



# ACCREDITATION PROGRAM H9.1-1.1

## TECHNICAL and ASSESSMENT Manual

Note 1: This document H9.1-1 is the product of a re-structuring / re-formatting exercise only; no changes other than minor corrections of terminology, spelling etc and sectional layout have been made to the National Council approved Version H9.1 of July, 2013, *except* the for (a) introduction of the revised Coach and Adjudicator nomenclature separately approved by National Council in October, 2014 (Motion 39/10/14, and (b) inclusion of changes made to the 'Assistant DanceSport Instructor' (previously 'Probationary' & 'Assistant Coach') coaching accreditation process, also separately approved by National Council in October, 2014 (Motion 47/10/14). The designation identifier "H9.1-1" with the addition of "-1" is to distinguish this amended version from the earlier H9.1

S.Edwards – DSA CEO – 21<sup>st</sup> July, 2016

Note 2: Re-issued as Version H9.1-1.1 effective 1<sup>st</sup> Jan., 2017 following amendments approved by DSA National Council on 1<sup>st</sup> Oct., 2016

S.Edwards – DSA CEO – 31<sup>st</sup> Dec., 2016

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## **Foreword**

The role of both the Coach and the Adjudicator is seen as being of considerable importance from a variety of perspectives and requires training, supported by a comprehensive and properly regulated syllabus and process for accreditation, in order to effectively meet the challenges these roles can present. Since the inception of DanceSport Australia, the Accreditation System for Coaches and Adjudicators has been developed along the lines of the Australian Sports Commission to offer the highest standards and constant learning path to achieve a high level of accreditation. The system incorporates clearly defined criteria of the learning requirements for the respective levels of accreditation in a developed career path encompassing world's best practices. DSA assessors include Australian's leading authorities, ensuring that a high standard in all technical assessments is maintained. The aim of this program for accreditation is to assist with the production of highly qualified and knowledgeable accredited Coaches and Adjudicators and which will in turn enhance the profile of DanceSport. Successful candidates can be assured that they have achieved distinction.

## **Preamble**

Whether it be for the purpose of acquiring accreditation as either an Adjudicator or Coach, the various elements of the DSA Accreditation Program have been designed as educational tools to assist with the acquisition of knowledge and understanding of both Dance technique and practices conducive to the well being of Dancesport activity.

Membership of DanceSport Australia is a prerequisite for all persons seeking accreditation as a Coach or Adjudicator within Australia.

It is a requirement that all DSA members who wish to Coach or Adjudicate in the Australian DanceSport environment must hold the specifically prescribed accreditation qualifications, the validity of which expires when the holder's DSA registration fee falls into arrears. (See Page 8)

## **Age Requirement**

Applicants for any level of DSA Accreditation must have reached at least their 18<sup>th</sup> Birthday, except for Assistant DanceSport Instructor, where the applicant must have reached their 16<sup>th</sup> birthday.

## **Accreditation Level Designations**

### **Coaching -**

#### **Assistant Instructor** (previously Level 0 and / or Probationary)

This level of DSA Accreditation recognises that a DSA member holding this qualification is skilled to provide services as an assistant to a DanceSport Coach in a Registered Teaching Facility (RTF) environment.

#### **Instructor** (previously Level 1)

This level of DSA Accreditation recognises that a DSA member holding this qualification is skilled to provide instruction at Recreational Division level and in an RTF environment. Technical Assessment may be completed dance by dance.

#### **Coach** (previously Level 2)

This level of DSA Accreditation recognises that a DSA member holding this qualification is skilled to provide coaching services at Recreational and Amateur Division levels. Technical Assessment is over all dances. (Style specific). This level of DSA Accreditation is not available to DSA Recreational or Amateur Division competitors.

