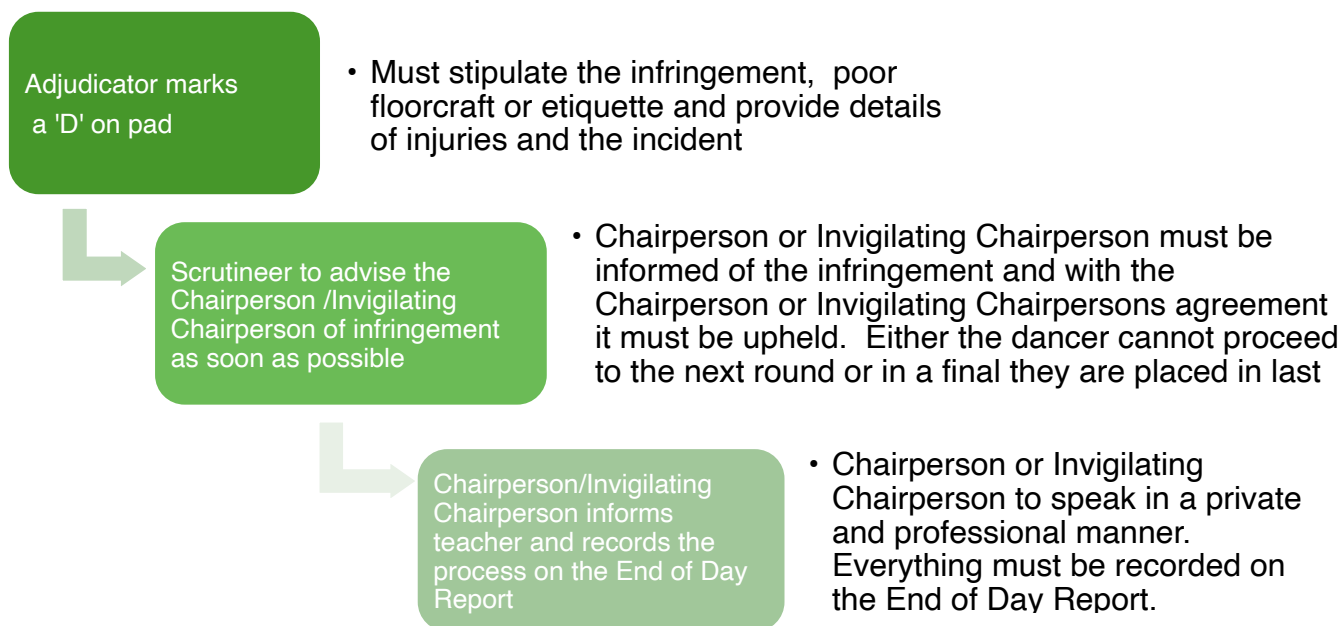
- a) Must be over 25 years of age
- b) Must have belonged for at least 3 years to an examining body recognised by the ADFP/BDC and hold a current Licenciate/Membership/Fellowship Freestyle qualification

- c) **Must have adjudicated at a minimum of 6 Trophy Days**
- 3.8 All adjudicators are subject to guest teaching and lecturer/workshop rules.**
- 3.9 Non-Independent adjudicators are subject to guest teacher and lecture/workshop rules and are only permitted to have one representative from each school on an adjudicating panel**
- 3.10 a) When adjudicating you cannot judge immediate family or members of your household and must retire from the panel for all rounds including the final at any event**
 - b) Immediate family is defined as spouse, ex-spouse, de facto spouse, child or step-child (whether natural, fostered or by adoption), parent, step-parent, grandparent, step-grandparent, uncle, aunt, niece, nephew, brother, sister, step-brother, step-sister or first cousin.**
- 3.11 If withdrawing from the panel of adjudicators for any reason the Chairperson must be informed. The Chairperson will take the judging pad and deal with it accordingly.**
- 3.12 Application to appoint a celebrity or associated industry professional to adjudicate must be made to either the ADFP or BDC a minimum of 30 days prior to the event**
- 3.13 Disqualification at a freestyle event**

