



UCWDC® COUNTRY DANCE WORLD CHAMPIONSHIPS® ('WORLDS') SITE SELECTION POLICY

Version 1.0

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1. INTRODUCTION

The United Country Western Dance Council® is an international organization which promotes country western dance by producing festivals and competitions across the world. We host the annual Country Dance World Championships® for couples and line dancers and we advocate country dancing as a social activity for people of all ages and abilities.

1.1 Purpose

The selection of the Country Dance World Championships (Worlds) Location is critical for the success of this annual event. The Country Dance World Championships will be held each year to determine the winners of the preceding years Sanctioned Event Competitions. This policy will outline the process in which the Worlds Location is selected.

This Policy shall not limit the UCWDC's creation or running of Continental Championships, as approved by the General Council.

The selection of the Country Dance World Championships Event Director is identified under the UCWDC Country Dance World Championships Director Selection Policy.

1.2 Reference

Under Article 23 – COUNTRY DANCE WORLD CHAMPIONSHIPS ('Worlds') of the UCWDC Bylaws: "A Country Western Dance World Championship Event will be held each year to determine the winners of the title "Country Western Dance World Champion." Said event shall take place at some time after the last event in the current year's Schedule of Sanctioned Events. The Country Western Dance World Championship Event shall not be considered to be a Sanctioned or Licensed Affiliate Event and shall not be subject to any of the geographical, time or other restriction's or requirements set forth herein."

2. WORLDS SITE SELECTION AD-HOK COMMITTEE (WSSC)

1. Purpose

The duties of the Worlds Site Selection Ad-Hoc Committee (WSSC) are:

- To identify viable locations for future Country Dance World Championship events in accordance with this policy
- Create, review and update the UCWDC Worlds Site Selection Request For Proposal (RFP)
- Once RFP's are received, narrow down the perspective locations to be proposed for presentation to the General Council

2. Composition

The Worlds Site Selection Ad-Hoc Committee and the WSSC Chair, if necessary, shall be appointed by the President. The WSC shall include the current Financial Oversight Chair and Worlds Director plus three (3) additional members of the General Council. The committee shall be a maximum of five (5) members in total.

3. Term of Office

The term of office is two (2) years, renewable.



4. Responsibility

The WSSC is responsible to the President and General Council

Since the Worlds Site Selection Ad-Hoc Committee has no financial resources of its own, all funds spent by the WSSC require the approval of the President and Financial Oversight Committee

5. Lines of Communication

The WSSC Chair (or designate) shall report to the President at least once a month, and more frequently if necessary, on proposed Worlds site selection matters pertaining to the UCWDC.

The WSSC Chair shall provide a report for both spring and fall General Meetings.

6. Confidentiality

All discussions, position papers, documents, letters and other materials received by the committee are confidential.

3. PROPOSED SITE SELECTION

The following guidelines are intended to be used for proposing the location and adopting a fair rotation for the Country Dance World Championships event to represent UCWDC throughout the world of country and line dance.

3.1 Event Dates

The Country Dance World Championships event shall take place at some time after the last event in the current year's Schedule of Sanctioned Events. Depending on the date of Christmas the Country Dance World Championships shall be scheduled for the last week in December to the first week in January, or portions thereof.

3.2 Site Selection Rotation

The Country Dance World Championships shall take on the following rotational schedule, unless a vote of two-thirds (2/3) by the General Council identifies a change.

EASTERN UNITED STATES | CENTRAL UNITED STATES | WESTERN UNITED STATES

The Country Dance World Championships Site Selection may leave the United States on any selected and approved year of the rotation and then return to the United States and continue with the above rotation (see example below). It is suggested that Worlds does not leave the United States until a minimum of one (1) full rotation has taken place between remote locations.

Example:

Year 1: Worlds is held in Eastern US

Year 2: Worlds is held in Europe

Year 3: Worlds is held in Central US

Year 4: Worlds is held in Western US

Year 5: Continue with rotation noted above until Worlds is approved to leave the United States again.



3.3 Current Site Selections

Currently the UCWDC has signed contracts in place for the following locations:

2021 – Central United States (San Antonio, TX)

2022 – Eastern United States (Orlando, FL)

2023 – Western United States (Open)

3.4 Site Selection Process

The Worlds Site Selection process includes a detailed evaluation of the UCWDC and Country Dance World Championships needs which are then measured against the merits of potential locations. The process typically includes, through an RFP process selecting and evaluating cities, facilities, and may include dance communities and local or federal support systems.

