



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

Version 2.0

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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 partner dance and line dance contestants, sanction country dance festivals worldwide, and additionally 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) site location is critical for the success of this annual event. The Country Dance World Championships will be held each year to contest and award the overall world winners from eligibility determined by the preceding year's Sanctioned Event Competitions. This policy will outline the process in which the Worlds site location is selected.

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

1.2 Reference

Under Article 23 – COUNTRY DANCE WORLD CHAMPIONSHIPS ('Worlds') of the UCWDC Bylaws: "A Country Western Dance World Championships 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. A Country Western Dance World Championships event shall not be a Sanctioned or Licensed Affiliate Event and shall not be subject to any geographical or chronological limitations, or other restrictions or requirements set forth herein.

1.3 Reference

The selection of the Country Dance World Championships Event Director is identified under the UCWDC Country Dance World Championships Director Selection Policy. The Worlds Event Director in addition to producing the current Country Dance World Championships, will as part of his/her job description, readily and regularly search for site possibilities for any continuing years of future World Championship events.

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 site locations for future Country Dance World Championships events in accordance with this policy
- To create, review, and update the UCWDC Worlds Site Selection "Request for Proposal" (RFP)
- To narrow down perspective site locations from the RFP proposals that have been received and determine which proposals will be forwarded 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 WSSC shall consist of 7 persons to include the UCWDC President, the Financial Oversight Chair, the Worlds Event Director, the Worlds Contest Director, plus three (3) additional members of the General Council.

3. Term of Office

The term of office for all members of the WSSC will correspond to the World Event Director's contracted term of service for Worlds, 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 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 UCWDC General Meetings.

6. Confidentiality

All discussions, position papers, documents, letters, proposals, and other materials received or developed by the WSSC Committee are confidential.

3. PROPOSED SITE SELECTION

The following guidelines are intended to be used for proposing a UCWDC Worlds site location and adopting a fair rotation for the Country Dance World Championships event to represent the broad spectrum of country dance activities and entertainments enjoyed throughout the world of partner dance 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 dates of Christmas and New Year's (with New Year's Eve being no later than Wednesday of the competition week), the Country Dance World Championships shall be scheduled between the last 5 days of December (setting up no earlier than a Saturday of Dec 27th) and the first 12 days of January (tearing down no later than a Sunday of Jan 12th) unless otherwise recommended by the WSSC and approved by the General Council.

3.2 Site Selection Rotation

The Country Dance World Championships shall take on the following rotational continental schedule while operating in North America unless a vote of two-thirds (2/3) by the General Council identifies a change. Site Selection regions will balance the cities/venues that could be utilized for Worlds rotation into three distinct areas, each area so balanced by North American "time zones", see Appendix A. Western North America's possible sites will be encompassed by both the Pacific and Mountain Time Zones, Central North America's possible sites will be encompassed by the Central Time Zone, and Eastern North America's possible sites will



be encompassed by the Eastern Time Zone. Rotation for Worlds sites will occur according to the following formula:

WESTERN NORTH AMERICA | CENTRAL NORTH AMERICA | EASTERN NORTH AMERICA

Refer to the North American Worlds Regions (identified by lists of cities within each “time zone”)

The three regions through which Worlds Site Selection will rotate are shown below, with all cities listed within each region having a population of over 500,000 (metro area) indicated in each region’s column with a “(#)”. It is from the cities below that site selection facilities will be investigated as to whether the venue has an appropriate hotel with ballrooms or a convention center with attached hotel. Additional cities may be added to the lists having a population over 350,000 (metro area), providing they have the required facilities.

Western N. America

Los Angeles CA (2)
San Francisco CA (12)
Ontario CA (14)
Phoenix AZ (15)
Seattle WA (17)
San Diego CA (19)
Denver CO (23)
Vancouver BC (24)
Portland OR (26)
Sacramento CA (27)
Las Vegas NV (33)
San Jose CA (34)
Calgary AB (49)
Edmonton AB (52)
Salt Lake City UT (56)
Tucson AZ (58)
Honolulu HI (59)
Fresno CA (61)
Albuquerque NM (63)
Bakersfield CA (68)
Oxnard CA (69)
El Paso TX (72)
Stockton CA (86)
Colorado Springs (91)
Boise ID (95)
Ogden UT (103)
Provo UT (107)
Modesto CA (109)
Santa Rosa CA
Spokane WA
Reno NV
Santa Barbara CA
Salem OR
Victoria BC

Central N. America

Chicago IL (3)
Dallas Ft Worth TX (4)
Houston TX (6)
Minneapolis MN (18)
St Louis MO (20)
San Antonio TX (28)
Kansas City KS (32)
Austin TX (38)
Nashville TN (41)
Milwaukee WI (42)
Memphis TN (44)
Oklahoma City OK (47)
New Orleans LA (51)
Birmingham AL (55)
Tulsa OK (60)
Omaha NE (65)
Baton Rouge LA (71)
McAllen TX (74)
Winnipeg MB (78)
Little Rock AR (83)
Wichita KS (93)
Des Moines IA (97)
Madison WI (98)
Jackson MS (105)
Fayetteville AR
Springfield MO
Corpus Christi TX
Huntsville AL
Mobile AL
Brownsville TX
Shreveport LA
Beaumont TX
Peoria IL
Montgomery AL