All chairpersons, non voting chairpersons, promoters, and adjudicators must be independent of the dancer involved in the disqualification process. Any disqualification subject to video review must be viewed by the adjudicators who made the disqualification, the promoter, the chairperson and if present at the event the invigilating chairperson

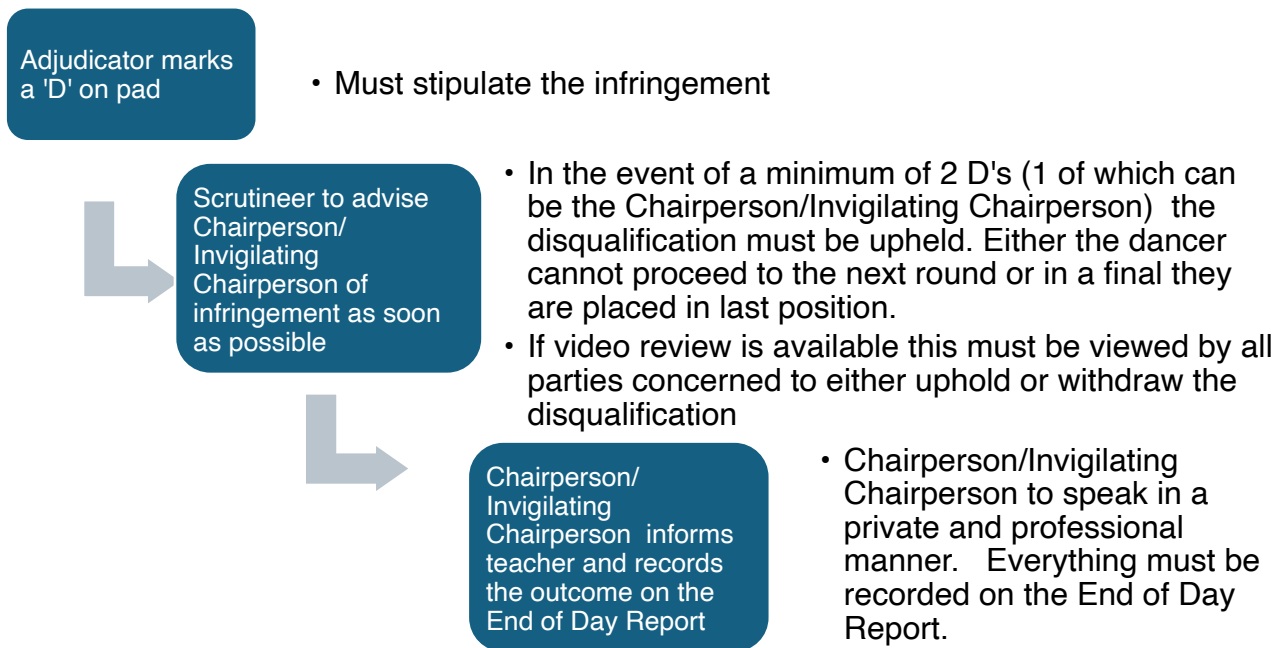
a) **Acts of unsafe floor craft or floor etiquette**

This type of disqualification only requires one adjudicator to record a 'D' along with the agreement of the Chairperson/invigilating chairperson in competition rounds See Freestyle Disqualification flowchart (i)



