



PROMOTERS RULES

A promoter is a professional member of the ADFP/BDC who organises and runs events (Trophy Days, Championships and Festivals) sanctioned and licensed by the ADFP/BDC. To become an ADFP/BDC promoter members will be required to apply and pay for a promoters licence.

Any promoter found to be in contravention of any of these rules may be subject to disciplinary action resulting in reprimand, suspension, monetary fine and/or exclusion

All Promoters are required to attend a Promoters meeting every three years in order to be granted a licence to promote

1. PROMOTERS LICENCES

In order to run an ADFP/BDC recognised event or Championship the organiser must be in possession of a current Promoters Licence issued by the ADFP/BDC Office:

1.1 The applicant must:

- 1.1.1 Be 25 years of age or more**
- 1.1.2 Have been a full professional member for the past 5 years.**
- 1.1.3 Have been a Championship adjudicator with the ADFP/BDC for a minimum of 5 years.**
- 1.1.4 Hold a current Level 2 safeguarding certificate**

- 1.1.5 Be a qualified scrutineer.
- 1.1.6 Hold a current DBS or equivalent
- 1.2 Applications for a new Promoters Licence must be made to the Office Manager on an application form via the ADFP website/App including the current fee by 1st of January each year
 - 1.2.1 All new applications for a Promoters licence will be submitted to the NEC/BDC for approval.
- 1.3 Existing Promoters Licences will be reviewed each year on re-application and fall due for renewal on 1st April each year. The application must be made via the ADFP website/App to the Office Manager along with the current fee.
 - 1.3.1 Any promoter who has not paid this Licence Fee by 30th April of that year will cease to be an ADFP/BDC recognised promoter.

2. CRITERIA TO PROMOTE ADFP/BDC EVENTS

In order for a member to become a new Promoter of ADFP/BDC events the following criteria will apply:

- 2.1 Must have been a Championship adjudicator with the ADFP/BDC for a minimum of 5 years
- 2.2 Must hold a current ADFP/BDC Safeguarding certificate or an ADFP/BDC approved level 2 certificate
- 2.3 Must be a qualified Scrutineer with the ADFP/BDC
- 2.4 Must hold a current DBS

3. APPLICATION TO BECOME A TROPHY DAY PROMOTER

Applications to become a new ADFP/BDC promoter must be received by 1st January each year in order to be processed

- 3.1 Complete application form including a copy of:

- i. Current qualification
- ii. DBS
- iii. Safeguarding Certificate or ADFP/BDC approved Level 2 Safeguarding certificate
- iv. Scrutineering qualification
- v. Current Membership

3.2 To be approved as a Trophy Day Promoter the applicant will be required to:

3.2.1 Attend two appointed Trophy Days in an observation capacity

3.2.2 Attend and assist at an Area event

3.2.3 Following completion of points i. and ii. a support pack will be sent to the applicant containing the following information:

- i. Promoters Rules
- ii. Example adjudicators engagement letter including suggested minimum fee
- iii. Example Scrutineer engagement letter including suggested minimum fee
- iv. Example DJ engagement letter including suggested minimum fee
- v. Example Risk Assessment
- vi. Example Invoice and returns form template
- vii. Programme template

4. TROPHY DAY PROMOTER

4.1 The first Trophy Day event organised by a new promoter must be mentored by an ADFP/BDC approved promoter

4.2 The ADFP/BDC will only process Trophy Day applications for the first 2 years

4.3 The ADFP/BDC will only process one event per application for the first two years

4.4 On successful completion of rules 3.1 - 3.3 promoters may apply to become a Championship Promoter

5. CHAMPIONSHIP PROMOTER

- 5.1 The ADFP/BDC will only accept applications for Trophy Days and Championship events in the third and fourth years
- 5.2 On successful completion of rule 4.1 a promoter may apply to become a Festival Promoter