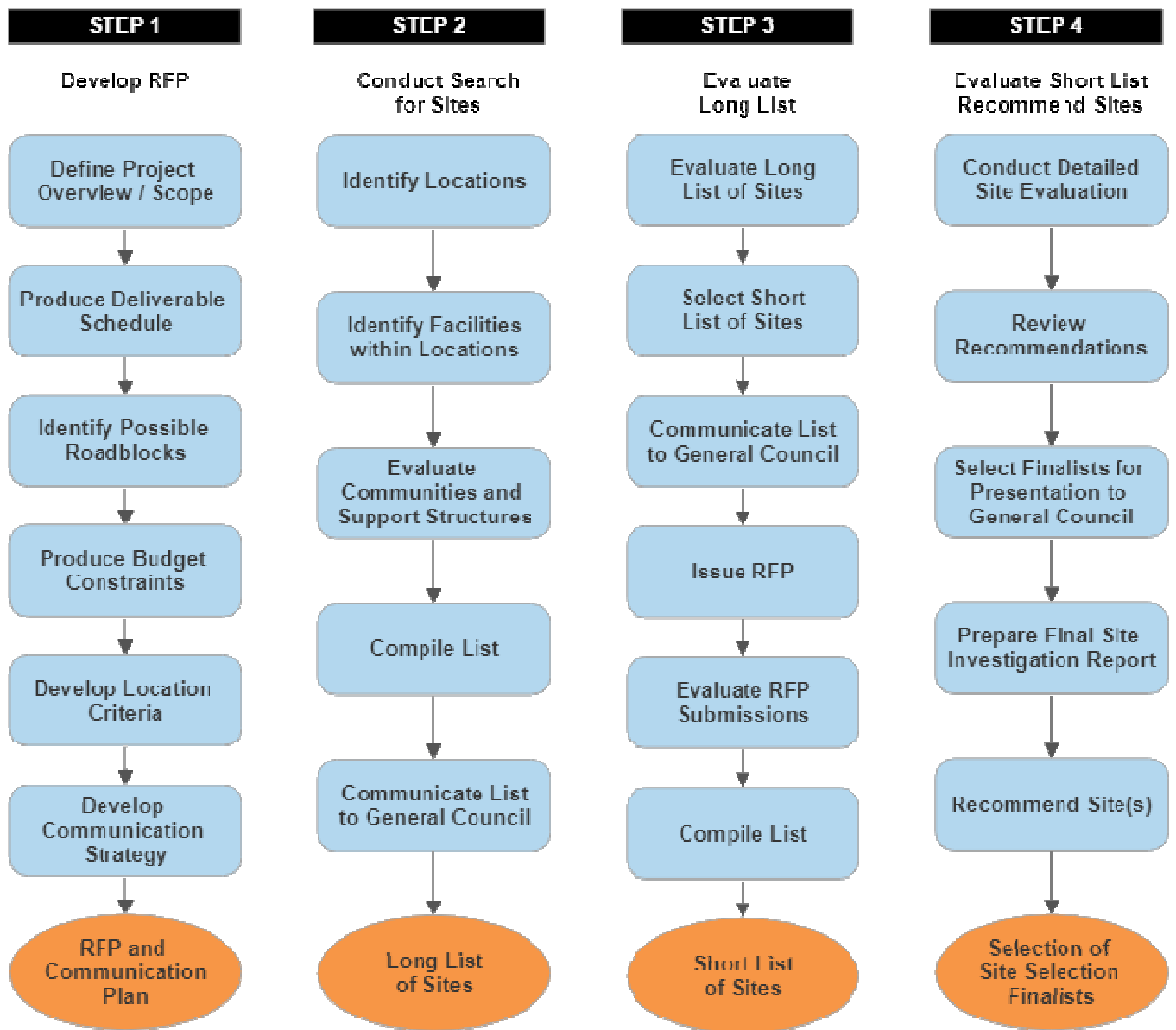
Worlds Site Selection considerations should begin in the Fall, three (3) years preceding the date of the identified Country Dance World Championships and include two (2) sequential years. (e.g. Worlds 2023 and 2024 shall be selected in the Fall of 2020).

The process for each Worlds Site Selection includes the following steps:

- Define location criteria
- Evaluate cities, facilities, dance communities and support structure
- Create short list of cities (maximum of three) based upon project criteria
- Identify facilities within each finalist city
- Issue Request for Proposals (RFP's) from facilities/cities
- Site visit finalist facility locations
- Coordinate presentations to the general Council for vote
- Negotiate facility acquisition, once approved by General Council



3.5 Site Selection Process Diagram





4. REQUEST FOR PROPOSALS (RFP)

Definition: A Request for Proposal (RFP) is a document that solicits proposal, often made through a bidding process, by an agency or company interested in procurement of a commodity, service, or valuable asset, to potential suppliers to submit business proposals.

The Worlds Site Selection Ad-Hoc Committee (WSSC) shall develop a Request for Proposal (RFP) document including following:

1. Project Overview / Scope
2. Organization Background
3. Deliverable Schedule
4. Possible Roadblocks
5. Budget Constraints
6. Location Criteria
7. Communication / Question Clarification

5. PRESENTATION PROCESS

The following guidelines are intended to be utilized by the General Council to allow a fair and equitable allotment of time for each Country Dance World Championship Site Selection Finalist to present themselves, and Worlds vision at the sitting of the Fall General Council Meeting.

1. Site Selection Finalists will be given time to address the General Council during the sitting of the Fall General Council Meeting at which time they will be allowed to do a short presentation.
2. Site Selection Finalists will not be allowed in the General Council meeting during which time as other Finalists are presenting.
3. Addresses and presentations from each Site Selection Finalist will be kept to a maximum length of ten to fifteen (10-15) minutes.
4. A question period will follow each Site Selection Finalist's presentation for a maximum of twenty (20) minutes.
5. Site Selection Finalists will be dismissed from the meeting to allow open discussion, deliberation and call to vote in General Council and with Event Director's respected proxies.
6. Site Selection Finalists may be called back into the meeting to answer further questions generated by the General Council and once answered the Site Selection Finalists will be dismissed for further discussions, deliberation and vote.

6. VOTE PROCESS

The vote for Site Selection Finalists for the UCWDC Country Dance World Championships will follow Article 2.4 of the UCWDC Electoral Practices and Voting Policy.

The successful Site Selection Finalist will be eligible to enter into negotiations with the UCWDC Financial Oversight Committee enter into a contract with the UCWDC, if successful.

END OF POLICY