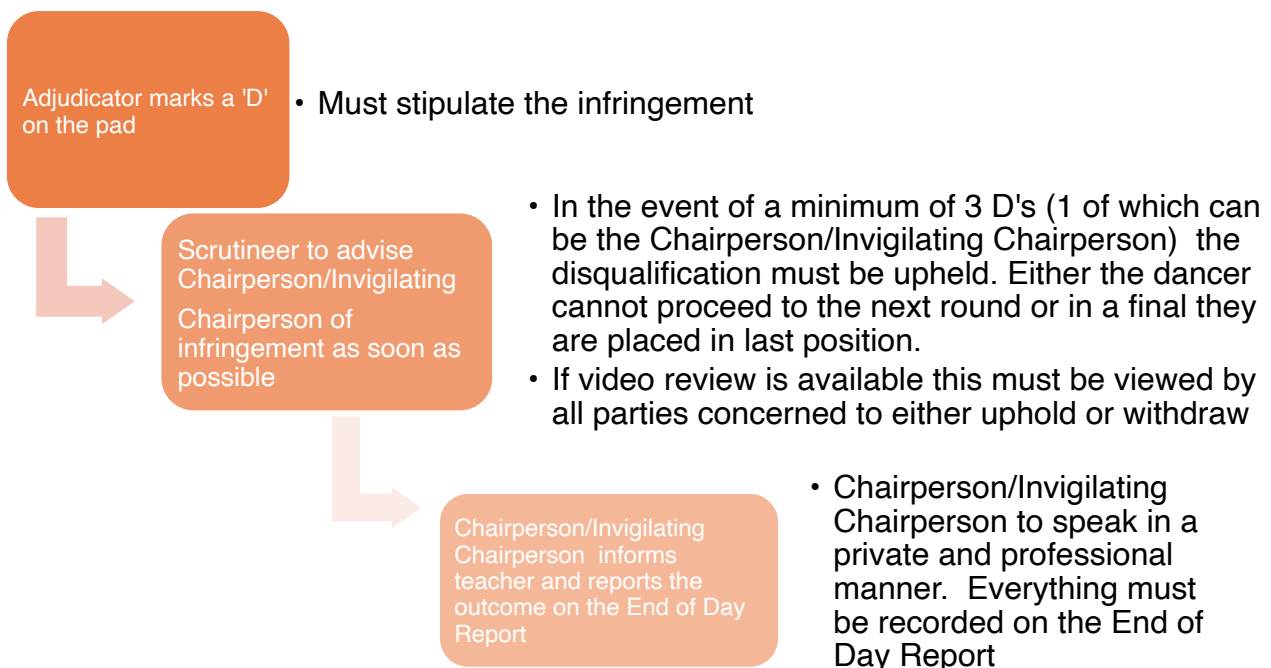
b) **A panel with under 15 adjudicators**

This type of disqualification requires the 'D' to be marked with the infringement. Should 2 or more 'D's be recorded for the same infringement this will result in disqualification. See Freestyle Disqualification flowchart (ii)



c) **Panels consisting of 15 or more adjudicators**

This type of disqualification requires the 'D' to be marked with the infringement. Should 3 or more 'D's be recorded for the same infringement this will result in disqualification. See freestyle disqualification flow chart (iii)



- 3.14 The adjudicators position on the floor must be varied throughout the session. Adjudicators must relocate after each break, with the exception of the chairperson.
- 3.15 Adjudicators must recall the requested number of dancers in all rounds. Carrying numbers is the best practise.
- 3.16 Dancers must always be placed in order of merit in a final.
- 3.17 Adjudicators must always judge with impartiality, professionalism and without bias of any kind in accordance with the relevant ADFP/BDC Equality and Diversity Policy
- 3.18 Any identifiable discrepancies or anomalies that occur regarding the marking or placing of a competitor will be notified to the chairperson of adjudicators, who will, if necessary, request an explanation from any adjudicators concerned
- 3.19 Adjudicators can be removed from the panel, if in the opinion of the chairperson and/or promoter the adjudicator's conduct is not acceptable. Written evidence of this must be included in the End of Day Report to the office. Should any disciplinary action be taken, this will be taken as outlined in the relevant ADFP/BDC Disciplinary and Grievance Policy

4. ADJUDICATORS AND CHAIRPERSON/INVIGILATING CHAIRPERSONS RESPONSIBILITIES

- 4.1 It is the responsibility of all adjudicators to comply with their contract or letter of employment ensuring they are aware of:
 - a) Date of event/booking
 - b) Venue details
 - c) Arrival time
 - d) Time of first event

- e) All professionals and adjudicators at ADFP/BDC events must adhere to a dress code that upholds ADFP/BDC values. sexualised attire is prohibited including style, fabric and accessories, in accordance with safeguarding and child protection
 - f) Fees and expenses
 - g) The ADFP/BDC Professional Code of Practice
 - h) The Chairperson/Invigilating Chairperson rules
- 4.2 It is the adjudicators responsibility to inform the promoter of any dietary requirements or allergies
- 4.3 Adjudicators must take their judging licence, pens and change of footwear.
- 4.4 Adjudicators must ensure that their mobile phone is not on their person. Smart watches/devices must have notifications disabled.
- 4.5 Under no circumstance must you approach, assist, encourage or support any dancer whilst employed as an adjudicator, unless there is a health emergency
- 4.6 No unnecessary communication with fellow adjudicators, professionals, or schools whilst in an adjudicating capacity is permitted.