6. APPLICATION TO RUN FREESTYLE EVENTS

- 6.1 Application to run a Trophy Day can only be made by Promoters holding a Promoters licence with the ADFP/BDC
- 6.2 Applications to run Championship events can only be made by Festival and Championship level Promoters who hold an approved Championship or Festival level licence with the ADFP/BDC
- 6.3 Applications to run Festivals (events of 2 or more days) can only be made by Promoters holding a Festival level licence with the ADFP/BDC
- 6.4 Applications to run all events must be received in the office no later than 20th June of the current year for the following calendar year only (1st January - 31st December)
- 6.5 The application form must include the venue, date and fee relevant to the level of event (see fees)
- 6.6 All events must be insured under FRC rules with either the ADFP or BDC
- 6.7 No event can be advertised prior to the Promoter receiving an official approval notification from the ADFP/BDC which will be confirmed by 1st September of the application year for the following year
- 6.8 Any Promoter who fails to renew their licence for the year the event is approved for will have the event withdrawn with immediate effect

7. FEES

Each type of application must be accompanied by the relevant fee as detailed below:

- a. Trophy Day £ 60.00
- b. Championship event £100.00
- c. Festival event (2 days) £200.00
- d. Festival event (3 days +) £300.00

Fees will be refunded in full if the application is unsuccessful

8. PROGRAMMES

8.1 Trophy Day

- 8.1.1 All Trophy day programmes must be described in the heading as 'Freestyle Trophy Day', this is the only text to be used
- 8.1.2 Trophy Day programmes must be announced as 'Recognised by the Freestyle Rules Committee'
- 8.1.3 A Trophy Day programme must include:
 - i. The Promoters Name
 - ii. The Date
 - iii. The Venue
 - iv. Time of doors opening
 - v. Time of first round
 - vi. Cost of Ticket
 - vii. Schedule of competitions
- 8.1.4 Any competitions are permitted on a Trophy Day programme
- 8.1.5 Age groups may be combined at the Promoters discretion
 - 8.1.5.1 No U12 competition may be combined with an O12 or O16 competition

- 8.1.5.2 No O12 competition may be combined with an O16 competition
- 8.1.5.3 Only two adjacent age groups can be combined in U12 events
- 8.1.6 Gender defined competitions may be added at the promoters discretion
- 8.1.7 An Open Invitation event must be included on the programme to promote inclusivity. Competitors in this event cannot be placed
 - 8.1.7.1 Open Invitation events are only eligible to competitors who cannot ordinarily access our sport
- 8.1.8 Amateurs dancing in First Timer events can only do so once. They cannot be placed.

8.2 Championships and Festivals

- 8.2.1 Championship and Festival programmes must be headed using the title granted for the event
- 8.2.2 Championship and Festival event programmes must be announced as 'Recognised by the Freestyle Rules Committee'
- 8.2.3 A Championship and Festival event programme must include:
 - i. The Promoters Name
 - ii. The Date
 - iii. The Venue
 - iv. Time of doors opening
 - v. Time of first round
 - vi. Cost of Ticket
 - vii. Scheduled of competitions
- 8.2.4 Only competitions governed by the ADFP/BDC are permitted on Championship event programmes. These competitions include solos, slow, pairs, street and rock 'n' roll
- 8.2.5 Any competitions are permitted on a Festival programme

- 8.2.6 Age groups maybe combined at the Promoters discretion in accordance with 7.1.5.1 and 7.1.5.2
- 8.2.7 Gender defined competitions may be added at the promoters discretion
- 8.2.8 An Open Invitation event must be included on the programme to promote inclusivity
 - 8.2.8.1 See 8.1.7.1
- 8.2.9 Amateurs dancing in First Timer events can only do so once. They cannot be placed.
- 8.3 No amateur registered dancer may appear on any event programme

9. ENGAGEMENTS

9.1 Adjudicators, Chairpersons and Invigilating Chairpersons

- 9.1.1 It is the responsibility of the Promoter to ensure that all employed adjudicators at an event hold a current ADFP or BDC licence to the level required to adjudicate the Promotion
- 9.1.2 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. These persons will be subject to the guest teaching rules
- 9.1.3 Adjudicators must retire from the panel for all rounds including the final at any event in which immediate family or member of their household is competing. 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.

