

Appendix G: UCWDC® Contest Coordinator

Responsibilities and Requirements

A. Contest Coordinator

Every UCWDC® event must have an official UCWDC® certified Contest Coordinator who will serve to coordinate and manage all UCWDC® contest divisions in accordance with the UCWDC® Dance Rules, Contest Procedures and Scoring Format as well as the UCWDC® Judge Certification Curriculum. The Contest Coordinator while being employed by the event actually executes his or her duties on behalf of the governing body of the UCWDC®, working not only for the Event Director, but also for all UCWDC® contestants and patrons, guarding the intent and integrity of these rules.

1. An event Contest Coordinator shall be fully responsible for delivering all contest logistics as determined by the Event Director.
2. During an event, the Contest Coordinator must be present and accessible at all times during the competition and may not perform other duties that take him/her away from the competition floor, nor act as the event's sole Scrutineer or Scoring Coordinator unless he or she has arranged that all Contest Coordinator duties are delegated adequately and professionally during his or her absence. Returning from such absence, this delegated work should be fully audited.
3. The Contest Coordinator will supervise the work of any and all floor coordinators, responsible for the taking of attendance and staging of contestants; any and all ballot coordinators, responsible for the collection and organization of contest ballots for the scoring room; any and all scrutineers, responsible for interpreting and transcribing judge's marks into placements, and/or medals grades; and any and all scoring room personnel, responsible for heat sheet preparation and posting, ballots preparation, computer data entry, scoring audits, reports and awards lists; plus emcees and deejays when working during a contest session.
4. The primary responsibility for judge panel selection and event scheduling falls on the Event Director. At the Event Director's option, the Contest Coordinator may be consulted for suggestions on the creation of judge panels and schedules. However, in no case may the Contest Coordinator 'overrule' the Event Director. If the resulting contest integrity is compromised, the Contest Coordinator is required to notify the UCWDC® Council regarding the Event Director's decisions during that Event's next Sanctioning review.
5. The Contest Coordinator, using the Event Director's event schedule, will determine, and direct the Scoring Coordinator, as to how heats are to be made for each contest session, including which divisions will be commingled as necessary for expedience.
6. The Contest Coordinator shall direct the Scoring Coordinator to ensure that all heats are randomly generated, then randomly scrambled within each heat to avoid contestants dancing in the same order in each dance. The Contest Coordinator is then responsible for protecting those heats from re-arrangement to ensure fairness.
7. The Contest Coordinator will advise all judges in sessions as to the specifics of the contest logistics and will supervise all judges as they perform their adjudication duties. He or she will administer all contest problems as they arise in session, including any rules interpretations deemed necessary by contest discrepancies and/or ambiguities, or curriculum positives and/or negatives that surface during the session.
8. At no time during the event, prior to a Judge's shift will a Contest Coordinator influence a judge, or allow anyone else to coach, instruct or influence any judge regarding their subjective opinions about a dance or division.
9. The Contest Coordinator will advise judges that penalties are no longer applied separately on the ballot and carefully remind them to combine their performance assessment for each contestant entry with their consideration of any and all rules or curriculum infractions observed for that contestant before making their final Medal or Grade and Rank mark on their ballots.
10. When required, the Contest Coordinator will conference with the judges and/or contestants during a contest session to answer their direct questions or notify them of a rules or curriculum interpretation or infraction deemed necessary for education purposes either after the heat or the contest session as the case may be.
11. The Contest Coordinator will audit the work of any and all scoring personnel who score any dance or division. As a last resort, upon failure of the scoring apparatus, he or she will construct and supervise a method for determining the contest results per the UCWDC® Scoring Format and deliver those results in a timely manner.

Therefore, the Contest Coordinator must fully and accurately comprehend and be able to personally execute and instruct in all rules of the Scoring Format.

12. Before leaving the event, the Contest Coordinator will remind each Scoring Coordinator and Event Director about the deadlines for submitting any and all reports and files due from the event and its Scoring Coordinator to the UCWDC® Webmaster, UCWDC® Points Committee Chair, UCWDC® VP Dance Rules & Contest Procedures and the UCWDC® VP Judge Certification.
13. The Contest Coordinator will also fill out and return any reports and/or worksheets required of him or her by the Judge Certification or Rules and Contest Procedures Committees regarding judge performance and effectiveness. The report should note all contest issues and rules interpretations arrived at, any conduct or procedure issues by judges, the make-up of judge panels, scoring and/or awards discrepancies and any other pertinent information to the UCWDC® VP Judge Certification, and the UCWDC® VP Dance Rules & Contest Procedures respectively.
14. The Contest Coordinator is responsible for personally auditing the contest results, or supervising the delegation of such audits, and must be prepared to adequately and professionally explain any scoring analysis packages that are dispensed after awards, as well as investigate and solve any results discrepancies.
15. The Contest Coordinator will be the invigilator (monitor the patterns) for Syllabus A and B Divisions.

B. Contest Coordinator Certification

1. Because a Contest Coordinator must not only know the letter of a particular rule, but also know the intent behind the creation of that rule, each Contest Coordinator must come from the governing body of the UCWDC®, and must be an active member annually directing a UCWDC® event.
2. Contest Coordinators must be members of the Rules' Committee, where rules issues are discussed, deliberated upon, and either discarded, tabled, or accepted. In this way, each Contest Coordinator comes to know the intent as well as the letter of a rule, and can discuss with patrons and judges not only the present state of the rule, but also the history behind its inception.
3. Contest Coordinators must attend Contest Coordinators' Committee meetings at least once annually.
4. At any UCWDC® event, if an on-site interpretation becomes necessary due to an inconsistency or ambiguity in these rules, a Contest Coordinator is required to notify the UCWDC® VP of Rules Contest Procedures and Scoring Format of such spontaneous, decisive actions at his or her earliest availability. Such coordination of Contest Coordinators is required to maintain consistency in contest administration, thus avoiding possible contradictions in rules interpretation.