



UCWDC® NEW EVENT SANCTIONING APPLICATION PROCEDURE

Version 2.0

Date	Created by	Checked by	Approved by	Effective date
			General Council	

REVISIONS					
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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

This procedure is intended for all applicants who wish to apply to host a Sanctioned UCWDC Event in their area. The outline contained within will identify the types of sanctioning, what the expectations are, evaluation process and how applications are submitted, deliberated, reviewed and voted upon.

The UCWDC offers licenses to become an Affiliate Event, which is not covered under this Procedure.

2. WHAT DOES IT MEAN TO BE SANCTIONED?

The UCWDC sanctions and advises the promoters and directors of Country Dance Events and related events which include, but are not limited to Country Dance Competitions and Country Dance Workshops in order to ensure the uniformity of operation and the quality of the experience of the guests attending these events.

To be 'Sanctioned', either Provisionally or Fully means that all of the Dance Divisions, Competitions, Rules, Judging procedures and standards, Scoring procedures and standards set out by the UCWDC are adhered to by the regional events. Contestants competing in Couples, ProAm or ProPro, Line Dance or Teams at these Sanctioned Events can earn eligibility to compete at the Country Dance World Championships hosted by the UCWDC. Sanctioned events must also adhere to all UCWDC Bylaws, Rules, Reporting Practices and Policies & Procedures set forth by the UCWDC.

3. SUMMARY OF SANCTIONING

3.1 First Year UCWDC Provisionally Sanctioned Event

If the applicant is successful in the application to become a Sanctioned Member Event in the UCWDC they will be designated as a First Year UCWDC Provisionally Sanctioned Event and must adhere to all the conditions identified in the Bylaws and this Policy. Those conditions are, but not limited to; a) the Attendance of an Official Observer and b) the inclusion of the following phrase on all event marketing: "A (First Year/Second Year) UCWDC Provisionally Sanctioned Event.

The Applicant, once successful will enter into an agreement with the UCWDC for Sanctioning.

The applicant will remain at that status until the event is reviewed in accordance with the Bylaws, which is on an annual basis to ensure that the Council standards, ethics and procedures are being followed in their entirety and that the event and its director(s) continues to be of the highest quality.



3.2 Second Year UCWDC Provisionally Sanctioned Event

If within one (1) years' time, the event has remained a Member Event in good standing and has followed all the requirements of the UCWDC in accordance with our Bylaws, Rules, Reporting Practices and Policies & Procedures, then by a vote the Member Events of the General Council meeting a First Year UCWDC Provisionally Sanctioned Event may be advanced/designated as a Second Year UCWDC Provisionally Sanctioned Event and must adhere to all the conditions identified in the Bylaws and this Policy. Those condition are, but not limited to; a) the Attendance of an Official Observer and b) the inclusion the following phrase on all event marketing: "A (First Year/Second Year) UCWDC Provisionally Sanctioned Event.

The event will remain at that status until the event is reviewed in accordance with the Bylaws, which is on an annual basis to ensure that the Council standards, ethics and procedures are being followed in their entirety and that the event and its director(s) continues to be of the highest quality.

3.3 Fully Sanctioned UCWDC Event

If within one (1) years' time, the event has remained a Member Event in good standing and has followed all the requirements of the UCWDC in accordance with our Bylaws, Rules, Reporting Practices and Policies & Procedures, then by a vote of the Member Events of the General Council meeting a Second Year UCWDC Provisionally Sanctioned Event may be advanced/designated as a UCWDC Fully Sanctioned UCWDC Event and must adhere to all the documentation of the organization.

All Fully Sanctioned UCWDC Events will continue to be is reviewed in accordance with the Bylaws on an annual basis to ensure that the Council standards, ethics and procedures are being followed in their entirety and that the event and its director continues to be of the highest quality.

Only Fully Sanctioned Member Events have the right to vote within the General Council. Although all Event Directors are encouraged to attend the General Council meetings twice a year and become involved in the Organization.

Competitors at any level competing at a Sanctioned Event (First Year, Second Year or Fully Sanctioned) are eligible to receive qualifications and points towards the Country Dance World Championships.

4. DEFINITION OF TERMS

4.1 Majority Event Director

For the UCWDC's purposes, a Majority Director is identified under Article 4 and 7.4, UCWDC Bylaws

4.2 Minority Event Director

For the UCWDC's purposes, a Minority Director is identified under Article 4 and 7.4, UCWDC Bylaws



4.3 Event Base Date

For the UCWDC's purposes, the Event Base Date is the calendar date your event will be held on, on an annual basis. An Event Base Date may temporarily change based on the UCWDC Base Date Policy within seven (7) calendar days of the recorded Event Base Date.

5. APPLICATION ELIGIBILITY

Almost anyone can apply to the UCWDC for Event Sanctioning.

1. All proposed Event Directors of a New Event Sanctioning Application must be twenty-five (25)* years of age or older, AND
2. All New Event Sanctioning Applications must meet the requirements of the UCWDC Bylaws and this Procedure.
3. All Event Directors must adhere to Article 20.16 of the UCWDC Bylaws

*Age considerations: Age matters because it is through experience that you gain the knowledge necessary to direct an event. We ask that all directors are at least 25 years of age, however if you are younger and possess the proper credentials you may submit an application and you will be considered.

6. PROPOSED EVENT LOCATION

As a New Event Sanctioning Application it is the responsibility of the applicant to review and adhere to **Article 20 - SANCTIONING and LICENSING**, of the UCWDC Bylaws.

We have highlighted a few articles that are of important for your reference below:

6.1 UCWDC Bylaw Article 20.8.1

"No Fully or Provisionally Sanctioned event can be added to the Schedule of Sanctioned or Licensed Affiliate Events if the location of the proposed event is within an existing Sanctioned Event's "Restriction Zone."

In brief; with all New Event Applications it is the responsibility of the applicant to ensure that your proposed event does not impact any existing UCWDC Sanctioned (Provisionally or Fully) Event within the Calendar of Events listed on the website based on the following Bylaw Articles.

6.2 UCWDC Bylaw Article 20.8.1.1

"All Sanctioned Event's "Restriction Zone" is defined as:

- a. 500 miles (805 km) if the proposed event is scheduled within 8 weeks;
- b. 400 miles (644 km) if the proposed event is scheduled within 10 weeks;
- c. 300 miles (483 km) if the proposed event is scheduled within 12 weeks;
- d. 200 miles (322 km) if the proposed event is scheduled within 14 weeks
- e. No Event can be added to the Schedule of Sanctioned or Licensed Affiliate Events if it is within 100 miles (161 km) of a Sanctioned Member's Event at any time."