- 9.1.3.1** The Promoter in conjunction with the Chairperson 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
- 9.1.4** Promoters must ensure that any adjudicators employed on the day have not infringed the guest teaching rule
- 9.1.5** All adjudicators engaged for the event must be sent a confirmation of engagement to include:
- i.** Date of event
 - ii.** Venue details
 - iii.** Time of arrival
 - iv.** Time of first event
 - v.** Dress Code
 - vi.** Fees and expenses
- 9.1.6** No adjudicator should be expected to work more than 4 hours without a comfort break. A meal break is required to include food and adequate refreshments should be provided throughout the day.
- 9.1.7** A Chairperson of Adjudicators must be employed at all events.
- 9.1.8** An Invigilating Chairperson of Adjudicators must be employed in addition to the Chairperson of Adjudicators for events with more than 400 entries. A 10% discretionary will apply
- 9.1.8.1** Events with over 800 entries must employ two Invigilating Chairpersons in addition to the Chairperson
- 9.1.9** 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
- 9.1.10** All Chairperson must refer to the Chairpersons Rules

9.1.11 Adjudicators must be employed pro-rata to the number of entries at all events (Trophy Day, Championship, Festival). A 10% discretionary will apply

- a) Up to 250 entries - a minimum of three adjudicators should be employed for independent events and a minimum of five adjudicators should be employed for non-independent events
- b) Up to 400 entries - a minimum of five adjudicators must be employed for independent events and a minimum of seven adjudicators should be employed for non-independent events
- c) 400 entries and above - a minimum of seven adjudicators must be employed for independent events and a minimum of nine adjudicators should be employed for non-independent events

9.1.12 At all events with more than one panel of adjudicators from the semi final onwards all adjudicators must be on the panel

9.2 Qualifying heat competitions for future Championship events may be held at Trophy days, however, adjudicators for these qualifying heats must hold a Championship adjudicators licence

9.3 Scrutineers

9.3.1 It is the responsibility of the Promoter to ensure that all employed scrutineers hold a current scrutineering qualification recognised by the ADFP/BDC to scrutineer at an event

9.3.2 All scrutineers must be members of the ADFP or scrutineer licence holders of the BDC to be employed at freestyle events

9.3.3 Scrutineers must apply the majority rule system at all times

- 9.3.4** Scrutineers may only use scrutineering systems approved by the ADFP or BDC which are compatible with the FRC APP for uploading results without corruption
- 9.3.5** All scrutineers must refer to the Scrutineers Code of Practice
- 9.3.6** The Promoter is responsible for ensuring that number cards are available to be used on the day
 - 9.3.6.1** Numbers must be of standard size and feature black printing on a plain background
 - 9.3.6.2** No dancer may carry the same number from one event to another
 - 9.3.6.3** No number may be altered or decorated in any way
 - 9.3.6.4** Numbers must be allocated on a random basis
- 9.3.7** The Promoter is responsible for ensuring that the Freestyle Admin email is received from the office and forwarded to the scrutineer
- 9.3.8** Entries for competitions may either be taken on the day or by pre-entry in advance of the event
- 9.3.9** Pre-entries to all ADFP/BDC sanctioned events must be submitted through a Professional member of the ADFP or BDC freestyle licence holder. Individual entries will not be accepted under any circumstances.
- 9.3.10** A scrutineer must not act as Chairperson of Adjudicators at the same event
- 9.3.11** All adjudicator slips must be kept until the event day is completed and attached to the relevant marks for Chairpersons to check unless a tablet based system is in place. If a tablet system is used all 'slips' must be saved in a file until the event day is completed

9.3.12 Only the scrutineer, Invigilating Chairperson, Chairperson of Adjudicators and Promoter may have access to the marks until each competition has been completed

9.3.12.1 Any requests to view/dispute marks can only be made to the Chairperson/ Invigilating Chairperson at the end of the day and must be outlined on the End of Day Report

9.3.13 All scrutineers engaged for the event must be sent a confirmation of engagement to include:

- i. Date of event
- ii. Venue details
- iii. Time of arrival
- iv. Time of first event
- v. Dress Code
- vi. Fees and expenses

9.4 **DJ's**

9.4.1 All DJ's must be Professional or business members of the ADFP or a BDC business licence holder to be employed at events

9.4.2 All music played at events must be age appropriate, clean (no swearing) and non-offensive

9.4.3 A minimum of 45 seconds of music should be played for all rounds of any competition

9.4.4 The tempo for all music must be age and grade appropriate

9.4.5 In finals an equal amount of time shall be given to all dancers performing a solo spot. The music must be the same for each dancer in the final and played from the same starting point.

