



# IDO ORGANIZER'S BOOK

## RULES & PROCEDURES

Updated 2021-06-25

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## 1. IDO EVENTS

IDO Events are competitive Dance Sport Events, in particular Championships and Cups, which are organized and conducted under the rules and conditions contained in the IDO By-Laws, IDO DanceSport Rules & Regulations, and the respective IDO Event Contract.

An “IDO Event” is the “entire” event: It begins with the opening of the doors on the first day to register and check in the dancers who will compete in the competition, including checking the names of the participants, handing out the start numbers, giving information, etc. The event ends when the last dancers have left the venue at the end of the presentation of the winners.

In addition, all necessary organizational structures, such as check in for hotel accommodation, or collecting vouchers, etc., from another desk before the dancer’s Check In is also included.

Competition is defined as “one dance contest” included in the event, for example: Show Dance, Riesa has 17 competitions: 6x adults – 5x juniors – 5x children + production.

The IDO-event contract and this Organizer’s book help the Organizers to create a positive and successful image of IDO DanceSport and its title-, Approved - and Licensed events.

Each National Member Organization (hereinafter referred to as NMO) seeking to organize an IDO Dance Championship or Cup, IDO Licensed event and/or IDO Recognized event must be aware and fully informed about the rules, regulations, and standards requested by the IDO at the time of bidding and during the running of the event.

The intention of the IDO is to ensure consistency in the way IDO Championships and Cups are organized and presented. This also helps to eliminate unnecessary costs that are often incurred by the Organizers not knowing the rules and procedures.

IDO Events are contracted from the IDO to the NMO who may either run the event on its own or sub-contract to another Organizer. The IDO, through the event contract, grants the event and the NMO/Organizer runs it. When an NMO bids for an IDO event, the prospecting Organizer, if it is not the NMO, must be mentioned in the initial bidding and will be part of a possible granting.

All IDO Events must be conducted under the IDO DanceSport Rules and Regulations in their current version published on the IDO website and supervised by an IDO Supervisor to ensure that the standards are met.

All IDO Events, Competitions, Cups, etc. are announced on the IDO website in a timely manner. All necessary application forms are attached to this Book and may be found on the IDO website in the member area.

IDO makes no guarantee that all possible IDO Championships and Cups will be run each calendar year.

Unless regulated otherwise, IDO Events are solely open to dancers who are enrolled by their IDO-NMO. Enrolments are made through the DIES System, the IDO-Direct Internet Enrolment System.

The NMO and the Organizer signing the IDO event contract are responsible for the organization and financing of the contracted Event. IDO does not take responsibility for the economic success of the Event or for any loss or liability which the NMO/Organizer may incur during, or because of, the Event.

The NMO/Organizer is responsible for adhering to all laws of the Organizer’s country while organizing and running the event and to grant the titles/championships as specified in the event contract.

The NMO/Organizer will organize, market, and carry out the Event as an IDO event. The image of this event being an official IDO event must be visible on all promotional material, websites, and within the competition venue.

Basically, the IDO grants the event, and the NMO/Organizer runs it. This must be made clear to everyone involved, always.

Championships or promotions by any other dance organization may not be combined with the IDO event unless approved in writing by the IDO prior to the Event.

Any changes to IDO Regulations after signing the IDO Event Contract are binding by all parties - the IDO, NMO, and the Organizer - with the limitation that fees and expenses may not be raised by more than 10% in the time between the signing of the IDO Event Contract and the Event.

The Organizer agrees to cooperate with the IDO Supervisor and with the IDO Officials assigned to the competition. With regards to all open questions, unexpected situations and/or similar cases, the Organizer, Supervisor, and Chairperson of Adjudicators shall find a solution to uphold the statute, high ideals, and reputation of the IDO.

## **1.1. IDO Title Events**

IDO Title Competitions are:

- World Championships
- Continental Championships
- Regional Continental Championships
- World Cups
- Continental Cups
- Regional Continental Cups

Regional Continental Championships can be divided in the following manner:

- North Continental Championships
- South Continental Championships
- Central Continental Championships
- East Continental Championships
- West Continental Championships

All first-time Organizers may apply for an IDO Licensed Event before being granted an IDO Title Competition. This will help in understanding what it takes to organize an IDO event before taking on the responsibility of running a much larger event.

### **1.1.1. Criteria for Disciplines to Keep a Title**

Decreased participation may cause a discipline or category to lose the Championship title. These criteria are set to grant the discipline and category titles:

- For the discipline title: When a minimum of at least 5 different countries participates in the Championship in total (which will be checked from the result lists on the IDO website).
- For the category title: In each discipline, age division, and category, the minimum of 6 entries from 4 different countries (which will be checked from the result lists on the IDO website).
- If the required criteria are met in two (2) consecutive years, then the same title can be granted for the following year.
- The IDO Sport Director will supervise the results and may decide on granting titles for the following years.

## Discipline Title

### Example 1:

- 2010-World Championship XXX (24 countries)
- 2011-World Championship XXX (4 countries)
- 2012-World Championship XXX (discipline has a title)

### Example 2:

- 2010-World Championship XXX (4 countries)
- 2011-World Championship XXX (4 countries)
- 2012-World Cup XXX (discipline has lost the title)

## Category Title

### Example 1:

- 2010-World Championship ADULT SOLO FEMALE (16 entries from 4 countries)
- 2011-World Championship ADULT SOLO FEMALE (8 entries from 4 countries)
- 2012-World Championship ADULT SOLO FEMALE (category has a title)

### Example 2:

- 2010-World Championship ADULT SOLO FEMALE (12 entries from 3 countries)
- 2011-World Championship ADULT SOLO FEMALE (8 entries from 2 countries)
- 2012-World Cup ADULT SOLO FEMALE (category has lost a title)

In the case of a long-term contract, this rule will also apply. This means the IDO Sport Director, and the Organizer will negotiate one year before the event regarding the titles being granted, following the principles of the rule above.

A championship title cannot be granted for a first-time competition in a new discipline, age division, or category.

The above restrictions do not apply to World or Continental Cups.

Exceptions are possible by the IDO Sport Director, with the approval of the IDO Presidium.

### **1.1.2. Correct Title Wording**

The correct title of the competition shall be used only in this way:

- “IDO” (IDO) +
- “Competition level” (World /Continental) +
- “Discipline” (Hip-hop) +
- “Championship” (Championship / Cup) +
- “Year” (Year)

Examples:

- “IDO World Hip Hop Championships 2015”
- “IDO European Salsa Championship 2015”

At competitions for Juniors, Children, Adults 2 (= non-Adults) the title must also include the correct “Age Division”.

Examples

- “IDO Junior World Hip Hop Championship 2015”
- “IDO Junior European Disco Dance Cups 2015”

If the IDO Competition is part of any traditional named event or if there is a general sponsor, both titles can be connected, but the IDO Competition title must be given.

Example

- "IDO World Hip Hop Championships 2015" (main title)  
"DANCE IT" (second title as sub headline)
- "IDO World Show Dance Championships 2015"  
"International Riesa Dance Weeks" (second title as sub headline)

In the division of Mini kids, no World or European championship title can be given. The highest title is "Mini Kids Dance Star".

## 1.2. IDO Approved Events

IDO Approved events are for "first time" Organizers who want to apply for IDO title events in the future years. They will be run by an IDO Organizer approved by NMO, following IDO rules, but may have different age groups and proficiency levels.