6.3 UCWDC Bylaw Article 20.8.1.2

“A Mile is defined as the straight-line distance between the Sanctioned Member Event facility address and proposed event facility address. If the competition venue is separate from the accommodation’s venue, the venue in which the competitions are held will be identified as the facility address.”

In brief; a new event may be proposed based on exceeding both time and distance from an existing UCWDC event location. All applicants must research the current facility address of all events within their area within the designated 25 weeks. (We recommend using Google Maps to determine the distance from event facilities). If your proposed event facility is within 250 miles (402km) you would need to consider moving your location before applying based on Bylaw Article 20.8.2.

6.4 UCWDC Bylaw Article 20.8.3

“Sanctioning will not be granted to more than two (2) Sanctioned or Licensed Events on the same weekend on the same continent. In the event of a Sanctioned event wanting those dates, Licensed Affiliates must move off that date pending venue contracts.”

In brief, if a new event’s proposed Base Date is the same as two (2) other existing UCWDC events on the same continent it may be denied and will not be granted an audience with the General Council.

In addition, if a new event’s proposed Base Date is within seven (7) calendar days of two (2) other existing UCWDC events it may also be denied and will not be granted an audience with the General Council. Refer to Article 4.3, of this Procedure and the UCWDC Base Date Policy.

7 APPLICATION PROCESS

All requests for a New Event Sanctioning Application Package must be submitted in writing to the UCWDC Secretary at secretary@ucwdc.org.

Upon receipt of the written request for a New Event Sanctioning Application Package the Secretary will issue the following package of information for completion and submission within five to ten (5-10) calendar days of request receipt.

The New Event Sanctioning Application Package shall include:

1. UCWDC New Event Sanctioning Application Procedure
2. Sample Letter of Intent
3. Application Payment Information
4. Conflict/Duality of Interest Disclosure Form
5. New Event Sanctioning Application Form
6. UCWDC Member Event Agreement

7.1 UCWDC New Event Sanctioning Application Procedure

Once you receive the New Event Sanctioning Application Package, please read and understand the UCWDC New Event Sanctioning Application Procedure document in its entirety before proceeding.



7.2 Letter of Intent (LOI):

The Applicant must provide a Letter of Intent (sample of which attached to this Procedure as Exhibit 'A'). The Organization or Company applying for Sanctioning is responsible for providing a letter on official letterhead and signed by the Majority Event Director. If an individual(s) is applying for Sanctioning, then the letter may come from a person and be signed by the Majority Event Director.

The Letter of Intent is a statement that the Applicant has read, understands and will comply with all the requirements of the Sanctioning Application as well, if approved will enter into an agreement with the UCWDC as a Member Event and will comply with all Bylaws, Rules, Reporting Practices and Policies & Procedures set forth by the UCWDC.

1. The Majority Event Director must be the Applicant and must submit the Letter of Intent to the UCWDC Secretary;
2. A onetime non-refundable application fee, identified in the Application Payment Information must be submitted to the UCWDC Treasurer at treasurer@ucwdc.org at the time of submission.
3. Once the Letter of Intent and Application Fee is received, the Secretary shall:
 - a. Notify the applicant of a proposed Application Presentation Date, identified in Article 7.2.4, of this Procedure, AND
 - b. Notify the President and Event Application Committee (EAC) Chair of the received Letter.
4. The EAC Chair will appoint a Concierge Specialist to be assigned to the Applicant and oversee the application process as identified under Article 8.1, of this Procedure.
5. The Concierge Specialist shall contact the Applicant within five to ten (5-10) calendar days to officially introduce themselves and offer assistance.
6. For reference - The UCWDC General Council hears all Sanctioning Applications two (2) times per calendar year;
 - a. The Spring Meeting is generally scheduled for the third (3rd) week of February; and
 - b. The Fall Meeting is generally scheduled for the first (1st) full week of September.
 - c. Specialty Meetings of the General Council may be called in accordance with the Bylaws, but only in cases of dire need and with the approval of the UCWDC President.

7.3 Application Payment Information

Application Payment Information (attached to this Procedure as Exhibit 'B').

As identified in the UCWDC Bylaws, Article 20.9.2, The Board of Directors will determine and publish the rules and content of the application and the amount of the Application Fee from time to time.

1. The fees for applying for Sanctioning of an Event shall be set as a onetime non-refundable application fee of Two Hundred and Fifty (\$250 USD) dollars.

If the applicant is successful in their application to become a Sanctioned Member Event in the UCWDC, they shall remit the Annual Membership Dues, as identified under Article 2.1.1 of the UCWDC Financial Practice No. 3 – Annual Membership and Dollar-A-Dance Dues.



7.4 Conflict/Duality of Interest Disclosure Form

The Conflict/Duality of Interest Disclosure Form (attached to this Procedure as Exhibit 'C') must be completed by all Event Directors (Majority and Minority) listed as part of the event. More information regarding Conflict/Duality of Interest may be found in the UCWDC Conflict/Duality of Interest Policy.

7.5 New Event Sanctioning Application Form

In accordance with the UCWDC Bylaws, Article 20.9 New Event Sanctioning Applications including applicable signatures must be completed and submitted to the Secretary and Event Application Committee (EAC) Chair for review of completion and in conformation with the UCWDC Bylaws and this Procedure no later than sixty (60) calendar days prior to the next UCWDC General Council Meeting;

The New Event Sanctioning Application identifies the actual event, key personnel, named Event Directors, event details and expected expenses/revenues. The New Event Sanctioning Application must be completed in full.

The New Event Sanctioning Application is a fillable PDF form which includes:

A. EVENT DESCRIPTION

EVENT NAME:

The event name should be something unique to your area and be marketable. The name may not contain the "UCWDC" or "United Country Western Dance Council" name or the words "Championship" in accordance with Article 7.4 of the UCWDC General Policies.

EVENT BASE DATE:

This is the calendar date the event will be held on, on an annual basis. An Event's Base Date may temporarily change based on the UCWDC Base Date Policy within seven (7) calendar days.

The Event Base Date will be used to determine time and distance in accordance with the UCWDC Bylaws.

FACILITY LOCATION:

This is the name and location of the facility in which the event will be hosted. The event does not need to be hosted in a combined hotel/conference center. The two (2) facilities may be separate but should be located in close proximity to each other.