9.4.6 There will be a 25 second break after the last dancer has danced their solo spot before the final commences.

9.4.7 DJ's are not permitted to act in any other official capacity at an event they are deejaying

9.4.8 All DJ'S engaged for the event must be sent a confirmation of engagement to include:

- i. Date of event**
- ii. Venue details**
- iii. Time of arrival**
- iv. Time of first event**
- v. Dress Code**
- vi. Fees and expenses**

9.5 Comperes

9.5.1 All comperes should either be fully paid Professional members or business members of the ADFP or a BDC licence holder

9.5.2 Application to appoint a celebrity or associated industry professional to comperes an event must be made to either the ADFP or BDC a minimum of 30 days prior to the event

9.5.3 Comperes must be fully conversant with all rules of the FRC

9.5.4 Comperes must have a full working knowledge of the scrutineering system

9.5.5 The comperes must ensure that the division of heats for all competitions is consistent in accordance with the age group and grade

9.5.6 Comperes must ensure that a minimum of two thirds of an entry to a competition is recalled from the first round. A warm-up does not constitute a first round of a competition. Subsequent rounds may be recalled at a minimum of 50%.

9.5.7 The comperes is responsible for ensuring that competitions with the same number of entries have exactly the same number of competitors recalled throughout the event

- 9.5.8 The compere is responsible for the correct timing of all solo spots. Timings for solo spots are as below:
- i. Freestyle solo and pairs - 12 bars from the first movement plus a maximum of 2 additional bars to exit the floor
 - ii. Slow solo - restricted to 40 seconds from the first movement
- 9.5.9 Anyone re-starting a solo spot must be asked to do so by the Chairperson of Adjudicators and not assume they may do so by right.
- 9.5.10 All comperes engaged for the event must be sent a confirmation of engagement to include:
- i. Date of event
 - ii. Venue details
 - iii. Time of arrival
 - iv. Time of first event
 - v. Dress Code
 - vi. Fees and expenses

10. OTHER PERSONNEL IN A WORKING CAPACITY

- 10.1 Anyone who is trading, supplying services or goods at an ADFP/BDC event must be a business licence holder
- 10.2 Videoing and Photography is restricted at ADFP/BDC events in line with the ADFP/BDC Safeguarding and Child Protection policies. Dispensation is given to Photographers who are current ADFP/BDC business licence holders
- 10.3 General photography is permitted for line-ups provided that any posts of photographs placed on social media has all faces other than the specifically photographed competitor distorted or blocked out
- 10.4 No amateur registered dancer may be employed in an official capacity at a freestyle event

10.5 Other personnel in a working capacity at the event must be sent a confirmation of engagement to include:

- i. Date of event
- ii. Venue details
- iii. Time of arrival
- iv. Pitch Fee and payment arrangements if applicable

11. **INSURANCE**

All events sanctioned by the ADFP/BDC should be covered by an Insurance Policy recognised by the ADFP/BDC. A copy of the Policy Schedule can be obtained from the ADFP/BDC offices.

