



UCWDC® EVENT REPORTING POLICY

Version 1.0

Date	Created by	Checked by	Approved by	Effective date
Feb 5, 2024	Slavi Baralic	P&P Committee	General Council	Feb. 24, 2024

REVISIONS					
Date	Created by	Checked by	Approved by	Effective date	Version



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1. INTRODUCTION

The United Country Western Dance Council® is inspired by the vision of a thriving global dance community featuring a world-class competition circuit and a Championship event on every continent in addition to the long-standing Country Dance World Championships®. The UCWDC® oversees the largest competition circuit for country dance in the world, including partner and line dance styles. Our mission is to provide our members with the structure, tools, education, and support they need to thrive in our circuit.

1.1 Purpose

The purpose of this policy is to establish guidelines for our regional events for reporting at our general council meetings. Event reporting procedure will support our general council in being informed about our regional events and therefore the general council will have a better fundament to discuss sanctioning issues. Furthermore, having regular updates about our regional events will help the general council to better understand our market, detect trends, and serve our different members.

1.2 References

In accordance with Article 20.12 of the current UCWDC Bylaws: All Sanctioned and Licensed Affiliate Events and their directors shall be subject to Review and Evaluation 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.

In accordance with Article 20.13 of the current UCWDC Bylaws: Fully Sanctioned or Licensed Affiliate Events will be reviewed at the next Council meeting, as outlined in the current Policies and Procedures Manual, regardless of whether or not the event director is present.

2. GENERAL REPORTING GUIDELINES

All Sanctioned and Licensed Affiliate Events and their directors are subject to review and evaluation on an annual basis (Bylaws 20, 12). During each general council meeting, being held in February and September (reference) information regarding sanctioned regional events should be provided by the majority event director. Member Events from February to August provide their report at the General Council Fall meeting in September. Member Events from September to January provide their report at the General Council Spring meeting. The Member Event report should contain following information:

- a. Regional event name, date, event directors, event duration
- b. Regional event staff
- c. Number of dance entries
- d. Number of competitors
- e. Number of attendees
- f. Largest division
- g. Event theme, if applicable
- h. Any other competitions offered at the event (e.g. ballroom, swing, social)
- i. What the event is doing to attract new dancers
- j. A general review of the event (what worked well, what was well perceived, e.g. was there an increasing interest in PROAM or more Line Dance, any special occurrences during the event, etc.)



3. REPORTING PROCEDURE

1. Reporting forms for those events to be reviewed, including Provisionally Sanctioned Events, or Licensed Affiliate Event shall be distributed to the Majority Event Director twenty-five (25) calendar days prior to the first day of the General Council meetings by the Secretary. A copy of the Event Reporting Form is appended to this policy.
2. Each Event shall submit a report fourteen (14) calendar days to the Secretary prior to the first day of the General Meetings.
3. Each report shall be read into the minutes of the General Council meeting by the Majority Event Director or Majority Event Manager as part of the sanctioning review (Bylaws 20.12). If the Majority Event Director or Majority Event Manager is not present the report shall be read into the minutes by the Secretary or President.
4. A verbal report shall not exceed five (5) minutes.

END OF POLICY



UNITED COUNTRY WESTERN DANCE COUNCIL

Member Event Reporting

Events from February – August: General Council Fall Meeting

Events from Spring Meeting September – January: General Council

EVENT NAME: _____

DATES: _____

DIRECTORS: _____ CITY/STATE: _____

STATISTICS:

Total Unduplicated Attendance:

Competing Couples:

Competing Line Dancers:

Competing Teams:

Competitors:

Dance Entries:

KEY FUNCTIONS:

Contest Coordinator: _____ Scoring System: _____

DJ: _____ MC: _____ # Judges Hired: _____

Judges: _____

Other Event Staff: _____

ABOUT THE EVENT:

Event theme: _____

Largest division: _____

Any other competition offered: _____

How did you attract new dancers: _____

General review :