5. GUEST TEACHING, LECTURING AND WORKSHOPS

A guest teacher is an ADFP member, BDC licence holder or industry professional who is invited to teach, lecture or provide a workshop in an ADFP or BDC school (the school is known as the host).

ADFP members, BDC licence holders or industry professionals are also subject to guest teaching rules if they teach, lecture, provide or promote workshops including one to one lessons that ADFP/BDC schools and amateur members attend

- 5.1 All guest teaching must be logged with the ADFP/BDC office by the guest teacher and the host
- 5.2 Adjudicators are responsible for declaring guest teaching when invited to adjudicate.
- 5.3 Non-Independent competitions: The guest teacher will be required to step down when the host is on the same panel when they have been a guest teacher on 2 or more occasions in a 12 month period. If more than one guest teacher is on the panel then the host teacher must step down from the panel of adjudicators
- 5.4 Independent competitions: The guest teacher cannot judge if the school(s) is in attendance that they have been a guest teacher at on 2 or more occasions in a 12 month period. The guest teacher must take responsibility for ensuring independence.

6. NEWLY REGISTERED SCHOOLS, MERGED SCHOOLS AND EXCLUSIONS

6.1 Definition of a new school

- a) The first 12 months from the date of registration with the ADFP/BDC will constitute a new school
- b) Any existing/previously registered dancer moving to a new school will be subject to a 12 month exclusion
- c) Any ADFP/BDC existing school expanding to a new location of more than 50 miles is considered to be a new school
- d) Any existing ADFP/BDC registered schools merging will be classified as a new school

6.2 Merging with another ADFP/BDC school requires all professionals concerned to inform the office that they have permanently closed the original schools

- 6.2.1 All existing dancers who transfer from the original closed schools will be exempt from the 12 month exclusion provided they are registered at the new merged school or at a new school within 28 days
- 6.3 Only newly registered ADFP/BDC dancers may compete immediately with a newly registered school.
- 6.4 Moving to another ADFP/BDC school will be subject to an exclusion from events. The new teacher is responsible for completing the transfer form and submitting it to the office. The new teacher pays the appropriate fee. The exclusion starts from the date the submission and payment is made
 - 6.4.1 Moving school is subject to a minimum of a 3 month exclusion from events including workshops and lecture days
 - 6.4.2 Moving to a newly registered school will be subject to a minimum of a 12 month exclusion
 - 6.4.3 Moving schools twice within a 12 month period will be subject to a minimum of a 6 month exclusion from events
 - 6.4.4 If a competitor returns to their original school within a twelve month period, then a 3 month exclusion will apply.
 - 6.4.5 For any competitor who permanently relocates an application may be made to the ADFP/BDC for exemption from the three month exclusion
- 6.5 Dancers who transfer from a school or branch that has permanently closed will be exempt from the 12 month exclusion provided they are registered at the new school within 28 days

7. SUBSTANCE ABUSE

- 7.1 The misuse of any substances by Professional members at ADFP/BDC events will not be tolerated under any circumstances.

7.2 Any member in contravention of the ADFP/BDC Code of Practice for Alcohol and Substance abuse will be subject to disciplinary action following the ADFP/BDC Disciplinary and Grievance Policy

8. **SAFEGUARDING AND CHILD PROTECTION**

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

8.2 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

9. **DISCIPLINARY AND GRIEVANCE POLICY**

Any disciplinary or grievance matters must be raised in accordance with the ADFP/BDC Disciplinary and Grievance Policy which can be found on the ADFP/BDC websites