12. **FIRST AID**

12.1 All Promoters are required to provide an adequate number of qualified first aiders

13 **SAFEGUARDING AND CHILD PROTECTION**

13.1 It is the duty of the promoter to ensure that adequate changing facilities are provided for competitors in line with ADFP/BDC Safeguarding and Child Protection policies. Changing anywhere at the venue other than in the designated areas will only be acceptable if a changing robe is used

13.2 It is the duty of the promoter to ensure that all accessible areas at events are securely and adequately maintained for the duration of an event in line with the ADFP/BDC Safeguarding and Child Protection policies

13.3 Going live or a live feed at any freestyle event is subject to the terms of the ADFP/BDC Safeguarding and Child Protection policies

13.4 Where a semi final is not recalled using the normal recall process and one competitor is left either backstage or in the public domain having not made the final, in the interest of their mental health and wellbeing they participate in the final but are automatically placed last. This is in accordance with ADFP/BDC Safeguarding and Child Protection

- 13.5 It is the responsibility of the Promoter to ensure that any persons presenting prizes for the finals of any event are appropriately attired in accordance with Safeguarding and Child Protection policies of the ADFP/BDC

14 SUBSTANCE ABUSE

All Promoters must carry an up to date copy of the ADFP Policy for Alcohol and Substance Abuse at all events

- 14.1 Promoters are required as per the Policy for Alcohol and Substance Abuse to provide a private room away from the main event should their Promotion be randomly selected for testing

15 EVENTS GENERAL

- 15.1 When organising an event, Promoters should acknowledge and respect other Promoters' use of event venues by refraining from using them, if such Promoters use them on a regular and consistent basis, or have been using them for a period of time. New venues should be sought to avoid claims of plagiarism unless multiple use has been previously agreed.

- 15.2 All Promotions must be run under FRC rules by fully paid licensed Promoters with the ADFP/BDC

- 15.3 The Promoter must be fully conversant with all FRC rules and is responsible for ensuring they are enforced at events

- 15.4 Promoters should select a date that avoids a conflict of interest with regards to other Promotions in the same area

- 15.5 Multiple Trophy Days, Championship and Festival events may be granted on the same date, provided they meet the mileage criteria (more than 55 miles between event locations)

- 15.6 No other event (Trophy Day, Championship or Festival) will be permitted to run on the same day as their relevant ADFP National AGM or BDC National Freestyle meeting

- 15.6.1 No other event in the ADFP six areas is permitted to run on the same day as it's Area event

- 15.7 The only role that a Promoter may hold at their own event is that of compere**
- 15.7.1 Scrutineers, DJ's and Comperes may only hold one role at day events**
- 15.7.1.1 At Festivals, Scrutineers, Dj's and Comperes may only hold one role per session**
- 15.8 Promoters are responsible for ensuring that all persons engaged in a working capacity on the day have the appropriate qualifications in place to undertake their duties**
- 15.9 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**
- 15.10 No dancer under the age of 12 may dance after 9.00pm. Promoters must ensure that this is taken in to account when preparing the programme schedule for any event. This is extended to presentations, dance-offs and tops of events**
- 15.10.1 Any dancer aged between 12 and 15 years may not dance after midnight. Promoters must ensure that this is taken in to account when preparing the programme schedule for any event. This is extended to presentations, dance-offs and tops of events**
- 15.11 No one under the age of 3 years is permitted to dance in any capacity at events due to insurance**
- 15.12 All promoters must communicate the Open Invitation statement issued by the ADFP to Professionals prior to the event**
- 15.12.1 Entries must be taken in advance and will not be accepted on the day**
- 15.12.2 Obtain confirmation from the Professional and/ or Scrutineer that all entries are either Beginners or O16 Starter**
- 15.13 All promoters must ensure that when giving prizes that they are age appropriate**

15.14 Promoters may reserve the right to refuse admittance at any event run under FRC rules to any dancer or spectator whose conduct has been, or in the opinion of the ADFP/BDC is likely to be unacceptable

15.15 All tickets must be pre-sold via school Principals or dance professionals who hold a recognised ADFP membership or BDC licence

15.15.1 Tickets may only be sold on the door at events to individuals with the prior consent and arrangement of the Promoter and ADFP member or BDC licence holder

15.16 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.

15.17 The NEC/BDC shall have the power to appoint an official delegate and/or inspector at any events with which its members are concerned. Any NEC member present shall automatically become a senior delegate

16. DISCIPLINARY AND GRIEVANCE POLICY

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