



GUIDELINES FOR TEAM LEADERS, COACHES AND DANCE SCHOOLS/STUDIOS/CLUBS

The Team Leader is the official representative of the club and is responsible for communication with the Organizer and ensuring that all dancers, coaches, and accompanying persons comply with the competition regulations.

The Team Leader's responsibilities include:

- Team Leaders should be able to communicate in English. If they do not speak English, they must be accompanied by an interpreter who can communicate fluently in English.
- Submit a complete list of all coaches accompanying the team to the Organizer by email before the competition.
- Check the official registration and starting lists published by the Organizer.
- Register dancers at the event, report withdrawals, submit approved changes, and process late entries if accepted by the Organizer.
- Verify the updated official schedules and starting lists and inform all dancers, coaches, and parents accordingly.
- Pay all participation fees in a single payment. Separate payments from individual team members will not be accepted.
- Collect all start numbers, accreditation passes, wristbands, and official documents during check-in.
- Provide the Organizer with a valid mobile phone number for communication during the event.
- Ensure that all competition music is uploaded no later than 7 days before the competition. Coaches are responsible for carefully checking the names of all dancers and routines before submission. After the deadline, no changes will be accepted.
- Verify the competition music with the Music Administrator if necessary.
- Monitor qualification lists for subsequent rounds and ensure that dancers are ready to perform.
- Inform the Check-in Desk immediately of any withdrawals, injuries, or other changes during the competition.
- Collect diplomas for dancers who do not advance to the next round.



- Remain available throughout the competition to receive urgent information regarding schedule changes, re-dances, warnings, or other important announcements.
- File an official written complaint when necessary or, whenever possible, resolve any issue directly with the International Dance Open Head Judge.
- A written protest is subject to a €50 fee. If the protest is upheld, the fee will be fully refunded.
- Follow the official timetable and immediately communicate any schedule changes to dancers and parents.
- Remain reachable by mobile phone throughout the competition.
- Sign the Organizer's liability waiver before the competition begins.

Coach and Club Responsibilities

- Clubs and coaches must arrive at the venue at least one hour before the competition begins and ensure that dancers are ready at least 30 minutes before their scheduled performance, as the timetable may run ahead of schedule.
- Coaches may contact the backstage staff at any time for assistance or to request approved performance order adjustments when necessary.
- Parents and other spectators are strictly prohibited from entering the changing rooms or backstage area. Failure to comply may result in penalties, including the disqualification of the entire club.
- Coaches, dancers, parents, and accompanying persons must keep the changing rooms, warm-up areas, and restrooms clean and tidy throughout the event.
- All participants are expected to demonstrate good sportsmanship by respecting competitors from every club and country. Positive cheering, encouragement, and mutual support are strongly encouraged.
- Entry fees are non-refundable under any circumstances, including illness, injury, withdrawal, or inability to participate. However, before the registration deadline, the Organizer may allow the replacement of one dancer with another in accordance with the competition rules.
- Coaches are responsible for ensuring that all dancers, parents, and accompanying persons comply with the competition regulations. Misconduct by team members may result in disciplinary action against the club.