- Application must be made through the IDO Sport Director at least one (1) year prior to the event.
- The event must not be in conflict in dates with any other IDO events.
- The title of the event must be clearly stated in the initial application and must not conflict with any official IDO Championship Title.
- When the rules governing age divisions and proficiency levels differ from those published in the IDO DanceSport Rules, they must be clearly listed at the competition website, at least six (6) months prior to the event. The IDO will retain the right to alter or refuse any rule that is not in the best interest of all participating dancers.
- License fee of 500 Euro must be paid to the IDO by the Organizer.
- All start or entry fees must be acceptable to the IDO and clearly published no later than six (6) months prior to the event.
- All adjudicators must be approved by their NMO.
- All dancers will be enrolled by the NMO through DIES.
- The event must have an IDO Supervisor, appointed by the IDO.
- The IDO Supervisor will be reimbursed as specified in the IDO Financial Rules Book.

## 1.3. IDO Licensed Events

Any organization, company, corporation, or individual that organizes Dance Sport Competitions in Dance disciplines administered by the IDO but is normally not involved in IDO activities, can apply to have such Dance competitions licensed by the IDO under the following conditions:

- The Organizer must be approved by the IDO Sport Director.
- The IDO Presidium will appoint an Observer/Supervisor who will be reimbursed by the Organizer as specified in the IDO Financial Rules Book.
- A license fee of 500 Euro must be paid to the IDO by the Organizer.
- All rules must be announced and clearly published at the Organizer's website
- The titles of IDO Licensed events cannot be the same as IDO Championship Titles.

If the above standing is fulfilled, the IDO will support the competition by announcing the competition on the IDO website to encourage participation.

The IDO will also allow IDO competitors to enroll in the competition, and IDO licensed adjudicators to judge the competition.

## **1.4. IDO Festival**

IDO Festivals are defined as any non-competitive events including concerts, performances, workshops, lectures, and other related events.

The purpose of a Festival is to bring dancers of the world together, to present their skills and special dance traditions, and national pride to an interested audience and public.

An IDO Festival must have an IDO Supervisor as an official observer, approved by the IDO Sport Director.

The rules governing an IDO Festival are up to the discretion of the Organizer. They must be published visibly in the Organizer's website for everybody to prepare for the event.

## **2. APPLYING FOR IDO COMPETITIONS**

### **2.1. Introduction**

The positive image of dance and its reputation is best represented by the quality of the organization of the major IDO events and its recognized events.

The procedures contained in these rules book have been drawn up to assist any potential IDO NMO/Organizer prepare its bid and understand its obligations towards the International Dance Organization.

It is IDO's intent to provide consistency in the way its Championships and Cups are organized and presented and by doing so to aid in eliminating unnecessary costs that are often incurred by the IDO NMO/Organizers.

By introducing this new procedure, the IDO is seeking to ensure that most uncertainties are removed when an event is allocated. If the demands of organization cannot be fulfilled, then it is best that a potential Organizer declines/withdraws from bidding until they are truly ready.

As explained above, the IDO will grant the NMO the right to run IDO Events.

Consequently, each NMO seeking to organize the IDO Dance Championships or Cups must be aware and fully informed of the rules, regulations, and standards made on it by the IDO at the time of bidding. For information and application, please contact the IDO Sport Director published on the IDO website.

If an IDO NMO considers organizing an IDO event, and before they bid for an event they must make a business plan, including finances, venues, planned dates (please check if there are already other titles and dates published in the IDO website which may conflict with the planned event) and the projected basic schedule (numbers of days).

The IDO Sport Director is always available to advise and assist any potential bidder before a formal application is made. In many cases, important and relevant experience can be gained from organizing a lesser event before seeking to stage a major IDO Dance Championship. The IDO highly recommends this to all new Organizers.

Any oral or spoken agreement between individuals or organizations and IDO Officials will not be binding or official.



### **2.3. Basic Considerations**

Any bid to organize an IDO World, Continental Championship, or Cup must have the full support of the IDO NMO.

If other official bodies within the country, for example government, local council, or others will be part of the Organizing Committee they should also sign the bidding documents. All parties must be fully aware of and accept their responsibilities in organizing the event, including all related costs. If these responsibilities are understood at the time of bidding, then there is little risk of unpleasant surprises.

In addition, each bidding party must guarantee the security and public health resources allocated to protecting the event.

### **2.4. Bidding Procedure and Contract**

The IDO Sport Director is always available to advise and assist any potential bidder before a formal application is made. In many cases, important and relevant experience can be gained from organizing a lower-level event before seeking to stage a major IDO Dance Championship. This path is highly recommended to all new Organizers.

All IDO World, Continental Championships, and Cups must be bid at least two years prior to the planned date. IDO Approved and Licensed events, as well as Festivals, must be applied by email to the IDO Sport Director. Deadline for the bidding is May 31st of each year.

To make the bidding, the NMO must send the IDO Sport Director a filled out and signed "Bidding Form" by email. The Bidding Form can be downloaded from the IDO website (in the Competitions section → "Bidding Form").

The decision to grant the rights for IDO World and Continental Championships / Cups and any other form of IDO competition to an Organizer will be made by the IDO Competition Managing Committee which consists of the chairing IDO Sport Director, the Adjudication Director, the appropriate Director of the Dance Department (i.e., Performing Arts, Street-Dance, and Couple Dance), and two more appointed members when needed.

It must be understood and agreed to by the NMO that if the IDO Competition Managing Committee accepts its bid then the NMO must cover all responsibilities regarding the organizing of the Event and will be liable for all costs associated with the Event.

### **2.5. Contract Follow Ups**

The IDO Sport Director will negotiate with the Organizer directly to prepare an Event Contract.

When an IDO contract is sent out, the IDO Sport Director will see to it that it is returned in a timely manner. If the contract is not returned with all applicable fees paid by the date specified in the contract, the Presidium may cancel the event.

The Event Contract must then be signed by the Organizer and the IDO NMO, the IDO President, and the IDO Executive Secretary or another member of the IDO-Presidium appointed by the President.

After the IDO Event Contract is signed, the Sport Director will appoint a Supervisor, and the Adjudication Director will appoint a Chairperson of Adjudicators.

The Supervisor will contact the Organizer immediately to consult, support, and help preparing for the event. For all basic decisions concerning the running of the event, the Organizer shall contact and inform the IDO Supervisor.

## **2.6. Website Follow Ups**

The following structure should be used in determining the status of all IDO Events on the website:

- **Applied**  
The Organizer has been approved by the IDO Competition Managing Committee, but no contract has been signed or fees paid yet.
- **Official**  
The Organizer has signed the contract and has been granted official recognition by IDO.

All necessary competition information must be published on the IDO website as early as possible, at least nine (9) months before the competition. This must include preliminary information about the competition (venue, dates, disciplines, categories, and age divisions, EPNs, and a tentative schedule). The Organizer must use the official “General Information Form” provided by the IDO Sport Director.

The Organizer must open a competition website as soon as possible but no later than nine (9) months before the event. Detailed information about accommodation, travels, restaurants, ticket prices, parking, special offers, side events, Organizer’s bank accounts etc. must be published in the Organizer’s Competition website. The Organizer’s website for an official IDO competition must be in the English language and may also be published in the native language.

The IDO logo shows the involvement of the IDO as granter of the Competition Title. Therefore, it must be visibly placed on the Competition website at the top right corner of the home page, on a white background. The IDO logo can be downloaded from the IDO website member area.

The correct Competition title must be well visible on the Organizers competition Website. The website should also contain links to the IDO Rules Book and the tentative schedule, and then later the official schedule.

The Organizer must contact the IDO Social Media administrator for collaboration on social media links.

## **3. ORGANIZER’S RESPONSIBILITIES**

The Organizer is fully responsible for complying with all laws and regulations which are applicable at the place of the Event. All public charges and taxes related to the Event are to be covered by the Organizer.

The Organizer must make sure that safety regulations are adhered to and that the Event is covered by adequate liability insurance.