#### **Elite Coach** (previously Level 3)

This level of DSA Accreditation recognises that a DSA member holding this qualification is skilled to provide highly skilled coaching at an elite level in both Professional and Amateur Divisions. Technical Assessment is over all dances. (Style specific) This level of DSA Accreditation is not available to DSA members registered in Recreational, Amateur or Professional Divisions

## Adjudicating -

### **Competition Adjudicator** (previously Level 1)

This level of DSA Accreditation recognises that a DSA member holding this qualification is skilled to adjudicate at Recreational & Amateur Division Levels up to but not including events defined as Championships. Technical Assessment is 5 dances/style specific. (This level of DSA Accreditation is not available to DSA Recreational or Amateur Division competitors.)

### **Championship Adjudicator** (previously Level 2)

This level of DSA Accreditation recognises that a DSA member holding this qualification is skilled to adjudicate all DSA Divisions of competition, up to but not including events defined as National Championships. Technical Assessment is over 5 dances/style specific. (This level of DSA Accreditation is not available to DSA Recreational, Amateur or Professional Division competitors.)

### **National Championship Adjudicator** (previously Level 3)

This level of DSA Accreditation recognises that a DSA member holding this qualification is skilled to adjudicate all DSA Divisions of competition. Technical Assessment is over 5 dances/style specific. (This level of DSA Accreditation is not available to DSA Recreational, Amateur or Professional Division competitors.)

### **DanceSport International Adjudicator**

This person is an Accredited DSA Championship Adjudicator who also holds an accreditation with an international organisation of which DSA is a member.

### **DanceSport Professional Adjudicator**

This level of DSA Accreditation is not available to DSA Accredited Coaches. Applicants are required to have held a DSA Championship Adjudicator Accreditation for at least ten years and be retired from regular coaching duties. Assessment by Peer Review

## **Accreditation Requirements - Summary**

### **Coaches –**

For applicants seeking Assistant Instructor accreditation, there is one single module, with three (3) sections ó see Page 13.

For applicants seeking Instructor accreditation, there are three Modules to be completed, viz -

- Module 1    Technical Assessment
- Module 2    Coaching Principles Course (Part 1)
- Module 3    Practice requirement and details of requirements on page 21.

For Coach Accreditation the three (3) modules necessary must be completed within a period not exceeding 12 months from the date of application lodgement. *Extension of time will not be considered.*

Coach Accreditation equivalent to Instructor is the highest permitted whilst remaining a participant in the Amateur Division of Competition.

## Adjudicators -

For applicants seeking Adjudicator Accreditation at 'Competition' level for the first time, there are three modules to be completed, viz -

- Module 1 Technical Assessment
- Module 2 Adjudicating Principles Course - Part 1
- Module 3 Practice requirement

## Requirement Summary Matrix

	Coaching			Adjudicating			
	Module 1	Module 2	Module 3		Module 1	Module 2	Module 3
Asst Inst	Page 13	Page 13	Page 13	Competition	Yes	Yes	Yes
Instructor	Yes	Yes (Pt 1)	Yes	Championship	No	Yes	No
Coach	Yes	Yes (Pt 2)	No	Nat Coach	No	No	No
Elite Coach	No	No	No				

**General Notes** - Applicants for Accreditation as Coach beyond Instructor level or Adjudicator beyond Competition level should note the following requirements as applicable to each style -

- There is no requirement to undertake Module 3 'Practice Requirements'
- *Coaching Principles – Part 2* is a requirement of coach accreditation at 'Coach' level. It covers the three styles but need only be taken once (i.e. as part of the first 'Coach' accreditation sought)
- *Adjudicating Principles* forms part of adjudicator accreditation at 'Championship' level. It covers the three styles but need only be taken once (i.e. as part of the first 'Championship' accreditation sought)

## Continuing Professional Development

Complete details of the CPD program are available on [www.dancesport.org.au](http://www.dancesport.org.au) under 'Coaches and Adjudicators'

Acquisition of the specified number of units as detailed in the Continuing Professional Development program within this program is required of all applicants for Accreditation **beyond** Instructor level for coaches and beyond Competition level for adjudicators. This is a once only requirement at each level. CPD activities are not style specific. Where activities are common to both Coach and Adjudicator sections, the activity need only be undertaken once.