If the competition venue is separate from the accommodation's venue, the venue in which the competitions are held will be identified as the facility address which will be used to determine time and distance in accordance with the UCWDC Bylaws.

B. EVENT DIRECTORS:

An event is permitted to have four (4) Event Directors as identified under Article 4 of this Procedure.

In this section the applicant will list:

- a. each Directors full legal name;
- b. company, association or organization name (if any);
- c. their contact information (address, email and phone);
- d. indicate what percentage of Controlling Interest they shall receive.



C. CONTEST INFORMATION:

DIVISIONS OFFERED

In this area the applicant will check off what divisions do they plan to offer at their event. Identify all that apply

CONTEST STAFF:

This is where the applicant will list each of the primary Contest Officials that will oversee the event. These individuals do not require a signed contract at time of application, but they must have been contacted and have working knowledge of your Sanctioning Application and of the Event.

1. Contest Coordinator

- i. Only approved UCWDC Contest Coordinators can officiate a UCWDC Contest. A list of approved members can be found on our website www.ucwdc.org
- ii. The Contest Coordinator and Scoring Director cannot be the same individual.

2. Scoring Director

- i. The event must use all the UCWDC Rules and Scoring Procedures in their entirety. To maintain consistency and divisional requirements you require someone on staff that is familiar with these requirements and the reporting procedures once the event concludes.
- ii. The event does not need an electronic scoring system, but the system needs to be vetted in accordance with the UCWDC Rules and Scoring Procedures.

3. Master of Ceremonies

- i. The Master of Ceremonies (MC) should be familiar with dance contests, announcing contestants and divisional requirements of the UCWDC.

4. Deejay

- i. The Deejay (DJ) should be familiar with the approved music, music types, music ranges and procedures for contestant warm-up and competition for the UCWDC.
- ii. A DJ may be an existing UCWDC experienced DJ on the circuit or may be someone from your local area. If you select a local DJ it is recommended that an existing UCWDC experienced DJ be contacted to mentor your local DJ and assist with music selections. This can be done remotely.

5. Invited Judges

- i. List all Judges who have accepted or who are considering accepting.
- ii. In accordance with Section VII Judging, Part B. Certification Regulations of the current UCWDC Rules;

For all new countries applying for new Event Sanctioning, UCWDC contests may have three (3) judges but five (5) are recommended where;

- a. All First Year UCWDC Provisionally Sanctioned Events must have a minimum one (1) dual certified UCWDC Journeyman Level (or above) Judge, current and in good standing on each UCWDC contest panel.



- b. All Second Year UCWDC Provisionally Sanctioned Events must have a minimum one (1) dual certified UCWDC Journeyman Level (or above) Judge and one (1) dual certified UCWDC Fundamentals Level (or above) Judge, current and in good standing on each UCWDC contest panel.
- c. The remaining judges required on the UCWDC contest panel(s) must have dance judging experience. They will be listed as [Their Name] – Honorary [Country] Judge

For all Events in North America and Europe, UCWDC contests may have three (3) judges but five (5) are recommended where all judges for UCWDC contests must be certified UCWDC Fundamentals Level (or above) Judge, current and in good standing on each UCWDC contest panel.

D. DETAILED EVENT INFORMATION:

Further documentation of the event is required during the application process. Attach to the Sanctioning Application the following documentation outlining these key elements of the event, but not limited to;

1. **Description of Facility** with a floor plan(s) - include size of ballroom/hall, competition dance floor, staging area, registration, accommodations, etc.
2. **Tentative Event Schedule** – Every event has its unique personality. Your selected Contest Coordinator will advise in the determination of your schedule based on divisions offered.
3. **Event Budget** – Complete the Event Budget (attached to this Procedure as Exhibit “D”)
4. **Promotion** - Samples of event promotion and advertisements including event flyers. Include how you intend to use the web and social media (if applicable)
5. **Addition Information** - Describe what will make the event UNIQUE. Why will people want to attend and why being a UCWDC Sanctioned Event will benefit the area or region.

7.6 UCWDC Member Event Agreement

The UCWDC Member Event Agreement (attached to this Procedure as Exhibit ‘E’) must be completed by all Event Directors (Majority and Minority) listed as part of the event

The UCWDC Member Event Agreement must be submitted with the New Event Sanctioning Application.

If the applicant is successfully granted sanctioning by the General Council, the President will review and sign the agreement and bestow upon the event the distinction of being a First Year UCWDC Provisionally Sanctioned Event, thus granting all benefits and conditions belonging to it and its Event Directors in accordance with the UCWDC Bylaws and all Policies and Procedures.



8. EVENT APPLICATION COMMITTEE (EAC)

The purpose of the Event Application Committee (EAC) shall be to perform a Formal Review of all New Event Sanctioning Applications, as identified under Article 9.1 of this Procedure and in accordance with the UCWDC Committee Policy, Article 4.9 – Event Application Committee (EAC).

8.1 Concierge Specialist

The Concierge Specialist shall be a member of the Event Application Committee appointed by the EAC Chair.

The Concierge Specialist shall:

- be the primary contact with the Applicant;
- assigned to mentor the Applicant through the application process;
- answer all questions the Applicant may have prior to the formal application being received by the Secretary and Event Application Committee for review;
- The Concierge Specialist shall assist and mentor the Applicant through the entire application process and continue to be assigned to that event, once approved up to and including the running of their first event to allow the Applicant an outlet to directly contact the UCWDC to ensure the event is run in the highest standards.
- The Concierge Specialist may not be assigned as the Official Observer.

9. REVIEW AND APPROVAL PROCESS

It is in within the applicant’s best interest to submit their Letter of Interest (LOI) and Sanctioning Package ninety (90) calendar days in advance of the UCWDC General Meeting to ensure proper time is allocated for review. The dates included in this procedure are set as a minimum.

Step 1 – Letter of Intent

The initial Letter of Intent (LOI) and application fee must be submitted in writing to the UCWDC Secretary a minimum of sixty (60) calendar days prior to a UCWDC General Council Meeting.

Upon receipt, the Secretary shall initially review the LOI for completeness and notify the President, and Event Application Committee (EAC) Chair.