Neither IDO nor its officials shall be liable for any claim for payment of charges, costs, taxes, or damages which may be raised by public/fiscal authorities, participants, personnel or any third party during the Event or in connection with the Event. In any such case, the Organizer agrees to hold harmless and indemnify the IDO and its officials from any such claim. This does not apply to damages caused by intentional acts of IDO or its officials.

Under no circumstances is IDO liable to the Organizer or any third party for any costs or expenses which the Organizer or any party instructed by the Organizer has incurred in the preparation or organization of the Event.

Any liability of IDO or its officials is limited in all cases in which this is allowed by law to a maximum amount equaling the competition fee received by IDO.

### 3.1. IDO Event Fees

Event Type	Competition Fee (€)										
	1	2	3	4	5	6	7	8	9	10	11+
<b>International Championships</b>											
World Championships	750	1000	1250	1500	1750	2000	2250	2500	2750	3000	3250
Continental Championships	600	800	1000	1200	1400	1600	1800	2000	2200	2400	2600
World Cups	490	630	770	910	1050	1190	1330	1470	1610	1750	1810
Continental Cups	350	490	630	770	910	1050	1330	1330	1470	1610	1750
Regional Championships	300	400	500	600	700	800	900	1000	1100	1200	1300
<b>Other IDO Events</b>	<b>One fee for the Entire Event</b>										
IDO Approved Events	500										
IDO Licensed Events	500										
Dance Festivals	500										

The IDO will send the competition invoice to the Organizer. The total amount of the competition fee must be paid by bank transfer on the following account within 30 days of receipt of the invoice:

Account holder: International Dance Organization  
 Bank name: Spar Nord, Slagelse  
 Spar Nord Bank A/S  
 SWIFT Code: SPNODK22  
 Bank code: Reg. nr. 9383  
 Account 4577907868  
 IBAN number: DK 9793834577907868

### 3.2. Cancellation of an IDO Event

If the Event is cancelled for a reason for which the Organizer is responsible, the Organizer agrees to pay the following penalties to IDO:

- Cancellation up to 12 months before the event: 100% of the amount of the competition fee
- Cancellation up to 8 months before the event: 200% of the amount of the competition fee
- Cancellation up to 6 months before the event: 300% of the amount of the competition fee
- Cancellation less than 6 months before the event: 500% of the amount of the competition fee

These penalties do not preclude IDO from claiming additional damages. By contract, the Organizer agrees to reimburse IDO and the national IDO member organizations in addition to the above cancellation penalties for all incurred and documented costs and expenses including travel expenses for IDO officials and participants. Furthermore, in this case the Organizer accepts responsibility to indemnify and hold harmless the IDO, its representatives, and the NMO against all claims raised by third parties such as IDO officials or participants.

### 3.3. Reimbursements, Compensations, and Per Diem for IDO Officials

The following three types of payments are to be paid by the Organizer. Specific amounts are decided by the IDO AGM, and they are listed in the IDO DanceSport Rules and Regulations.

- Honorarium as described below
- Compensation for travel days
- Reimbursement of travel expenses – from door to door

All expenses must be paid or reimbursed before the end of the Event.

### 3.3.1. Honorarium

Each official will be paid a minimum honorarium per day (“Per Diem”) without deduction as follows:

- Official Adjudicator 200 EUR
- Scrutineer 200 EUR
- Chairperson of Adjudicators 250 EUR (+ 1 extra day)
- Supervisor 250 EUR (+ 1 extra day)

Honorarium and other costs should be paid in EURO cash, but when cash payment is not possible the Organizer must make an agreement in advance regarding the payment with the IDO official.

The minimum days of per diem is fixed according to the tentative schedule. This will not be changed even if the official schedule results in a lesser number of days than in the tentative schedule.

The Organizer is obligated to also compensate the travel days of the officials with a daily allowance (24h) based on the national financial regulation and laws of the Organizer’s country.

### 3.3.2. Travel Expenses

As soon as the Organizer has received the names of officials from the nominated countries, transportation costs, reimbursement, and all other arrangements should be negotiated between the Organizer and the IDO official. This must be done immediately after the Organizer has issued the invitation. Flight, train, or bus ticket can also be booked by the Organizer. These decisions must be negotiated between the official and the Organizer immediately after the Organizer has received the names of the officials. The Organizer and the IDO officials must reach an agreement about all arrangements no later than one (1) month before the event.

Any agreement between the Organizer and the official must be made prior to the actual trip. When there is no prior agreement, the official must accept that the reimbursement will not exceed the cost of the least expensive transportation.

Adjudicators will be treated in a respectful manner and are entitled to “door to door” reimbursement for expenses.

#### Means of transportation and acceptable costs

- AIR - as economical as possible, such as economy/low budget fares for both international and intercontinental flights.  
\*IDO recommends that the Organizer also purchases appropriate insurance for all flight tickets.
- AUTOMOBILE - kilometric allowance 0.33 EUR/km and all other additional costs (e.g., road toll, tunnel toll, parking etc.)
- TRAIN - second class
- BUS - reasonably priced

Reimbursement will include supplementary costs, such as airport parking and/or taxi transportation from home to the airport (and back), along with transportation (shuttles) from the arrival airport/station to the accommodation/competition venue, as well as between the hotel and the competition site for all appointed IDO officials serving at the event. All extra costs will only be reimbursed by the Organizer upon receipts of the costs.

If two or more adjudicators arrive within approximately one hour time differences the Organizer may negotiate with them that they will be shuttled together.

Transportation shall be used avoiding long stopovers or detours which may make the ticket cheaper but the trip much longer.

NOTE: For a more detailed reimbursement plan, please refer to the IDO Dance Sport Rules and Regulations - Financial Book.

### **3.3.3. VISA-Expenses**

All matters concerning VISA costs should be negotiated between the Organizer and the IDO officials before any costs are incurred.

In case an IDO official needs a VISA, an adjudicator is responsible for informing the Organizer. All necessary papers must be sent by Express post at least 8 weeks before the event. Express post (DHL, FedEx, etc.) costs for sending VISA invitation are covered by the Organizer.

If the VISA issues are not negotiated and paperwork sent as described above, the responsibility and financial risk is on the IDO NMO and Adjudicator. When VISA and related costs exceed the amount of 150 EUR, IDO will pay the balance.

### **3.3.4. Accommodation and Meals**

The Organizer is obligated to provide:

- At least a 4-star hotel (exceptions can be done by the IDO Sport Director), single room (double room when accompanied by a spouse or companion), including breakfast for the day/s of the competition (including the day after the end of the competition) and free parking.
- Free Internet (with decent connection) should be available in the hotel, hotel room, or the venue for the Supervisor and Chairperson.

The Organizer pays for the accommodation and meals as follows:

- 1 day before the official start of the competition (check in)
- Competition days
- 1 day after the end of the competition (check out)

The hotel should be no more than a 10-minute drive away from the competition venue with free transfer for IDO officials between the hotel and the venue, each day.

Two suitable hot meals must be offered per person, per competition day.

The Organizer must be notified at least one month before the event if another person will accompany the IDO official to stay with her/him in a double room. A VIP pass will be provided without extra cost. Meals for spouses/companions will be provided at the Organizer's discretion.

### **3.3.5. Replacements of Officials**

If the IDO NMO has confirmed the official seat and is not able to send the name of the official adjudicator according to the time frame defined in IDO Rules, the Adjudicator and the NMO must accept the reimbursement for the travel expenses that was on the day of deadline for sending the names for the official seat.

If the IDO NMO replaces an Adjudicator who has already been confirmed by the Organizer and the Adjudication Director, the newly appointed Adjudicator must accept the reimbursement for the travel expenses that was on the day of deadline for sending the names for the official seat. The same principle will be used for the other officials.

