

## *Your obligation as a Professional Representing The Competitors Commission.*

Below is the guide for competitors' and organisers' responsibilities. The competitors' commission would like to point out that it is also the responsibility of teachers' and coaches' to educate the couples' in the dance business.

### A Competitors' responsibility for employment to each organiser

1. Be contactable: Advertising your Telephone / Fax / E-mail / Mobile / producing Business cards.
2. Organise your diary professionally: Schedule, {Do not double book}.
3. Explain the service you provide: 5 Dance Demonstration, Segue, Teaching, Lectures, Adjudicating Amateur Events.
4. Your dress code whilst being employed: Always well groomed for the occasion, remembering that you are representing yourself.
5. Time Keeping: Arriving on time and finishing on time.
6. Explain your required terms and conditions in writing {letter, fax, e-mail}: Fees, Travel Expenses, Hotel Accommodation, Food Expenses, and Video Payments for Demonstrations and Lectures.
7. State when and how your payments are to be made and in which currency.
8. Provide photographs for advertising and a C.V. for their information, if requested.
9. Supply all information of your Demonstration in writing, regarding your entry points, music starting time, and lighting. Possibly in different languages.
10. Help the organiser to find a replacement if you have to cancel your booking.
11. Contact the competition organiser if you need to cancel your entry. If you are representing your country, contact your country's Dance Council too.

## What the Competitors' would like the organiser to provide.

1. A confirmed date and time for the event in question.
2. An agreement for the services you will provide. Confirmation of how and when all fees / expenses will be paid.
3. Accommodation address.
4. Confirmation of your collection from, and return to the airport / Train station etc.
5. Notification of any Visa requirements. Costs *if any* to be paid by the organiser.
6. A scheduled 'rehearsal' time for your Demonstration.
7. A Timetable to be provided for each day you are employed.
8. Discussion between the organiser and couple employed regarding payment, before signing a contract for Video and or T.V. of; Lectures, Competitions and Demonstrations.
9. For Competitions:
  - i} Timetable
  - ii} List of judges
  - iii} Size of the floor
  - iv} The couples' invited.
10. Any *changes* of the original details of point 9. will need re-confirmation from the invited couple.
11. The organiser will provide details of any tax to be taken from prize money / Demonstrations etc. The organiser will provide the couple with a tax certificate following the event.
12. The organiser will incur a cancellation fee, if they have to cancel. This will include any expenses already incurred by the invited couple.
13. Dress code for the event.
14. An announcement that no videos or digital recordings are allowed to be taken from the audience.