Step 2 – Application Fee

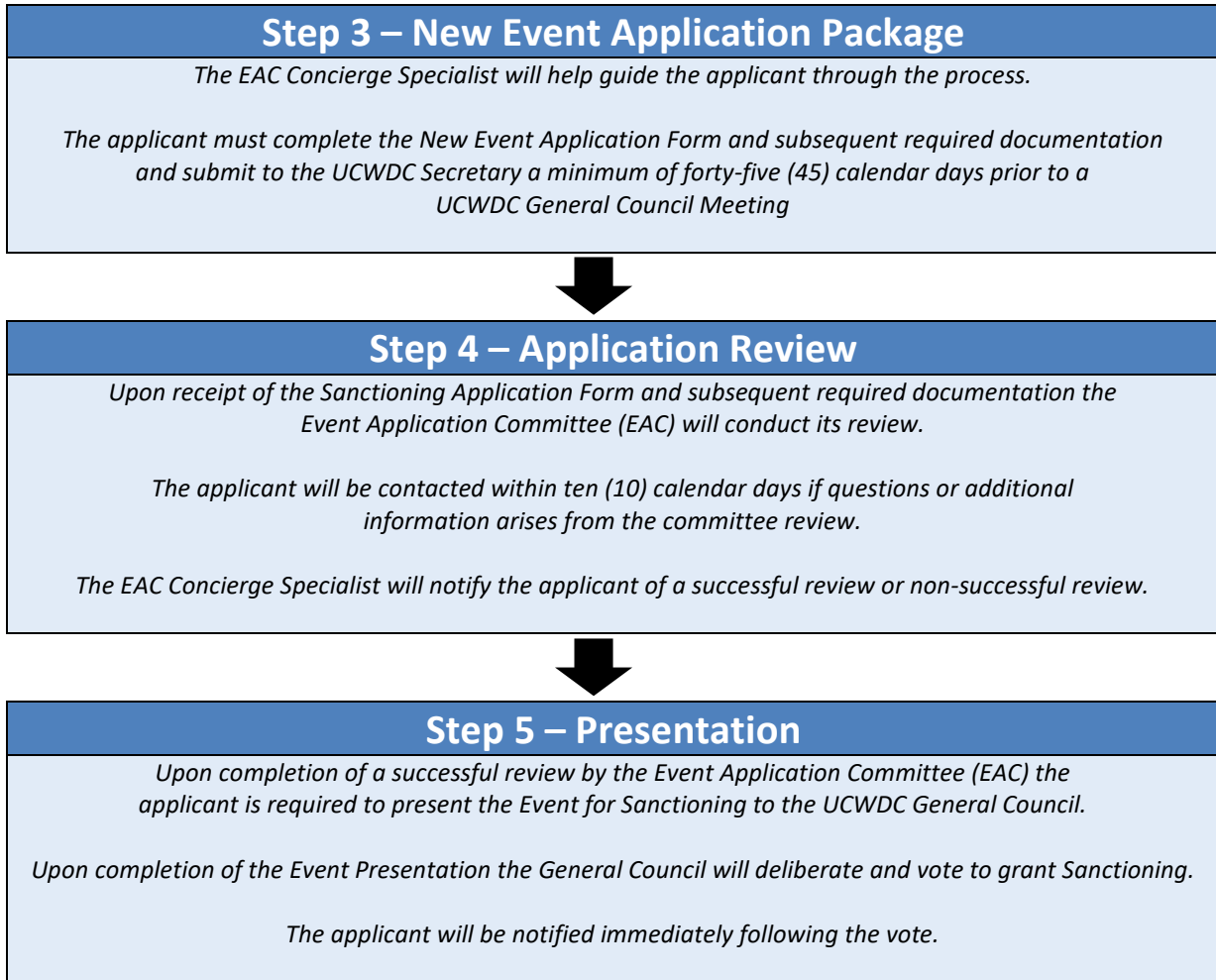
In the case that the application fee is not received at the time of LOI submission, the UCWDC Treasurer will contact the applicant and arrange application payment and notify the Secretary once successfully completed.

Upon notification, the Secretary will tentatively schedule the Event Presentation to the General Council and notify the applicant of the details.

The Event Application Committee Chair will appoint the Concierge Specialist which will contact the applicant and guide them through the Application Process.



Continued on following page



9.1 Application Review

Once a New Event Sanctioning Application is submitted in accordance with Article 7.5 of this Procedure, the Secretary shall forward the New Event Application to the Event Application Committee Chair, Concierge Specialist and President.

The Event Application Committee (EAC) shall formally review the application for its compliance and in accordance with the UCWDC Bylaws and this Procedure within fifteen (15) calendar days of notification. The committee shall;

1. Review all application details;
2. Review all requirements of the Bylaws in relationship with the application including, but not limited to the time and distance from any existing UCWDC Sanctioned Events;
3. Notify any impacted Member Events that are within Time OR Distance that a new application has come before the UCWDC for review;



4. Review time and distance of the event location in relationship to other Country Dance organizations. In the spirit of and best interest of the UCWDC and in good relation to the other organizations;
5. Contact all Event Contest Staff listed on the application to discuss their reasoning for support of the event;
6. Review the Conflict/Duality of Interest forms and compile a list of disclosures to determine possible conflicts/dualities and will seek the guidance of the Ethics Committee, if needed;
7. Review if the event is with best interests of the UCWDC to grant sanctioning.

The appointed Concierge Specialist shall contact the applications identified Majority Director if additional information or clarification is required.

9.2 Recommendation by Committee

1. **Non-Compliance:** If the application is found in non-compliance of any Bylaw or Policy or Procedure of the UCWDC, the Concierge Specialist shall work closely with the applicant to assist in rectifying the identified items. If no suitable solutions can be agreed to within the best interests of the UCWDC, the Concierge Specialist shall recommend to the Chair of the Committee and Executive Committee that the Sanctioning Application be not granted an audience with the General Council and removed from the General Council Meeting Agenda.
2. **Compliance:** If the application is found in compliance of all Bylaws or Policy or Procedures of the UCWDC, the Chair of the Committee, or appointed designee shall provide a summary of findings to the General Council that includes the recommendation of an Official Observer, if the application is successful.

10. PRESENTATION PROCESS

Once scheduled, the Applicant will be notified, in writing by the Secretary of the date, location and proposed time of your presentation. Presentations must be made in person by the Majority Event Director identified in the New Event Sanctioning Application.

The following guidelines are intended to be utilized by the General Council to allow a fair and equitable allotment of time for each applicant to present themselves and their event at the sitting of the General Council Meeting.