## **4. ORGANIZER'S OBLIGATIONS BEFORE THE EVENT**

### **4.1. Checking the Competition Venue**

The venue shall be checked by an IDO Supervisor or Presidium member who has been appointed by the IDO Sport Director. All costs (travel, accommodation and per diem) must be paid by the NMO or Organizer who is applying for the IDO event. It must be paid in cash before the IDO official departs.

The Organizer inviting the IDO official to check the venue shall inform IDO regarding the meeting schedule with the sports hall management, mayor/mayor's office, president of the national member organization, etc. If additional days are needed for such meetings, the IDO official will be reimbursed for any additional days and any associated costs related to such extensions.

The Organizer must provide photos of the venue and a sketch with the planned floor plan with measurements including tribunes, floors, positioning of officials, escape doors, bathroom facilities, and any/all equipment brought in to be approved by the IDO Supervisor.

### **4.2. Competition Schedule**

The Organizer is obligated to send a "Tentative Schedule", which must be reviewed and approved by the nominated IDO Supervisor.

The tentative schedule must be posted on the official IDO website at least 6 months before the first competition day. It must contain a day-by-day schedule of categories for each age division and discipline.

The deadline for the enrolments needs to be at least 1 month prior to the first competition day. In special cases it can be prolonged by the approval of the IDO Sport Director.

Once the tentative schedule by days and disciplines is published, the disciplines by days cannot be changed in the official schedule. With exception being, a discipline may be run in less days than what was published in the tentative schedule.

The official schedule must be published on the official IDO website within 3 days after the deadline of enrolments for the competition. Once published, the official schedule cannot be changed. The Chairperson and the Supervisor have the right to adjust the schedule when it is necessary. In the official schedule, competition rounds, rehearsals, lunch breaks, prize giving ceremonies, presentation of the nations, etc. must be clearly specified.

### **4.3. Transportation and Accommodation for International Competitors**

All participants travel to the competition at their own expense. Any accommodation and transfer services provided by the Organizer will be at the competitors' expense.

The Organizer can offer transfer from the nearest airport or train/bus station to the venue/accommodation for the competitors by themselves or through an agency.

All the necessary information and conditions regarding transportation should be announced on the Organizer's website.

The Organizer must make sure that there is enough accommodation for all competitors in the region. The Organizer must publish links to accommodation providers' websites on the event website. The Organizer can organize accommodation or hand over to an agency. Self-booking by the participants is also possible.

Information about accommodation, transfers, and the conditions together with the deadline for making such arrangements must be published at least 3 months before the event on the Organizer's website.

## 5. ORGANIZATION OF IDO EVENTS

### 5.1. Basic Considerations and Competition Rules

#### 5.1.1. Age Divisions

The following age divisions are used in all IDO Events:

#### AGE DIVISION      AGE RANGE

- Mini Kids            7 and under
- Children            11 and under
- Junior                12 – 15
- Adult 1              16 and above
- Adult 2              31 and above
- Senior                50 and above (Belly Dance/Oriental)

Competitions for Adult 2 may be run in any IDO discipline but only in groups and formations. Organizing Adult 2 categories is always at the discretion of the Organizer.

*Exception: Belly Dances (Oriental, Folk and Show).*

#### 5.1.2. Enrolments

All dancers participating in IDO Events must be enrolled through DIES before they compete. All enrolments must be done through DIES no later than the published deadline.

*Exception: The Supervisor and Organizer may approve and accept "late enrolments" or "enrolments on the spot".*

NOTE: For possible additional costs please refer to the Financial Book.

#### 5.1.3. Entries per Nation (EPN)

Entries per nation (EPN) are fixed and cannot be changed at any circumstances by the Organizer. Exceptions can only be made by the Presidium. For World-/Continental Cups and all other IDO events, the EPNs can be open at the discretion of the IDO Sport Director.

<b>WORLD CHAMPIONSHIPS</b>			
	Own Music	Organizer's Music	Couple Dance
Solo	3	5	open
Duo	3	5	open
Trio	3	/	open
Group/Team/Crew	3–5	3–5	open

Formation	3–5	3–5	open
Production	3–5	/	open

<b>CONTINENTAL CHAMPIONSHIPS</b>			
	Own Music	Organizer's Music	Couple Dance
Solo	3–5	10	open
Duo	3–5	10	open
Trio	3–5	/	open
Group/Team/Crew	3–5	3–5	open
Formation	3–5	/	open
Production	3–5	/	open

#### 5.1.4. Competition Music

In categories where the Organizer's music is used, it must be approved by the IDO before the competition.

Music supplied by competitors must be:

- Of first-class quality, with clean editing and cuts.
- On compact disk (CD). Use of other forms must be approved by the Organizer before the event.
- Given to the Organizer at the Check in office.
- Contain only one piece of music per CD with the name of the dancer(s)/group/formation, title of the performance, and the country.
- The competitors must inform the Organizer if they enter the stage with music or before the music begins, and if the music stops and starts, has a tag, or contains tacit (silence within the musical composition).
- IDO or the Organizer also need to give the possibility to have enrolments together with the music of that performance through DIES or another virtual base. Use of other forms of music must be approved by the Organizer before the event.
- The Team Captain must have back-up music on CD or USB-stick (pen-drive) at hand in case the downloaded music is not working. This will ensure that the dancers will have music to compete with.

The Organizer must make sure that all music complies with the time limit rules. The official Supervisor at the event must be informed about any entry with music that does not comply with the rules.

#### Additional information for Tap

The dancers' taps and the music must be clearly audible to the audience and Adjudicators.

#### 5.1.5. Photography and Videos

Taking pictures at IDO events is permitted to the following persons only:

- Official event photographer or video company. These may be sold to participants and guests.
- Professionally accredited photographers by recognized media.
- Photographers accredited or personally known by the Organizer.
- Parents making photos of their own children which must be proved upon request.

In the interest of the event being conducted in an orderly way, IDO reserves the right to revoke these permissions.



## **5.2. Venue Specifications**

### **5.2.1. The Stage and Dance Floor...**

#### **Dance/Stage Floor Dimensions:**

##### Using One Floor

- For solo, duo, couples, and trios – minimum 8 x 8 meters
- For teams, groups, crews, formations, and productions – minimum 14 m wide x 12 m deep

##### Using Two Floors

- For solo, duo, couples, and trios – minimum 16 m wide x 12 m deep
- For teams, groups, crews – minimum 32 m wide x 14 m deep

The center of the dance floor(s) must be visibly marked.

There shall be a space of 2 meters around the dance floor on all sides free of any obstacles. Carpeting is recommended for this area.

The installation of the stage and all dance floor components must be carried out by qualified, competent professionals. The safety and well-being of the dancers is the most important factor.

The dance floor should be of the highest quality, wooden sprung type, will have no lines or markings, free from obstruction, and suitable for the dance disciplines that are to be performed. It is recommended to use a black, grey, or white color dance floor for Performing Arts disciplines.

Flooring for tap dance must be wooden with a surface suitable for tap dancing. It should also be suitably equipped with microphones.

All technical requirements must comply with the laws of the country.

#### **Stage Lighting**

Stage lighting must cover the full stage and be bright enough for objective and good adjudicator's evaluation, video-streaming, professional photos, and possible TV-broadcasting.

Technical parameters for stage lighting may not be changed throughout the competition. Lighting, once set at the beginning of the event, may not be changed. It must be ensured that lights do not shine into dancers' and/or adjudicators eyes at any time during the event.

All technical equipment must be arranged so that they do not endanger or hinder the dancers.

The Organizer must ensure that all safety precautions are taken for electrical power.

All installations of monitors, light fixtures, and other technical equipment must be carried out by qualified, competent professionals as the events will take place in a public arena and safety is the most important factor. All technical requirements must comply with the country's laws.