## Recognition of Prior Learning (RPL)

Details of this policy are available at [www.dancesport.org.au](http://www.dancesport.org.au)

In some instances, exemption from the requirement to undertake any or all three modules may be granted, subject to successfully applying for the 'Recognition of Prior Learning Experience'. Applications must be lodged as part of the original application for Accreditation.

## Making Application -

Persons who wish to gain Coaching or Adjudicators accreditation should in the first instance submit the accreditation application form available on the DSA web site at <http://www.dancesport.org.au/index.php/accreditation/accreditation-application-form>

Only after the issue of final certification / endorsement by the National Accreditation Commission is the applicant permitted to Coach or Adjudicate in accordance with the regulations governing the operation of DSA's Accreditation policy.

## **License Suspension - Coaches**

- DSA Coach Licenses are deemed to be lapsed / invalid when Financial membership of DSA has fallen into arrears or when Coach Registration has ceased.
- The accreditation of a previously registered Coach shall be withdrawn in cases where the Coaching License has lapsed for more than 3 years.
- The Accreditation Commission may at its absolute discretion reinstate the accreditation of a person whose accreditation has been withdrawn (as above) subject to the payment of a non-refundable Application fee of not less than \$200.
- Where a coach's accreditation has been withdrawn and has not otherwise been reinstated by the Accreditation Commission, the former coach must apply for accreditation as a new applicant.
- DSA reserves the right to suspend, permanently withdraw or downgrade the coaching accreditation of any person who has -
  - grossly breached the *Coaches Code of Conduct* or who is found to be not a fit and proper person to coach DanceSport. or
  - who has not met the Continuing professional development (CPD) requirements as determined from time to time by the Accreditation Commission.

## **Codes of Conduct**

### **Coaches**

The Coaches Code of Conduct can be viewed at and is downloadable from [www.dancesport.org.au](http://www.dancesport.org.au) Click on "Other Competition Rules" under the heading "About DanceSport" and go to "Member Protection Policy"

### **Adjudicators**

The Code of Conduct for Adjudicators can be found in the Adjudicating Principles Text Book and as well can be viewed at and is downloadable from [www.dancesport.org.au](http://www.dancesport.org.au) Click on "Other Competition Rules" under the heading "About DanceSport" and go to "Member Protection Policy"

## **Reinstatement of Lapsed Accreditations**

### **Coaching Accreditations**

Where there has been a lapse of DSA membership of 5 years or less of an accredited member - and subject to the approval of a formal application for re-instatement by the member to DSA's

Accreditation Commission the fees for reinstatement of the previous accreditation level will be

- (a) where the lapse is for one year only - \$33; and
- (b) where the lapse is greater than one year but no greater than five years - \$33 plus \$99, a total of \$132

### **Adjudicating Accreditations**

Where there has been a lapse of DSA membership of 3 years or less of an accredited member - and subject to the approval of a formal application for re-instatement by the member to DSA's

Accreditation Commission the fees for reinstatement of the previous accreditation level will be

- (a) where the lapse is for one year only - \$33; and
- (b) where the lapse is greater than one year but no greater than three years - \$33 plus \$99, a total of \$132

The accreditation of a previously licensed Adjudicator shall be withdrawn when their license has lapsed beyond 3 years. At its absolute discretion the Accreditation Commission may reinstate the

withdrawn accreditation subject to application and payment of a fee of not less than \$200 and the imposition of other conditions as determined by the Accreditation Commission.

Where an Adjudicator's accreditation has been withdrawn and has not otherwise been reinstated by the Accreditation Commission, the former Adjudicator must reapply as a new applicant.