1. New Event Sanctioning Applicants will be given time to address the General Council during the sitting of the General Council Meeting at which time they will be allowed to do a short presentation. Presentation may include event documents, PowerPoint presentations, video, etc.
2. New Event Sanctioning Applicants will not be allowed in the General Council meeting prior to their presentation. They will have an identified waiting area.
3. Addresses and presentations from each Sanctioning Applicant will be kept to a maximum length of ten to fifteen (10-15) minutes.
4. A question period will follow each New Event Sanctioning Applicants presentation for a maximum of fifteen to twenty (15-20) minutes.
5. New Event Sanctioning Applicants will be dismissed from the meeting to allow open discussion in General Council and with Event Director's respected proxies during the deliberation process.



11. DELIBERATION and VOTING PROCESS

The General Council will discuss each New Event Sanctioning Applicant separately, identifying all positive and negative aspects of the event, its directors, the impact on surrounding events and the benefits to the events proposed growth of the UCWDC.

1. The Sanctioning Committee Chair, or appointed designee shall deliver the committee report to the general Council summarizing their formal review of the Sanctioning Application.
2. If additional questions are raised during the deliberation process the Sanctioning Applicant may be invited back into the General Council meeting to address these issues/questions and then be dismissed.

Once allowable time has been given to the Sanctioning Applicant discussion the President will call for a vote by Secret Ballot.

- a. Secret Ballot is a voting method in which a Directors choice in the Approval Process is anonymous, forestalling attempts to influence the Director by intimidation, blackmailing, and potential vote buying.
3. Not all Directors in the room are able to cast a vote. ONLY Fully Sanctioned Events may vote and only the Majority Director holds that vote. Proxies from Events not in attendance may also vote via Electronic Voting as outlined in UCWDC Electoral Practices and Voting Policy.
4. The votes will be tallied by two (2) appointed representatives of the President and ONLY the "Vote Result Tally" will be released to the General Council. Not the names of the Events that voted. This tally will be held in confidence by all Member Events and their Directors (in attendance or not) and will not be released to the Sanctioning Applicant nor the general public.
5. The President or designated appointee of the President will deliver the results of the vote to the Sanctioning Applicant of either a "YAY" or "NAY" only.
 - a. delivery of the decision will be made in private, AND
 - b. if the Sanctioning Applicant is successful, they will then be invited into the General Council Meeting
6. If a "YAY" vote is disclosed the Sanctioning Applicant will be invited to enter into a UCWDC Member Event Agreement and the Official Observer will be identified and assigned to the Event based on the recommendation of the Sanctioning Application Ad-Hoc Committee.
7. Once the UCWDC Member Event Agreement is signed the successful Sanctioning Applicant will be invited to remain in the General Council meeting and reminded of their rights to participate and vote.
8. If a "NAY" vote is disclosed the Sanctioning Applicant will be offered primary reasons for the decision and invited to apply again, if applicable. The President shall follow up with the Applicant in writing upon completion of the General Meeting.
9. The Secretary shall include in the meeting minutes noting the "Vote Result Tally" results only maintaining the confidence of all Member Events and their Directors.

END OF PROCEDURE

Organization or Company Letterhead paper
Include the full name and address of the Organization, Company or Individual(s)
Include the phone, fax numbers and email address

Event Application Committee (EAC)
United Country Western Dance Council (UCWDC)
c/o UCWDC Secretary
P.O. Box 4676
Apache Junction, Arizona
85178, USA
secretary@ucwdc.org

Date: [To be dated within the last six months - Year/Month/Day]

Dear UCWDC Event Application Committee (EAC) Chair,

On behalf of [Organization, Company or Individual(s) Full Name], we are applying for Provisional Sanctioning of the event named below. We have attached conformation of application fee from the UCWDC Treasurer.

Event Name: [Enter Name of Event]

Event Base Date: [Enter Year/Month/Day]

Event Location: [Enter City, State/Province and Country]

Event Facility: [Enter name of facility and civil address. If contest and accommodations venues are separate, enter both]

Event Director(s): [Enter the names, in full of all Directors of the event with Majority Event Director first]

Contact Information: [Enter the contact information for the Majority Event Director, if different than Letterhead]

We also consent that, if approved for Provisional Sanctioning will enter into an agreement with the UCWDC as a Member Event and will comply with all Bylaws, Rules, Reporting Practices and Policies & Procedures set forth by the UCWDC.

Please do not hesitate to contact me, if additional information or clarifications are needed.

Sincerely,

[Signature]

[Signee's name and title]

[Direct contact information if different than above]

Important Instruction and Information:

- All letters must be typed and in submitted in English
- Replace all information in brackets with appropriate data



159 N. 25th Street, Camp Hill, PA, USA, 17011-3609

APPLICATION PAYMENT INFORMATION

All payments for New Sanctioning Applications must be made at this time. The United Country Western Dance Council® (UCWDC®) electronic payment system currently accepts Visa, MasterCard, American Express and Discover Cards through Authorize.net or PayPal.

A **Two Hundred and Fifty (\$250) US dollar** non-refundable fee must be submitted to the UCWDC Treasurer at the time of your Letter of Intent submission to the UCWDC Secretary unless payment is made via credit card.

Methods of Payment:

CERTIFIED CHECK Must be drawn on a US Bank Account

Payment must be sent to:
UCWDC Treasurer
c/o P.O. Box 335752
North Las Vegas, NV, 89033 USA

BANK TRANSFER UNITED COUNTRY WESTERN DANCE COUNCIL
CHASE BANK
General Account # 858122914
Routing # 021000021 (Same for all three accounts)
SWIFT/BIC: CHASUS33

PAYPAL Email : treasurer@ucwdc.org

If paying via any of the above noted methods:

Ensure the Name of the Event and Event Base Date are included in the information / for section.

CREDIT CARD If wishing to pay with Credit Card, once your Letter of Intent is received the UCWDC Treasurer will issue an invoice with secure electronic payment link.

If paying via Credit Card:

If your credit card is in a foreign currency (not in US dollars) and is used to pay your New Sanctioning Application Fee, most times the company that issued the card will automatically convert the amount that you owed for you and present payment in US dollars. Please check with your card's issuer for details on any associated surcharges that may apply.

Your New Sanctioning Application Letter of Intent will not be accepted nor proposed event scheduled for hearing by the UCWDC General Council until payment is made.