All light fixtures must be double insulated, bonded, and earth/grounded separately.

Safety earth straps must be provided to all metal staging and other technical equipment in public places.

#### **Flags, IDO Logo, and Stage Decorations**

## **Stage & Background**

The stage background should support the dance disciplines performed. It is at the discretion of the Organizer. If the background includes any shiny elements or lights, it must be verified that it does not cause any distraction to competitors or IDO officials.

The competition floor/stage must have a background (wall or black curtain). The curtain must be centered with the dance floor.

If LED-boards are used, their changing lights and colors may not cause any distraction to the competition. This must be approved by the Supervisor before the beginning of the competition.

The flags of all participating countries (competitors and officials) shall be displayed clearly visible from the audience. The first or the last flag is the flag of the nation hosting the competition with the others following the English alphabetic order. In case the flags are hung in a circle or half circle the flag of the hosting country is hung in the center.

The IDO flag shall be displayed above the center of the stage or on either side of the stage. Each IDO NMO has received an IDO flag (if not please contact the IDO Sport Director at least one month before the event).

The IDO logo and the full name of the IDO Championship must be placed above the stage where it is clearly visible to the audience, press, and the main TV-camera.

The IDO logo and the full name of the IDO Championship must be placed in the official competition poster, where it must cover at least one third of the area.

If sponsor boards are displayed, they should look structured and professional.

The IDO logo and/or the full name of the IDO event must cover at least 10% of the area of any advertising boards used to promote the event and/or to present sponsors. All such boards must be approved with the Supervisor before the event.

The Official IDO Logo must be printed on all material concerning the competition, including all text, announcements, advertisements, publicity, program books, etc.

The IDO logo must be printed or superimposed on a white background without interference of a different color.

IDO logo can never be altered, changed, or embellished without the express consent of the IDO.

## **Wi-Fi & Technique, Screen**

The competition hall should be equipped with:

- Wi-Fi connection for the IDO Supervisor and Chairperson, free of charge
- Wi-Fi connection for Scrutineers, free of charge
- Professional microphones for moderator(s)
- Professional sound system
- Monitors for dancers
- Speakers for the audience
- Subwoofers
- Screen, which must be visible to the Adjudicators, dancers, and public always. The screen is required when the Organizer is not using starting numbers.

## **Podium for the Prize Giving Ceremony**

At the end (and/or in between the competition day) of each competition there will be a prestigious IDO prize giving ceremony to honor the gold, silver, bronze medalists, and all finalists.

A podium is required. It must consist of 3 different level platforms with minimum dimensions of 2 m x 1 m each. The height of the center (gold) platform must be 50 cm, 30 cm for the left (silver) and 20 cm for the right (bronze) podium. The places (1., 2., 3. / Gold, Silver, Bronze / or the colors) must be visible at the front of the podium.

The podium must be in good view for the audience and media. There must be sufficient space between the podium and the audience. The correct positioning of the podium must be confirmed with the IDO Supervisor.

### **5.2.2. Positioning of IDO Officials**

There must be a designated space for the IDO officials between the audience and the stage/floor. It is important that the IDO Supervisor and Chairperson have an excellent view of the competition area and easy contact with the Adjudicators, DJ, Scrutineer, and the moderators.

There must be enough free space around the IDO officials to avoid direct contact with non-competing dancers, parents, and other audience members. Therefore, the Organizer must provide a physical barrier between the IDO officials and the audience. Only competition staff, officials, and Team Captains may contact the IDO Supervisor and Chairperson directly during the running of the competition.

Special additional security is advisable.

### **5.2.3. Space for Official Photographers and TV Personnel**

In case of filming and/or TV-broadcasting there should be a clear designated space for the photographers and or camera personnel. Their work should not disturb the work of the IDO officials or block their view.

The Organizer and Supervisor shall instruct the media group about the procedures and spaces before they start their work to guarantee sufficient space between the filming staff and the adjudicators/officials.

All camera personnel filming the competition should keep a minimum distance of 1 meter to all IDO officials or the dance floor/stage. It is strictly prohibited to film the IDO official adjudicators' sheets or tablets.

### **5.2.4 Parking & Food**

The venue location must fulfil the following conditions:

- Easily reachable for buses and cars
- Parking space for about 20 buses
- Additional parking space for cars
- Parking spaces for cars of IDO officials (the Organizer must provide free parking for all IDO officials)
- Adequate food stalls, restaurants, shops, or the like must be found either at the competition premises or nearby, within a reasonable walking distance from the venue. If necessary, the Organizer must install food stores or stalls at or in front of the venue.

### **5.2.5. Seating & Bathroom Facilities**

- At least audience 1.000 seats – if there are less it must be approved by the IDO Sport Director.
- Enough toilets for the dancers and the audience (preferably in separate areas)
- Separate toilets or IDO officials

### **5.2.6. Check-in Office**

There should be a Check-In Office which must be close to the backstage area and within easy reach for the Team Captains.

It must contain a copy machine, sufficient printers to print start lists, results, adjudicators' sheets, scrutineering tables, announcements, and diplomas, etc.

### **5.2.7. Dressing Rooms**

There must be sufficient dressing rooms for the dancers, which means the assumed number of dancers per day and at the peak days must be considered.

The dressing rooms must be heated in winter months, and air-conditioning must be available in the summer months. Dressing rooms must be easily assessable to the dancers.

## **Signs**

The venue should be well equipped with signs (depending on the competition hall) such us:

- Main entrance of the hall (Audience)
- Separate entrance for competitors
- Check-in office
- Diplomas (where the Team Captains collect the diplomas)
- Hand in and out of CDs for those using their own music
- Ticket office
- Information center
- WC – Toilets (separately for competitors, audience, and officials)
- Dressing rooms
- Rehearsal/Warm-up areas
- Stage
- First Aid/Paramedics

## **Props**

If the IDO competition requires or allows the use of props, the Organizer must make sure that props can be delivered by the dancers and stored in the venue with easy access to the stage. They must not block any emergency exits or the access to the stage.

## **Adjudicators' Room**

A separate, locked, or supervised room must be reserved for the Adjudicators' meetings and for their personal items.

## **Cleanliness**

It is the Organizer's obligation to have the venue cleaned each day before opening of the doors and during the event if necessary. Trash cans shall be emptied, and toilets cleaned at least every 3 hours.

A cleaning service must be available during the whole event. Sweeps, mops, and water must be in reach under the stage or nearby for fast cleaning of the premises.

### **5.3. Adjudicators' Appointment Procedure**

All countries appointed to send an Official Adjudicator will be announced in the IDO website no later than February 15<sup>th</sup> for the competitions in the first part of the year (until July), and not later than June 1<sup>st</sup> for the competitions in the second part of the year (August-December). Afterwards the countries will appoint their Adjudicators using the IDO website and an automatic email will be sent to the Organizer immediately with the contact information.

If the appointed official Adjudicator, for any reason, fails to be present at the competition where he/she is nominated, all costs related to travel expenses etc. must be reimbursed to the Organizer by their NMO. If the NMO appoints a substitute Adjudicator, any extra travel costs must be covered by the NMO.

The Organizer has no right to decline or refuse any IDO official nominated for the event.

IDO members must register their Voluntary Adjudicators in DIES by the published deadline. The Chairperson and Organizer, in cooperation with the Adjudication Director, may appoint additional Voluntary Adjudicators when it is needed.

## **6. RUNNING THE EVENT**

### **6.1. Competition Staff**

#### **6.1.1. Medical Staff**

The Organizer is responsible for providing professional medical assistance for the event. Medical staff consisting of a doctor or paramedics must be present all the time from the opening to the closing of the hall, and hospital transportation must be available as regulated by national and local laws. The medical assistance team should be placed near the stage within easy reach for competitors and spectators. A clearly visible "First Aid" sign should be erected to help people find the first aid staff.