Eastern N. America

New York NY (1)
Philadelphia PA (5)
Toronto ON (7)
Washington DC (8)
Miami FL (9)
Atlanta GA (10)
Boston MA (11)
Detroit MI (13)
Montreal QC (16)
Tampa FL (21)
Baltimore MD (22)
Pittsburg PA (25)
Orlando FL (29)
Cincinnati OH (30)
Cleveland OH (31)
Columbus OH (35)
Charlotte NC (36)
Indianapolis IN (37)
Norfolk VA (39)
Providence RI (40)
Jacksonville FL (43)
Louisville KY (45)
Richmond VA (46)
Ottawa ON (48)
Hartford CT (50)
Buffalo NY (53)
Raleigh NC (54)
Rochester NY (57)
Bridgeport CT (62)
Albany NY (64)
New Haven CT (66)
Dayton OH (67)
Allentown PA (70)
Worcester MA (73)

Grand Rapids MI (75)
Columbia SC (76)
Quebec City QC (77)
Greensboro NC (79)
Hamilton ON (80)
Akron OH (81)
Sarasota FL (82)
Knoxville TN (84)
Springfield MA (85)
Newburgh NY (87)
Charleston SC (88)
Syracuse NY (89)
Toledo OH (90)
Greenville SC (92)
Ft Myers FL (94)
Lakeland FL (96)
Youngstown OH (99)
Scranton PA (100)
Augusta GA (101)
Harrisburg PA (102)
Melbourne FL (104)
Chattanooga TN (106)
Lancaster PA (108)
Durham NC (111)
Daytona Beach FL
Winston-Salem NC
London ON
Lexington KY
Pensacola FL
Ashville NC
Port St Lucie FL
Ft Wayne IN
Niagara ON
Tallahassee FL
Savannah GA



The Country Dance World Championships Site Selection city/venue may leave North America during any selected and approved year of the rotation and then return to North America, and continue in the above rotation at the exact point that it left (see example below). It is suggested that Worlds does not leave North America until a minimum of one (1) full rotation has taken place between remote locations. It is also advised that for any year that Worlds leaves North America, that a North American Continental Championship be considered at a time prior to Worlds. In the case of holding both events with the culmination of the current dance season, Worlds may be scheduled for a later date in January with General Council approval.

Example:

Year 1: Worlds is held in Western North America

Year 2: Worlds is held in Europe (or Asia, Australia, Africa, South America)

Year 3: Worlds is held in Central North America

Year 4: Worlds is held in Eastern North America

Year 5: Continue with rotation noted above until Worlds is approved to leave North America again.

3.3 Current Site Selections

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

2021 – Central North America (San Antonio, TX)

2022 – Eastern North America (Orlando, FL)

2023 – Western North America (Phoenix, AZ)