159 N. 25th Street, Camp Hill, PA, USA, 17011-3609

CONFLICT/DUALITY of INTEREST DISCLOSURE FORM

The United Country Western Dance Council® (UCWDC®) protects itself and its reputation by ensuring impartial decision-making. Accordingly, the UCWDC requires all UCWDC Event Directors, Officers, Committee Chairs and certain other appointed representatives to disclose any real or apparent conflicts of interest (including investments or positions in companies involved in the dance industry), as well as any duality of interests (including affiliations, organizational interests, and/or positions held in entities relevant to the dance industry). **It is essential that this form be completed in full and updated as needed.** The UCWDC Conflict/Duality of Interest Policy provides guidance about specific conflict of interest situations.

Please select A or B below, as appropriate and select C if you have no past disclosures. If you have past non-active disclosures please complete Table 1 of this form:

- A.** Please check here to indicate that there are no circumstances of which you are aware that create an actual or potential conflict or duality of interest.
- B.** Please check here and disclose below all instances in which you have any of the following relationships with any company or organization relevant to the dance industry. Please list each corporation and organization, select how you serve, provide details on your role, and indicate whether you are the recipient of funding and the amount of funding; please include consulting, speaking or other fees, honoraria, gifts, licensing revenues (royalty income), equity interests (including stocks, stock options, warrants, partnership and other equitable ownership interests). When selecting the appropriate range of funding, please note that this should include the total amount of funding received within the current year.
- C.** Please check here to indicate that you have no past non-active disclosures to report **for the past three years.**

I, _____, have read and understand this Form and consulted the additional, explanatory information about identifying and handling.

Conflicts/Dualities of Interest of the UCWDC contained in the Conflicts/Dualities of Interest Policy hereby identify any potential conflicts/dualities of interest that may arise in my capacity as an UCWDC Event Director, Officer, Committee Chair, or other appointed representative.

I understand that in any instance where I have a real or apparent conflict/duality of interest, whether I have reported it previously or whether it is new, I must immediately disclose that conflict/duality if a related issue arises for discussion and/or vote. The UCWDC shall determine whether, and if so by how much, I may participate in the discussion, and whether I may vote.

I acknowledge that full compliance with UCWDC Bylaws and Conflict/Duality of Interest Policy is a condition to serve and continue to serve as an UCWDC Event Director, Officer, Committee Chair, or other appointed representative. I agree to abide by these rules.

Name (please print)

Signature

Date

Prior Activities in Past Three Years

TABLE 1. Please list any activities over the past three years that are no longer active.

Select How You Serve Within Other Organizations From The List Below	Provide Details Regarding Your Role <i>(eg. clarify service and/or specific activity including dollars used for direct/indirect salary support per year)</i>	Indicate Recipient of Funding Amount
Serve on the Board of Directors or an Advisory Board or Committee.		<input type="checkbox"/> No Funding – Volunteer <input type="checkbox"/> Under \$1,000 <input type="checkbox"/> Over \$1,000
Consulting (other than an Advisory Board or Board of Directors).		<input type="checkbox"/> No Funding – Volunteer <input type="checkbox"/> Under \$1,000 <input type="checkbox"/> Over \$1,000
Position in a company, employment or executive position in a dance organization or studio, dance accessory, or dance service company.		<input type="checkbox"/> No Funding – Volunteer <input type="checkbox"/> Under \$1,000 <input type="checkbox"/> Over \$1,000
Stock holdings and/or stock options in a dance organization or studio, dance accessory, or dance service company.		<input type="checkbox"/> No Funding – Volunteer <input type="checkbox"/> Under \$1,000 <input type="checkbox"/> Over \$1,000
Partnerships, royalties for inventions or other ownership interests.		<input type="checkbox"/> No Funding – Volunteer <input type="checkbox"/> Under \$1,000 <input type="checkbox"/> Over \$1,000
Any other situation or transaction in which you have a formal role or interest.		<input type="checkbox"/> No Funding – Volunteer <input type="checkbox"/> Under \$1,000 <input type="checkbox"/> Over \$1,000

Please List Current Activities – Complete one table for each corporation or organization

TABLE 2. Name of Corporation/Organization: _____

<p>Select How You Serve Within Other Organizations From The List Below</p>	<p>Provide Details Regarding Your Role <i>(eg. clarify service and/or specific activity including dollars used for direct/indirect salary support, per year)</i></p>	<p>Indicate Recipient of Funding Amount</p>
<p>Serve on the Board of Directors or an Advisory Board or Committee.</p>		<p><input type="checkbox"/> No Funding – Volunteer <input type="checkbox"/> Under \$1,000 <input type="checkbox"/> Over \$1,000</p>
<p>Consulting (other than an Advisory Board or Board of Directors).</p>		<p><input type="checkbox"/> No Funding – Volunteer <input type="checkbox"/> Under \$1,000 <input type="checkbox"/> Over \$1,000</p>
<p>Position in a company, employment or executive position in a dance organization or studio, dance accessory, or dance service company.</p>		<p><input type="checkbox"/> No Funding – Volunteer <input type="checkbox"/> Under \$1,000 <input type="checkbox"/> Over \$1,000</p>
<p>Stock holdings and/or stock options in a dance organization or studio, dance accessory, or dance service company.</p>		<p><input type="checkbox"/> No Funding – Volunteer <input type="checkbox"/> Under \$1,000 <input type="checkbox"/> Over \$1,000</p>
<p>Partnerships, royalties for inventions or other ownership interests.</p>		<p><input type="checkbox"/> No Funding – Volunteer <input type="checkbox"/> Under \$1,000 <input type="checkbox"/> Over \$1,000</p>
<p>Any other situation or transaction in which you have a formal role or interest.</p>		<p><input type="checkbox"/> No Funding – Volunteer <input type="checkbox"/> Under \$1,000 <input type="checkbox"/> Over \$1,000</p>

UCWDC® EVENT BUDGET TEMPLATE



Revenues:						
	Units	\$ / Unit	Budget Total	Units	\$ / Unit	Actual Total
Weekend Passes A	1	30			30	
Weekend Passes B	1	20			20	
Weekend Passes C	1	10			10	
Spectator Passes	1	30			30	
Food Event A - Dinner Show	1	20			20	
Food Event B - Brunch	1	10			10	
Competition Fees - UCWDC - Couples	1	30			30	
Competition Fees - UCWDC - ProAm	1	20			20	
Competition Fees - UCWDC - Line	1	10			10	
Competition Fees - UCWDC - Team	1	30			30	
Competition Fees - Non-UCWDC #1 (eg swing)	1	20			20	
Competition Fees - Non-UCWDC #2 (eg ballroom)	1	10			10	
Competition Fees - Non-UCWDC #3	1	10			10	
Social Dances	1	10			10	
Workshops	1	10			10	
Video Passes	1	10			10	
Event Clothing Sales						
Vendors						
Sponsorships						
Advertising						
Donations						
Other						
Other						
Other						
Other						
Total Revenues			0			0