#### **6.1.2. Security**

Before the start of the event, the Organizer, Supervisor, and the head of the security team should have a meeting to discuss and approve all security measures. They must be briefed in a proper manner to prevent possible dangerous situations but also work in the traditions and expectations of IDO dancers and supporters.

To help monitor access to different areas in the competition venue, the Organizer should establish a system of different color bracelets/passes given to dancers, officials, staff, and Team Captains.

#### **6.1.3. Moderator**

The competition requires a competent moderator (also called announcer or MC), fluent in the English language. He/she must be familiar with the rules and terminology of IDO competitions. It is also possible to work with co-presenters, for example one MC announcing in English and the second MC in the native language. Being the "look" and "voice" of the competition, the MC must be experienced

professional with the ability to handle the dancers and the audience as well as the IDO officials in a pleasant and entertaining way.

The MC will adhere to the following guidelines:

- Refrain from making damaging comments or remarks against good sportsmanship, dance technique, IDO, or dance in general. In brief, no negative announcements, or wordings.
- Not to embarrass contestants, coaches, adjudicators, or the audience.
- To make all announcements in good taste.
- To cooperate with the IDO, Supervisor, Scrutineer, and the Chairperson.
- To promote IDO and its aims in the best way possible.
- To be informed about IDO, the basic structure, and the dance disciplines performed in this competition.
- To follow the dress code of the event.

#### **6.1.4. DJ (Disc Jockey)**

For each IDO competition you need an experienced person (more for longer events) to play the music for the performances – called DJ (previously “music man”).

Like the MC this person must also work closely with the Organizer and the IDO Supervisor. The DJ must know the time requirements of the different competitions. The DJ must inform the Supervisor if music is too long or too short. He/she must be informed by the dancer or Team Captain if the music starts after the dancer has found his/her position on the stage/floor or before.

The competitors’ music is in CD-format. The DJ receives all the competitors’ music from the Check In office in the first-round start order. The DJ will return the music of the dancers not qualified for the next round and keep the music for the next round in the correct order.

The DJ must ensure that all music is played correctly and in the same way for all participants. The DJ must be able to control music which is too loud or too soft to support the dancers in the best way possible.

#### **6.1.5. Other Staff**

Each IDO event needs a proper staff to ensure the running of the competition according to the rules and requirements of the IDO. All Staff working with IDO officials must speak and understand the English language.

- Stage manager responsible for the competitors and running of the stage/floor.
- Staff designated to help the IDO officials with any requests regarding the competition. They are called “runners”.
- At larger competitions an additional person designated to help the manage competitors backstage.

#### **6.2. Timetable and Breaks**

The official start of competition days should be at 09:00 am the earliest, 9:30–10:00 am would be preferable, depending on the number of enrolments.

The opening of the hall should be one hour before the official start of the competition.

In the competition schedule, the Organizer must plan a 10-minute break after every 2 consecutive hours of judging duty – respectively after the end of a longer round.

The Organizer must also plan a 30-minute break after every 5 consecutive hours of judging duty for lunch and/or dinner.

The prize giving ceremony must be in reasonable time after the last finals and can be during the 30-minute break.

The Organizer must immediately inform the Team Captains of any/all schedule changes during the competition. All changes must be announced during the competition more than once and published on the information wall.

### **6.3. Rehearsal Rules and Time Allotments**

The Organizer must provide scheduled rehearsal time. It may be on the stage or in a suitable rehearsal area. When the flooring surface of the rehearsal area differs from that of the stage, a period must be set aside to allow the dancers to test the floor.

The following rules apply to rehearsals for all competitions:

- Performances with Organizer's music: 10-minute time limit, all dancers on the floor at the same time.
- Performances with competitors own music / Solo, Duo, Couple, Trio and Group routines: 20-minute time limit, all dancers on the floor at the same time without music. This will be referred to as "dry rehearsal".
- Formations: 1 minute without music for each formation. Children's formations have 3 minutes with music.
- Productions: 5 minutes without music for each production. The order of rehearsals follows the start list.

NOTE: The Organizer may provide longer periods of time for rehearsal warm-ups on an "equal time for all" basis. When time constraints prohibit on-stage rehearsals, the Organizer must provide an alternate rehearsal area for all dancers' use with flooring surface and space the same size as the actual stage.

### **6.4. Presentation of the Nations**

One of the event's highlights is the presentation of the nations, where all participants will be presented on stage. This should be part of the Official Schedule. The nations are presented in the English alphabetic order. The Organizer shall inform the participants to wear either tracksuits or costumes.

The intro shall be accompanied by entertaining or popular music. All welcoming remarks by officials from the hosting city/country and the IDO shall not exceed 10 minutes altogether. Afterwards there shall be the "march out". The whole procedure shall not exceed 30 minutes.

The presentation of the nations can be in the evening of a day when most competitors are present at the competition itself (depending on the type of the competition), or on different days for different age divisions.

### **6.5. Official Opening Ceremony**

This can be done in conjunction with the Presentation of the Nations or separately. The aim is to have as many competitors and spectators as possible present. It contains the Athletes' and the Adjudicators' Oath.

The official opening ceremony includes:

- Welcome Greeting - the title of the IDO World or Continental Championship - the number of participants and participating countries.
- Introduction of the Chairman, Supervisor, and panel of Adjudicators.
- The Athletes' Oath\*
- The Adjudicators' Oath\*
- Greeting and opening speeches, by no more than:
  - The local IDO member representative (3 minutes max)
  - The Local Representative (3 minutes max)
  - The IDO President or a Member of the IDO Presidium (3 minutes max)

\*The Athletes' Oath and the Adjudicators' Oath will be read only in IDO World and Continental Championships.

The Athletes' Oath must be read by an athlete in English. During the oath, the IDO President, or a representative of IDO Presidium will stand next to the Athlete/s.

### THE ATHLETES' OATH

“In the name of all athletes I promise that we shall take part in this IDO World or Continental Championship, respecting and abiding by the rules which govern them, committing ourselves to a sport without doping and without drugs, in the true spirit of sportsmanship, for the glory of sport and the honor of the athletes”.

The Athletes' Oath will be followed by the reading of the Adjudicators' Oath. The Adjudicators' Oath must be read in English by a representative of the panel of Adjudicators.

During the Adjudicators' Oath, the IDO President or a representative of IDO Presidium will stand next to the speaker.

### THE ADJUDICATORS' OATH

“In the name of all Adjudicators and officials, I promise that we shall officiate in this IDO World or Continental Championship with complete impartiality, respecting and abiding by the rules which govern them, in the true spirit of sportsmanship”.

NOTE: This procedure should be discussed with the IDO Sport Director 2 months before the official start of the competition.

## **6.6. Prize Giving Ceremony**

### **6.6.1. Medals and Trophies**

In Championship competitions, trophies and medals shall be awarded as follows:

#### Solo, Duo and Trio:

- 1<sup>st</sup>Place            Gold Medal(s) and trophies, one for each participating dancer
- 2<sup>nd</sup>Place            Silver Medal(s) and trophies as above
- 3<sup>rd</sup>Place            Bronze Medal(s) and trophies as above
- 4<sup>th</sup> - 6<sup>th</sup>Place      Suitable trophy or participation medal for each dancer.

#### Group, Team, Crew, Formation



- 1<sup>st</sup>Place            One trophy and gold medals for each participating dancer
- 2<sup>nd</sup>Place            One trophy and silver medals as above
- 3<sup>rd</sup>Place            One trophy and bronze medals as above
- 4<sup>th</sup> – 6<sup>th</sup>Place      One trophy per each group/team/crew/formation

The height of winner’s trophy or cup must be at least 40 cm.  
The Organizer is allowed to hand out additional trophies or awards.