## General Notes

### Coaching Accreditation in the Amateur Division of Competition

Within the Coaching section of this DSA Accreditation Syllabus, Competitors participating in the Amateur Division of competition have been provided with the opportunity, should they wish, under certain conditions, to create a possible career pathway through the development of coaching/ teaching skills in Australia, whilst remaining eligible to compete in the Amateur Division of competition.

This arrangement is not intended to allow for either short or long term exploitation of freedoms and opportunities extended by the development pathway whilst remaining as participants in the Amateur Division of Competition and as a consequence, the following conditions apply :-

The gaining of an accreditation by participants in the Amateur Division of Competition is not a licence or an opening to :-

- a) Conduct a business as a Coach, either by opening ones own Dance Studio or by hiring floor space in a Dance studio. OR
- b) Advertise such credentials or arrange competitive event entries under their name

Coaching or teaching must always be in the regulated environment of a Dance Studio and under the authority/supervision of a Professional DSA accredited coach who will be :

- a) An Instructor Level or higher for Assistant Instructor OR
- b) Coach Level or higher, style specific, for Instructor.

Any Amateur Division competitor/coach who breaches the set condition of coaching or teaching under the authority of a Professional DSA Accredited coach as specified above is deemed ineligible to compete in the Amateur Division of Competition.

It should be noted that **Accreditation as "Instructor"** is the highest level available to participants in the Amateur Division of Competition. It is style specific and legitimately exercised coaching/teaching activity is limited to the particular respective style(s).

### Coaching Without Accreditation

Coaching or teaching by any competitor [*including those in the Professional Division*] without the appropriate accreditation is a breach of DSA Rules and will be dealt with under the relevant provisions in the rules.

DanceSport Australia by means of its Rules and Accreditation Program has addressed the issue of the involvement of *Unaccredited / Unqualified* persons [particularly, but not exclusively, from within the ranks of DanceSport Competitors, in both Amateur and Professional Divisions] in the role of DanceSport Coaches. In recognising common practice in our sport internationally and the guidelines set out by the *Australian Sports Commission*, the DSA National Council has established a firm direction for those who wish to participate in either or both the roles of Coach and Competitor.

## Compliance Notes for Assistant Instructor and Instructors

These notes are an integral part of the overall rules framework of DanceSport Australia, which include Competition Rules, Accreditation Program, and Policy procedures/guidelines.

***It is incumbent upon accredited coaches (in both the Amateur and Professional Divisions) to renew the registration of such status annually, in order to maintain the validity of such accreditation.***

The intent of these rules is to provide the opportunity and encouragement for competitors to develop coaching/teaching skills under the guidance and authority of an experienced coach and to encourage dance school proprietors to offer a structured learning and development environment for new teachers/coaches.

The rules seek to balance the need for development pathways for competitors seeking to make a career in DanceSport teaching/coaching with the reasonable expectations of the DanceSport community, that those undertaking the development pathway will be an asset to the DanceSport community.

The rules also seek to balance the need for the development of top level and international competitors in the Amateur division of competition who seek to improve their own DanceSport performance by the experience of teaching/coaching, against the reasonable rights and aspirations of those other competitors in the Amateur division of competition who do not seek a long term involvement in DanceSport.

The rules are not intended to allow the short term exploitation of freedoms and opportunities extended by the development pathway to competitors who do not intend to develop themselves by training and/or who do not have a long term career commitment to DanceSport. Of primary concern is the integrity of DSA's technical requirements for coaching and accreditation.

A supervised competitor/coach cannot be deemed to be under the authority of a higher level DSA accredited coach, if the supervised competitor/coach has authority equal to or superior to higher level DSA accredited coach, including but not limited to the authority in his/her capacity as dance school principal/proprietor to engage / employ or terminate the engagement/employment of the higher level DSA accredited coach.