Expenses:			
		Budget \$	Actual \$
Event Ownership Costs			
UCWDC Application / Sanctioning Fees			
Contract / Purchase Legal Fees			
UCDWC Annual Fees			
UCWDC Meeting Costs			
Other			
Total Event Ownership Costs		0	0

	Budget \$	Actual \$
Facilities Costs		
Convention / Workshop Space		
Dance Floor Rental		
Pipe and Drape Rental		
Decoration / Banners / Backdrops		
Dressing rooms		
Setup / Teardown - Equipment		
Rental Truck(s)		
Lighting		
Sound System - Ballroom		
Sound System - Workshops		
Wireless Internet Access		
Hard Line Internet Access		
Equipment Rental (tables/chairs)		
Services Charges (electrical, etc)		
Catering Cost - Food Event A (eg dinner)		
Catering Cost - Food Event B (eg brunch)		
Other		
Total Facilities Costs		0

UCWDC® EVENT BUDGET TEMPLATE



Staffing Costs	Budget \$	Actual \$
Event Director		
Contest Coordinator		
Emcees		
Judges - UCWDC		
Judges - Non-UCWDC		
Floor Coordinators		
Scoring / Scrutiners / Ballot Runners		
DJs - Competition		
DJs - Social		
Registration		
Ballroom Coordinator		
Volunteer/Staff Coordinator		
Workshop Instructors		
Setup / Teardown - Staff		
Accounting		
Staff Accomodations (room nights)		
Staff meals		
Staff transportation		
Volunteer Appreciation		
Other		
Total Staffing Costs	0	0

Advertising / Promotion Costs	Budget \$	Actual \$
Website		
Social Media (instagram, Facebook)		
Print media (banners, standup banners, etc)		
Print media (business cards, etc)		
Promotional Plan		
Promotional Gift Certificates		
Promotional Event#1 (P)		
Promotional Event#2		
Promotional Event#3		
Other		
Total Advertising / Promotion Costs	0	0

Competiton Costs	Budget \$	Actual \$
Scoring System		
Scoring Equipment - printers, etc		
Office supplies - clipboards, pens, ink		
Awards / Trophies		
Prizes (eg Jackets)		
Cash Awards - Top Teacher		
Cash Awards - Other		
\$Dance Fees - UCWDC		
\$Dance Fees - Non-UCWDC (eg CTST)		
\$Dance Fees - Non-UCWDC (eg WSDC)		
Other		
Total Competition Costs	0	0

UCWDC® EVENT BUDGET TEMPLATE



Registration Costs	Budget \$		Actual \$
Wristbands			
Tickets - dinner, workshop, event			
Printed Forms (eg on-site registration)			
Office supplies - paper, ink , general			
Programs / Workshop schedules			
CompetitoCo / Participation Gifts			
Competitor / Participation Gifts			
Banners, Posters, large print schedules			
Other			
Total Registration Costs	0		0
Miscellaneous Costs	Budget \$		Actual \$
Pre-event Cost (eg Pub crawl)			
Pre-event Cost (eg Kick-off party)			
Post-event Cost (eg Wrap-up party)			
Other			
Other			
Other			
Total Miscellaneous Costs	0		0
Annual Event Costs	Budget \$		Actual \$
Storage Unit Costs			
Music Royalty Fees			
Business Licenses			
Bank Fees			
Credit Card Processing			
Tax Returns / Legal Reporting			
Other			
Total Annual Event Costs	0		0
Total Expenses	0		0
Total Profit	0		0

EXHIBIT D



159 N. 25th Street, Camp Hill, PA, USA, 17011-3609

UCWDC® MEMBER EVENT AGREEMENT

Parties: This Agreement shall be between _____ (referred to herein as "Member Event"), and the **United Country Western Dance Council®** (referred to herein as "UCWDC"), for the purpose of granting a Sanctioning License to the above-named event. This Agreement shall be effective when signed by both parties and shall continue until terminated pursuant to the termination clause contained herein.

In exchange for the Sanctioning Fee(s) identified in the UCWDC Bylaws, the UCWDC will license to the Member Event the use of the UCWDC trademark(s), rules, judging curriculum, bylaws, policies and procedures solely for use in conjunction with the registered event, subject to and in accordance with the terms and conditions stated in this letter. In connection with the foregoing, the Member Event agrees as follows:

- 1) The Member Event will always comply and abide by the UCWDC's Mission, Bylaws, Policies and Procedures, Official Rules, and Regulations.
- 2) **Director(s) of the Member Event** shall be known as a UCWDC Event Director and shall be granted an active Associate Membership and all the benefits granted to said membership including, but not limited to the ability to compete or operate as a Judge, Contest Coordinator, Scorer, Scrutineer or Contest Official. The Director(s) Associate Membership will be assigned in the Directors individual name and is directly related to the Member Event maintaining a good standing within the UCWDC.
- 3) **Confidentiality and Nondisclosure:**
 - a) **Definition of Confidential Information:** Each Party agrees that all information and materials disclosed by the Parties regarding the Sanctioned Licensing between the parties, including the terms and conditions of this Agreement and the existence of the discussion between the Parties, will be considered and referred to collectively in this Agreement as "Confidential Information". Confidential Information does not include information that is now or subsequently becomes generally available to the public through no fault or breach on the part of either Party; either Party can demonstrate to have had rightfully in its possession prior to disclosure to the receiving Party; is independently developed by either Party without the use of any Confidential Information; or either Party rightfully obtains from a third Party who has the right to transfer or disclose it.
 - b) **Nondisclosure and Nonuse of Confidential Information:** The Parties shall not disclose, publish, or otherwise disseminate Confidential Information to anyone other than those of its Member Event or Director(s) with a need to know, and each Party shall take reasonable precautions to prevent any unauthorized use, disclosure, publication, or dissemination of Confidential Information. The Parties accept the Confidential Information for the sole purpose of evaluation in connection with either Party's business discussions with each other. Each Party shall not use Confidential Information otherwise for its own or any third Party's benefit without the prior written approval of an authorized representative of the disclosing Party in each instance. The foregoing restrictions on Confidential Information shall not apply to Confidential Information that is required to be disclosed in connection with any suit, action or other dispute related to the Confidential Information, or otherwise required to be disclosed as a matter of law.