3.4 Site Selection Process

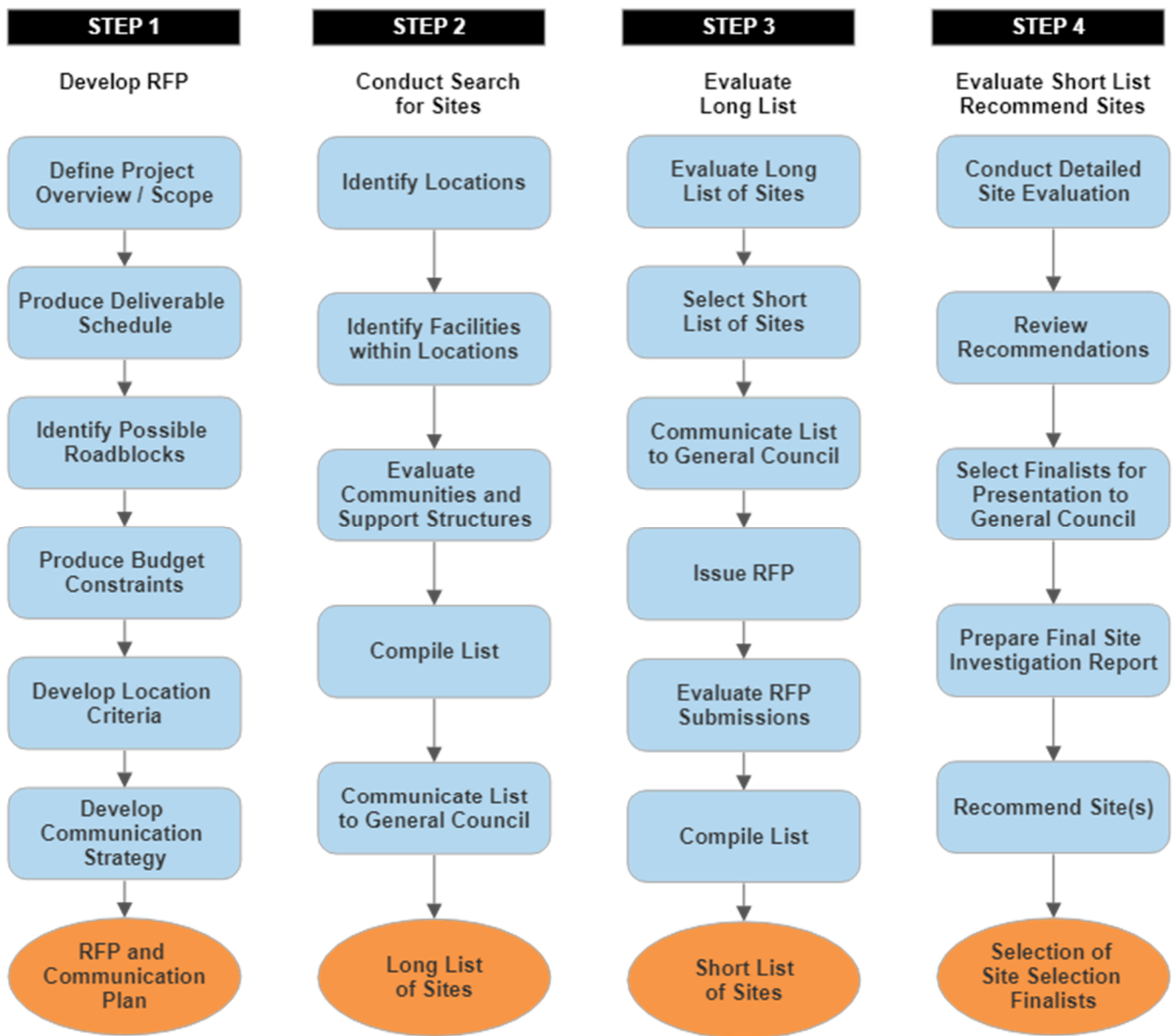
The Worlds Site Selection process includes a detailed evaluation of both the needs of the UCWDC and the Country Dance World Championships which are then measured against the merits of the potential locations. The process will typically include, through RFP proposals, the selecting and evaluating of cities, facilities, dance communities, local or national support systems, and the area's possible entertainment options.

Worlds Site Selection considerations should “begin” in the Fall, preferably four (4) years preceding the date of the identified Country Dance World Championships (the schedule already sequentially including the most current Worlds and the two Worlds after). Voting for the Worlds site will be in the Spring following the current Worlds (e.g., Worlds 2024 should be selected in the Spring meeting of 2021, 3 years prior to date). However, RFP proposals for Worlds Site Selection may be submitted at any time to the WSSC Committee for evaluation, discussion, and scheduling into the above cycle. However, on an immediacy basis subject to losing an excellent site location, recommendations from the WSSC may be made to the General Council at any time according to the venue's value, urgency, financial gain, or other advantageous business choices.

The process for each Worlds Site Selection includes the following steps taken in concert with the WSSC:

- Proposals (from RFP's) may be taken from all interested facilities/cities/countries (in the Fall) (WSSC may also initiate contact and seek proposals from outside organizations and persons)
- Proposals should describe and define site location criteria for the good of holding a Worlds
- WSSC will evaluate cities, facilities, dance communities, support structure, entertainment value
- WSSC will create short list of RFP finalists (maximum of three) based upon project criteria
- WSSC will evaluate the big picture value of the venue within each finalist's city/country
- WSSC will conduct a site visit to each of the finalist's facilities to determine plausibility
- WSSC will coordinate presentations to the general Council for vote (in the Spring)
- WSSC will negotiate facilities 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 a comprehensive proposal, often made through a bidding process, by an agency or company interested in procurement of a commodity, service, or valuable asset, the RFP submitted by a potential supplier of complimentary goods and services detailed in their business proposal.

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

1. Project Overview / Scope
2. Organization Background
3. Deliverable Schedule
4. Possible Roadblocks
5. Budget Constraints
6. Location Criteria
7. Communications / Questions 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 his/her city and venue, plus his/her Worlds vision at the appointed time and the sitting of the Spring General Council Meeting.

1. Site Selection Finalists will be given time to address the General Council during the sitting of the Spring 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 any time when other Finalists are presenting.
3. Addresses and presentations from each Site Selection Finalist will be kept to a pre-alerted and scheduled 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 for open discussion, deliberation, and a call to vote within the General Council, including any non-attending Event Director's respective proxy.
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, deliberations, and the 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 winning Site Selection Finalist will then be eligible to enter into immediate negotiations with the UCWDC Financial Oversight Committee (FOC), which may subsequently, if successful, coalesce into a contract for Worlds.

END OF POLICY