These rules do not prevent any competitor from being the owner or part owner of a dance school per se. But the rules require a presumption that a dance school owner or part owner or principal will not be subject to the authority of an employed or sub-contracted coach/teacher in matters relating to coaching or teaching.

A coach working outside of an established dance school, or within an established dance school, with no-one present other than the student/s - couple/s being taught, cannot be deemed to be coaching/teaching under the authority of a higher level coach. While the higher level coach does not have to be physically present during the entire course of every lesson, they must be readily available to monitor the conduct of the tuition and the development of the student/s, and the circumstances must be clear that the higher level coach retains the authority to intervene with the student/s - couple/s or to review the teaching and/or teaching plan of the supervised coach at any time.

Where there is any doubt about a competitor/coach working under the authority of a higher level coach, or any other doubts about the circumstances of the development pathway and a competitor's compliance with the rules for coaching/teaching, DSA may require an enforceable declaration and/or undertaking be provided by the competitor/coach and by the supervising coach.

False declarations and breaches of undertakings are much more serious than an equivalent breach of DSA rules and are subject to disciplinary action on their own, separate from any other breach of the DSA rules or the DSA Technical Accreditation system.



Competitor/coaches working in a dance school are reminded that they have the same ethical obligations as all coaches/teachers engaged or sub-contracted by a dance school. All coaches/teachers engaged or sub-contracted by a dance school are placed in a position of trust in respect of the students of that dance school and must ensure that they avoid any conflict of interest in respect of the business and goodwill of that dance school.

Breaches of trust and undeclared conflicts of interest are actionable breaches of DSA ethics. All coaches are reminded that using one's position as a coach/teacher at a dance school to undermine the reputation and goodwill of that dance school; or secretly approaching couples training at that dance school to encourage them to leave that dance school; or otherwise acting to benefit oneself (or others with whom the coach is connected) at the expense of the best interest of the principal(s) of the dance school, are all breaches of DanceSport ethics.

## **Examinations**

Accreditation examinations are to be conducted by State Branch nominated examiners, whose continuing appointments are subject to formal approval by DSA's National Council. Other than in exceptional circumstances, applicants will be examined within their state of registration by examiners resident in that state and appointed by that State Branch. In exceptional circumstances, the use of out-of-state DSA accreditation examiners, and the examination of applicants in a state other than that of their DSA registration, must first be approved by the Accreditation Officer of the state in which the examination is to occur and by the Chair of DSA's Accreditation Commission.

## ACCREDITATION

### MODULES

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	For Instructors and Higher:	
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	- Instructor	15-16
	- Coach	16-17
	- Elite Coach	
	- Module 2 ó Coaching Principles Course	
	- Instructor**	19
	- Coach	19
	- Elite Coach	n/a
	- Module 3 ó Practice Requirements	
	- Instructor**	22
	- Coach	n/a
	- Elite Coach	n/a
** These modules are also required for Assistant Instructors		
<b>Adjudicating</b>	Module 1 ó Technical Assessment	
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	- Competition	29
	- Championship	n/a
	- National Championship	n/a
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**Coaching**  
**Accreditation**  
**Modules**

## **Coaching Undertaking – Introduction**

Candidates may choose to undertake coaching assessments with any of the DSA Accredited Teaching Societies. Assessment is conducted by a single DSA Accredited Examiner. Within one week following the assessment, the Examiner must provide the candidate, the Society and DSA with copy of the written report. In the case of a candidate not meeting the required level of competency, a period of 30 days must elapse prior to any subsequent attempt. The assessor's decision will be final and no correspondence will be entered into.

## **Coaching Pre-Requisites**

Candidates must be 18 years of age or older, except for Assistant Instructor, where candidates must be 16 years of age or older.

### **Assistant Instructor** (previously Level 0 or Probationary Coach)

This level is designed for beginner coaching candidates.