In other IDO competitions (Cup, Master, Challenge, and Invitational) the Organizer must provide Cups or Trophies for the winners and certificates/diplomas for all participants. If the Organizer decides to hand out medals as well or more cups this must be handled the same way for all finals of competition. Awards should always be representative of IDO standards.

### **6.6.2. Diplomas**

Each dancer participating in IDO Competitions will receive a diploma (A4 or 8” X 10” American standard) on a high-quality paper, which will include:

- IDO logo and logo of the Organizer
- Title and discipline of the competition,
- First and last name of the dancer(s) duos & trio (each name)/team/group/formation/production, (group name)
- Category and age division,
- Placing in the competition,
- Date and place of the event,
- Signatures of the IDO representative and the Organizer (scanned signatures are allowed)

### **6.6.3. Additional Awards**

All cash or non-cash prizes which are promoted through advertisements or announcements must be awarded. These awards shall be presented at the event.

The Organizer of each IDO Event may present special prizes offered by sponsors, etc., such as Outstanding Choreography, Best Costume, Extraordinary Stage Presence, or any scholarships offered by National Members, Schools or Benefactors.

### **6.6.4. Anthem**

The Organizer and necessary members of the competition staff, as well as the DJ and MC must be informed about the results as early as possible, so the national anthem of the winner and the medalists’ flags can be made ready.

It is the Organizers responsibility to prepare all the anthems (high quality sound) of the competing countries before the competition.

### **6.6.5. Prize Giving Ceremony Procedure**

The persons presenting the diplomas, medals, and cups shall be introduced to the audience by the MC. They shall be introduced with the first name, last name, country, and position either before the ceremony starts or before they hand out the prizes.

Prizes for the finalists may be presented by:

- The IDO President or a Member of the IDO Presidium
- A high ranked politician or a representative of the mayor of the city.

- People appointed by the Organizer (sponsors, adjudicators etc.)

The announcement of the results shall be from the last place to the 1st place in the final.

The results shall be introduced in the following manner and wording, without Start Numbers:

In the IDO World/Continental “discipline” Championship “year”

- The Sixth Place: “Full name or name of team, Country”
- The Fifth Place: as above
- The Fourth Place: as above

### Medalists

Medals shall be brought to the stage, each color carried by one person, on velvet cushions or similar. The cups should be brought to the stage behind the medal-bearers.

Fanfare can be played before each.

- Third place and winners of the Bronze medal: first name, last name or name of team, country
- Second place, runner up and winners of the Silver medal: first name, last name or name of team, country
- IDO World/Continental Champions in “discipline” and winners of the Gold medal: first name, last name or name of team, country

When the diplomas, medals, and trophies have been handed out to the winners, the MC shall ask the audience to stand up for the winner’s national anthem.

During the anthem the flags of the medalists’ countries shall be raised to a visible place above the heads of the competitors. The winner’s flag shall be in the middle, the second place lower to the right and the third place lowest to the left. The raising of the flags can also be done on a big screen. This must be negotiated and approved with the IDO-Supervisor.

## **7. RIGHTS**

### **7.1. General Provisions**

- IDO Rules for Video Rights, TV Rights and Sponsoring Agreements shall define the interest of all parties concerned with such rights.
- All IDO members who participate in IDO Events, including Organizers, Officials, Adjudicators, dancers, competitors, etc., grant the IDO the right to govern all media agreements between concerned parties.
- To finance the IDO organization, office, competitions, workshops, and other Events, IDO has the authority to grant special rights to sponsors, partners and/or any third parties to raise funds, or to Barter and Trade Agreements (BATA). BATA is a mutual agreement to exchange merchandise, food, beverage, time, advertisement or prizes for publicity or other benefit.
- To finance IDO competitions and other Events, Organizers have the right to income from admission tickets, catering, merchandising, etc., and may also find sponsors, partners and/or third parties to fund or endow these Events.
- All sponsors and benefactors along with their product must be of reputable character, and not in conflict with the values and interests of the IDO and the dance industry. Advertising and promotional material produced by sponsors or benefactors must always be in good taste and must in no way cast a derogatory image or destroy the good name of IDO and the entire dance industry. All advertising, products and statements must meet with IDO approval prior to release.

- All TV rights and sponsor agreements are under the control of the IDO Sport-Director. However, the IDO Presidium may, in written form only, name other individuals, companies, organizations, or corporations to act on its behalf to negotiate with TV production companies or sponsors.
- The IDO Sport Director will negotiate all matters pertaining to sponsors or TV broadcast rights with the Organizer.
- When the IDO Sport Director cannot reach agreement on matters that arise with the Organizer, the dispute will be resolved by the Presidium. If further arbitration is necessary, the matter will be ruled on by a majority vote of the IDO AGM.

## **7.2. Rights of the Organizer**

Organizers have the right to all promotion, advertising, and sales within and outside the place of the event, except when the TV rights have been granted to another party. In this case it cannot be within the range of the TV camera.

In detail, these rights may include:

- Sponsor boards, posters, logos, flags, etc., at the sidewalls, back walls, foyers, and display rooms, etc.
- Oral advertisement or sponsor text prior to or during the event, when the TV cameras and microphones are not in operation.
- Advertising in any form, such as printed material, souvenirs, promotional material, that is provided to the audience or participants, with or without remuneration.
- Merchandise, with or without sponsorship or remuneration to the IDO Officials, participants, or the audience.
- Catering service for the audience or participants.

## **7.3. Rights of the IDO**

- The IDO will have the right to negotiate with sponsors, partners, companies, or corporations to sponsor IDO events if they are not in conflict with those of the Organizer.
- The IDO Event Contract will be the binding agreement between IDO and the sponsors, partners, companies, or corporations, as described above. IDO may not alter these contracts once signed.

In detail, the IDO has the rights to:

- Sponsor boards, posters, logos, and flags, starting numbers, adjudicating panels, winner stairs, etc., on the stage or within the range of the TV cameras.
- Oral advertising or sponsor text during the Event when the TV cameras and microphones are in operation.
- IDO is entitled to two (2) full pages in any program book published by the Organizer, without charge and for any use deemed appropriate, plus one (1) additional page to promote future IDO Events. All this material must be made available to all participants and the audience.
- IDO is entitled to up to four (4) merchandising booths for sponsors or personal use if they do not in conflict with the Organizer. This includes catering, beverages, etc.
- IDO may have a booth for catering and/or beverage service if it is included in the IDO Event Contract signed by the IDO Sport Director and the Organizer.
- The IDO must be aware of and honor different TV and media rules in each respective member country. If a dispute arises, a final ruling will be made by a majority vote of the IDO Presidium.
- If there is nothing specified and agreed to in the IDO Event Contract regarding areas within the reach of the TV cameras, these areas will be available to the Organizer.
- All details as specified above must be negotiated with the Organizer at least four (4) weeks before the Event.

## 7.4. TV Rights

The Organizer must request the TV rights through IDO. This request must contain the following details:

- Name and address of the TV Production Company.
- The broadcasting area and/or country.
- The date and time of the broadcast.
- The number of expected re-plays.
- The amount of the licensing fee the TV Production Company is paying (if any).

### TV contracts and terms

The written TV Contract or the exchange of letters including all the above information must be received by the IDO for approval at least two weeks prior to the Event.

If the decision to televise the event is made less than two (2) weeks before the event date, the IDO Sport Director must approve these papers in writing. Without this approval, the Organizer does not have the rights for TV broadcast in any form.