Initial _____

UCWDC MEMBER EVENT AGREEMENT

- c) **Miscellaneous:** All Confidential Information remains the property of the UCWDC and no license or other rights to Confidential Information is granted or implied hereby. Each Party hereby acknowledges that unauthorized disclosure or use of Confidential Information could cause irreparable harm and significant injury to the disclosing Party that may be difficult to ascertain. Accordingly, each Party agrees that the disclosing Party will have the right to seek and obtain immediate injunctive relief to enforce obligations under this Agreement, in addition to any other rights and remedies each Party may have.
- 4) **Information Collection Use and Sharing:** The UCWDC are the sole owners of the information collected through Associate Membership, Judge Certification, Rules and Scoring Procedures and the Country Dance World Championships. This agreement will allow the exchange of data and specification of data access and utilization between the UCWDC and Member Event for the purposes of Associate Membership, Scoring Reporting, Judge Reporting, Points Championships, Country Dance World Championships Eligibility and Graduation.
- a) The data will be provided under this agreement is identified under the UCWDC Privacy Policy
- b) Each Party will make every reasonable effort to ensure the Personal Information in its custody is accurate, complete and up-to-date.
- c) Data containing protected member information (PMI) shall be encrypted or otherwise protected as specified. All reasonable precautions shall be taken to secure the data from individuals who do not specifically have authorized access. Data shall be kept on a password-protected file server located in a secure environment.
- 5) **The Member Event** will be entitled to refer to the Event as a “UCWDC Event” in accordance with the current UCWDC Bylaws on all promotional materials and advertisements it may create, provided that any such materials and advertisements refer to the Event exclusively and in conformation of the UCWDC Name and Usage Policy. The Member Event or its Director(s) are not entitled to refer to any other activity of any kind as a “UCWDC Event” or any variant thereof or refer to the UCWDC in any other way in promotional materials or advertisements.
- a) All advertisement and promotional costs associated with the Member Event will be born by the Member Event. The UCWDC will have the right to terminate any advertisement or promotion containing the words “UCWDC Event” or any variant thereof and any of its trademarks.
- 6) **The Member Event “Name”** will be approved through the processes outlined by the UCWDC. Furthermore, the Member Event and its Director(s) acknowledge that any and all goodwill generated by the Member Event as a result of the use of the Member Event “Name” as a “UCWDC Event” or any variant thereof will inure solely to the benefit of the UCWDC.
- 7) **Permission to Record and Marketing Rights:** The Member Event are the sole owners of all event photo/video and/or other recordings of the named event and will make available any reasonable requests by the UCWDC for use of certain recordings or portions thereof. The Member Event warrants that it has the right, power and authority to grant the licenses and rights to sell, broadcast and distribute any said photo/video and/or other recordings of the named event.
- 8) **Representations and Warranties:** The Member Event represents and warrants that:
- a.) it has the right, power and authority to grant the licenses and rights set forth herein and to execute, deliver and perform this agreement, that this agreement is binding on and enforceable against the Member Event in accordance with the terms, and that compliance by the Member Event with its obligations hereunder shall not conflict with or result in a breach of any agreement to which the Member Event or it’s Director(s) is a party or is otherwise bound;

UCWDC MEMBER EVENT AGREEMENT

- b.) the exercise by the UCWDC or its agents of the rights and permissions granted hereunder including without limitation the appearance of the Participant in the Recordings, the use of all Marks as set forth herein and use, broadcast and distribution of the Recordings by UCWDC and its agents, will not violate or infringe upon the copyright, trademark, patent, personality, publicity, privacy or other proprietary rights of any third party.
- 9) **Copyright:** The Member Event acknowledges that all UCWDC trademarks, original icons, logos, illustrations, documents, software and software development, and graphic designs created by or for the use of the UCWDC and are the exclusive property of the UCWDC for purposes of marketing, advertising, and promotion of the UCWDC and its subsidiaries. The Member Event agree that all work product produced in the performance of this agreement shall remain the exclusive property of the UCWDC, and that it will not sell, transfer, publish, disclose, or otherwise make the work product available to third parties without UCWDC's prior written consent. Any rights granted to the Member Event under this Agreement shall not affect UCWDC's exclusive ownership of the work product.
- 10) **Mutual Indemnity:** Each party (as "Indemnitor") shall defend, indemnify and hold the other party (as "Indemnitee") and its officers, directors, agents, representatives employees and contractors, harmless from and against any and all losses, liabilities, costs, expenses (including attorneys' fees), damages, claims, actions and proceedings arising out of or related to (a) intentionally wrongful or negligent acts and omissions of the Indemnitor and its employees or contractors to the extent they result in bodily injury or property damage; and/or (b) breach of any of the representations and/or warranties set forth in this agreement. The Indemnitee shall (i) promptly notify the Indemnitor of a claim for which an indemnity is sought; (ii) give sole control to the Indemnitor of the defense and settlement thereof, provided that the Indemnitor shall not settle such action without the consent of the Indemnitee which shall not be unreasonably withheld and the indemnitee may participate in such action with counsel of its own choosing at its own expense; and (iii) reasonably cooperate in the defense of such action at the Indemnitor's cost.
- 11) **Term of Agreement:** The Sanctioning License will be granted to the Member Event for only so long as the Event (named above) remains a fully or provisionally sanctioned event and only so long at the Member Event remains a member in good standing of the UCWDC. The Member Event or named Director(s) shall not represent that they maintain any relationship of any kind with the UCWDC other than as a Member Event entitled to use the Trademark, Bylaws, Rules or other organizational documentation in conjunction with the Event named above. This agreement shall remain in effect until terminated. This agreement may be terminated for cause or convenience by either party as identified in the UCWDC Bylaws.
- 12) **Entire Agreement and Governing Law:** This Agreement constitutes the entire agreement with respect to the Sanction License of the UCWDC and supersedes all prior or contemporaneous oral or written agreements concerning such confidential information and shall be binding on the successors and assigns of both parties.
- a) This Agreement may not be amended except by the written agreement signed by authorized representatives of both parties. This Agreement will be governed by and construed in accordance with the laws of state, excluding that body of state law concerning conflicts of law.