### **Instructor** (previously Level 1)

Recognising that Instructor Coaching Accreditation is style specific and that legitimately exercised accredited coaching and teaching activity is limited to that style, candidates are permitted to undertake Instructor Accreditation without having taken an Assistant Instructor coaching certification. This certification is also available to applicants who are competitors in the Amateur Division who have attained A Grade status, but is the highest level of coaching accreditation available to such competitors.

### **Coach** (previously Level 2) (Applicable to each style separately)

- Having firstly attained Instructor accreditation
- One year (from the date of Instructor accreditation) of verifiable Coaching experience as appropriate.
- Acquisition of the required units in the CPD program since obtaining Instructor accreditation. The required numbers of CPD units are to be acquired within a continuous maximum 3 year period.

### **Elite Coach** (previously Level 3) (Applicable to each style separately)

- Applicants must be at least 25 Years of age.
- Two years (from the date of Coach accreditation) of verifiable Coaching experience as appropriate
- Acquisition of the required units in the CPD program since obtaining Coach Accreditation. *The required number of CPD units are to be acquired within a continuous maximum 3 year period*

## Assistant Instructor

**General Requirements** - The assessment consists of three sections - Practical and Theory sections which are conducted on a style by style basis, and an on-line Coaching Principles course which needs to be undertaken only once (i.e. as part of the first style accreditation sought).

**Practical** - The candidate is only required to dance his or her own part. The main aspect to be assessed will be an approach capable of producing an easy action in harmony with both music and partner. At the commencement of the assessment the candidate is required to dance to music with a partner of the opposite sex. The dances need to be at least four Syllabus figures in 3 dances in the styles of Standard and Latin American, and 1 dance of each rhythm in New Vogue. Note: Practical routines are expected to be limited to extent of syllabus figures, and figures and dances are to be the choice of the candidate. Additionally, the candidate must provide certification that he/she has undertaken a minimum of 5 hours Per Style practical coaching/teaching activity under the authority of a DSA Professional Level 1 or higher accredited coach,

**Syllabus Dances** (Specified Syllabus Figures are listed between Pages 36 and 46)

Standard: Modern Waltz, Slow Foxtrot, Tango, Quickstep.

Latin American: Cha Cha, Samba, Paso Doble, Rumba, Jive.

New Vogue: Parma Waltz, Swing Waltz, Merrilyn, Charmaine, Tangoette, Evening Three Step, Gypsy Tap.

**Theory** - 90 Minutes duration (30 minutes per style)

Assessor to test the candidate's basic knowledge of any of the DSA Assistant Instructor Syllabus Figures or Dances (as Man and or Lady). The candidate may be requested by the assessor to dance to music without a partner his or her own part of any Syllabus Figures. The Theory component of the exam will be based on the candidate being required to -

- Give a solo demonstration to music of figures/dances as requested by the assessor, if required and to be able to state the rhythm/timing.
- Define a basic knowledge of each of the Chart Headings as applicable to each style.
- Know the time signature and tempo of each dance
- Demonstrate knowledge of the beat values of any syllabus figure.
- Show the Holds and Body Positions applicable to any syllabus figure.

In summary, the intent is for the candidate to show that he/she can dance and can interpret the Technical Manuals at a basic level. In order to demonstrate a basic knowledge the candidate shall be able to demonstrate a figure in a Dance from the Standard and Latin American Syllabus and also a New Vogue Dance showing their understanding and application of chart headings, and be able to answer basic questions in relation to Hold, Tempo, Beats and Bars and a Precede and Follow to any of the Syllabus Figures.

**Coaching Principles Course** - The "*Community Coaching General Principles*" on-line course, made available by the Australian Institute of Sport, description and access is set out on Page 19. Candidates need to provide evidence that they have completed the course, which needs to be undertaken only once.