If requested, the IDO Presidium must, in most cases, grant the TV rights to the Organizer. He or she may reject the request if he or she fears that:

- it would not be in the best interest of IDO and the Dance industry to grant the request.
- it may harm the image of IDO or the Dance industry in general due to a valid belief that the production will be inferior in quality or be presented in poor taste.
- it may in any way damage or destroy the good name and ideals of the IDO Organization, IDO NMO or its members.

All requests for TV broadcast rights, whether approved or not, must be sent to the IDO Head Office no later than three (3) days after the Event.

IDO has the right to obtain the TV rights to any IDO Event. However, this must be negotiated and agreed to in the IDO Event Contract.

## 7.5. Sponsor Agreements

If the IDO or an Organizer enters a contract with a sponsor and/or TV Production Company or TV station, the following procedures must be followed:

- If IDO has negotiated and signed a contract, IDO and any Organizer(s) included in the contract shall share all income equally.
- If the Organizer has negotiated and signed the contract, the Organizer receives all income generated by this agreement, unless otherwise agreed in the IDO Event Contract. The Organizer is free to negotiate all contract provisions independently and without interference if he or she enters an agreement through a third party.
- If any other individual, company, corporation, or third party has obtained a sponsor, advertiser, or other revenue generating agreement, the following provisions will prevail once the contract is finalized, and such third parties shall receive:
  - 10% of the total revenue if the party is only responsible for making the contact with IDO or the Organizer.
  - 15% of the total revenue if the party has taken part in the negotiations between IDO, the Organizer, or the sponsor.
  - 20% of the total revenue if the party is acting on behalf of IDO or the Organizer in obtaining the sponsoring agreement.

National VAT and other taxes, travel expenses, accommodations, meals, and per diem, must be negotiated between all parties in advance and in writing.

The Sponsoring Company or the IDO Head Office must transfer all provisions, according to the signed contracts, to the receiver, no later than two weeks after the start of the agreement if an invoice has been received.

All remaining funds must be divided as is stated in the written agreement.

When the agreement between the sponsor and/or any other partnership is for non-monetary gain (BATA or similar), all parties must agree about the exchange before the contract is signed.

Regardless of who negotiates the contract, the President, the Senior Vice President, and the IDO Sport Director must sign all IDO sponsorship contracts.

All disputes will be resolved by a majority ruling of the full Presidium, minus the IDO Sport Director. However, according to the IDO Statutes, both the Organizer and the Presidium have the right to request a hearing and final decision at the next IDO AGM.

The IDO Sport Director or the IDO President must present all IDO sponsorship contracts and/or cooperation agreements, with or without monetary transactions or BATA, each in their entirety, at the next IDO Annual General Meeting.

The process of making changes to the rules for TV Rights and Sponsoring is further specified in the IDO DanceSport Rules (Book 1 under General Rules and Regulations).

## **8. MEDIA AND PROMOTION**

The official language of IDO is English. It should be used during the whole event and in all official texts and promotional materials. All texts and materials may additionally also be published in the Organizer's language.

Communication and promotion must primarily be for the IDO event, especially for IDO World and Continental Championships, rather than for the other events included in the program.

### **8.1. Promotional Materials**

#### **IDO Logo**

The logo and full name of the IDO Championship must be placed in the Organizer's website.

The Organizer shall download the IDO logo from the IDO website member area.

The official IDO logo must always be printed on a white background without interference by a different color. It can never be altered, changed, or embellished. The rules stand the same for all kinds of printed and electronic materials: result documents, announcements, advertisements, publicity, program books, etc.

#### **Competition Poster & Other Print Materials**

To promote the IDO event in social media, a poster must be created and sent to the IDO Sport Director. The poster is to be published in the IDO website and in IDO Social Media after being checked by the IDO Sport Director.

It is in the discretion of the Organizer to print and hang posters, send out flyers etc. Posters may also be sold to the participants.

In case the Organizer decides to produce a program/magazine, the IDO logo and the full name of the competition must be clearly visible. It should contain a welcome text by the IDO President. The Organizer should contact the President well ahead of time, so that this material can be prepared.

## **Competition Photos**

After each competition the IDO website and IDO Social Media will report about the recent event. For this purpose, the Organizer must see to it that the photographer sends

- to [competitions@ido-dance.com](mailto:competitions@ido-dance.com), a selection of at least 10 best “action photos” for publication in the IDO News section
- to [socialmedia@ido-dance.com](mailto:socialmedia@ido-dance.com), the link to the photo gallery for publication in the IDO social media outlets

The Organizer is free to send additional photos of the adjudication panel, the sponsors, him/herself, and the staff to make the article more personal and informative.

## **Press Releases**

The Organizer shall send copies of all newspaper, magazine, and other publications of the Event to the IDO Head Office.

## **8.2. Event Media Strategy**

### **Pre-Event Launch**

- IDO lists all Events on IDO website under Competitions.
- The Organizer creates a website, Facebook page and other social media outlets dedicated to the IDO Championships or IDO event in the English language.
- IDO creates a Facebook IDO Event for each competition and begins its social media campaign 12 – 16 weeks prior to the event. The Organizer must share this IDO Event in their social media networks.
- IDO and the Organizer use hashtags #IDO #IDODance #IDOWorldDance to promote the event on social media.
- IDO creates a hashtag specific to the event (e.g., #IDOGraz #IDORiesa) to be used by the IDO and the Organizer to promote the event on social media.
- The Organizer may partner with government institutions, businesses, etc. and IDO promotes the event online using the specified # and retweeting.
- IDO uses its consumer database mailing list to promote the event.
- IDO Press Office emails the consumer mailing list about upcoming IDO events and IDO news at least 16 weeks in advance with calls to action as required. The Organizer promotes the event as per their signed contract with IDO.
- Organizers should provide IDO Press Office & Social Media Department with write ups, information, images, video links, and any other marketing material. IDO then publishes this on [www.ido-dance.com](http://www.ido-dance.com) and all its social media outlets. The IDO Press Office issues a pre-event press release accordingly.

## **Day to Day Run Up**

- 12 weeks to 3 weeks before the event: email and social blogging on a weekly basis. Post news stories and event updates on social media.
- Day to day promotion marketing period on any paid promotion.
- Share promoted Facebook, Twitter, and Instagram posts.

### **Last Call and During the IDO Event**

- Both IDO and the Organizer make final announcements on email and social media at least 2 weeks before the event.
- IDO Press Office and Social Media issue event press releases accordingly.
- Get all attendees/participants to tweet, post on social media, # and talk about the event before, during and after the event. The Organizer should place relevant notices at the competition to ensure this.
- During the event an IDO Press Officer or the Organizer's appointed person posts images, interviews, etc. on social media.
- During the event, all information, news, images, and videos are to be sent to IDO Press Office and Social Media Department. IDO then publishes these on [www.ido-dance.com](http://www.ido-dance.com) and all its social media outlets.

### **Post-event**

- Post all event publicity after the event on all social media outlets
- IDO Press Office issues a post-event press release accordingly
- Retweet, share images, etc. on all social media outlets
- Upload any event video links on IDO YouTube
- Tease about next year's event
- IDO updates consumer database as required
- Ask consumers to subscribe to IDO social media outlets

## **8.3. Organizer's Obligations after the Event**

### **Results**

The Organizer must make sure that the official Scrutineer sends all competition results and Adjudicators' tables to all IDO NMO, IDO Sport Director and IDO Adjudication Director and publishes them on the IDO Website immediately and not later than 3 days after the last competition day.

### **Officials' Shuttles**

The Organizer must make sure that all officials are shuttled from the venue to their accommodation, to the airport, or other confirmed destination. The Organizer must be available for solving any possible problems.

### **Payments**

The Organizer must make sure all payments are done not latest than during or on the last competition day.

All payments over bank must be done not latest than 7 days after the competition day. Proof of payment needs to be sent to all adjudicators on their e-mail address.