# **Coaching Module**

## **Technical Assessment –**

## **Coaching Module 1 – Technical Assessment**

### **Instructor Level (Style Specific)**

**Standard** - Figures are listed on pages 36 to 40 ó 5 *Standard* [Ballroom] Dances

#### **Practical**

- Candidate must be prepared to dance the Standard five Dances to music with a partner of the opposite gender.
- Candidate will only be required to dance as own gender.
- At least 50 % of specified figures must be included in demonstration.
- Candidate must be prepared to dance an amalgamation of their own choice of two or three figures from any of the Standard five Dances solo to music.

**Theory** (90 minutes duration) - Competency will be assessed on the Candidate's ability to -

- Accurately define all technical terms relevant to the Standard Style dances.
- Accurately describe the correct use and application of the following factors as they relate to both man and lady -  
Rhythm, Alignment, Footwork, CBM, CBMP, Sway, Timing, Foot Positions, Amounts of Turn, Rise & Fall and be able to answer questions in relation to Hold, Tempo, and Precedes and Follows to any of the syllabus figures.
- Count in beats and bars any syllabus figure or combination of Syllabus figures.
- Demonstrate coaching methods..
- Candidate is required to have an in-depth knowledge of Restricted Syllabus figures.

**Latin** – Figures are listed on pages 41 to 45 ó 5 Latin Dances

#### **Practical**

- Candidate must be prepared to dance the standard five dances to music with a partner of the opposite gender.
- Candidate will only be required to dance as own gender.
- Specified figures must be included in demonstration.
- Candidate must be prepared to dance an amalgamation of their own choice of two or three figures from any of the standard five dances solo to music.

**Theory** (90 minutes duration) - Competency will be assessed on the Candidate's ability to -

- Accurately define all technical terms relevant to Latin American dances.
- Accurately describe the correct use and application of the following factors as they relate to both man and lady -  
Rhythm, Alignment, Timing, Footwork, Foot Positions and be able to answer questions in relation to Hold, Tempo, Beats and Bars and a Precede and Follow to any of the syllabus figures.
- Count in beats and bars any syllabus figure or combination of Syllabus figures..
- Demonstrate coaching methods.
- Candidate is required to have an in-depth knowledge of Restricted Syllabus Figures.

## **Coaching Module 1 – Technical Assessment – Instructor (Continued)**

**New Vogue** - Figures are listed on page 46 ó Dances 1 to 12

### **Practical**

- Candidate will dance to music with a partner of the opposite sex, 2 Syllabus dances of each time signature.
- Candidate will only be required to dance as own gender
- Candidate must be prepared to demonstrate solo to music any syllabus dance selected by the examiner..

**Theory** (90 minutes duration) - Competency will be assessed on the Candidate's ability to -

- Accurately define all technical terms relevant to New Vogue dancing ,
- Accurately describe the correct use and application of the following aspects as they relate to both man and lady  
Rhythm, Alignment, Footwork, CBM, CBMP, Sway, Timing, Foot Positions, Amounts of Turn, Rise & Fall and be able to answer questions in relation to Hold, Tempo, and the use of Ariels,.
- Count in beats and bars any dance (or part of a dance ).
- Demonstrate coaching methods .
- To show in-depth knowledge of the Restrictions applying to use of Holds in New Vogue and the rules relating to the use of öDö Marks..

### **Coach Level (Style Specific)**

Candidates must have held Instructor level accreditation in the same style for a period of not less than two (2) years.

**Standard** - Figures are listed on pages 36 to 40 ó 5 *Standard* [Ballroom] Dances

**Practical** - As for Instructor level assessment, but at a higher level of performance

**Theory** (90 minutes duration)

- As for Instructor Level, plus the appropriate extra figures and with the expectation of a greater in depth level of knowledge.
- Candidate will be required to explain coaching methods and demonstrate the ability to correct and rectify common faults

**Latin** – Figures are listed on pages 41 to 45 ó 5 Latin Dances

**Practical** - As for öInstructorö level assessment, but at a higher level of performance

**Theory** (90 minutes duration)

- As for Instructor Level, plus the appropriate extra figures and with the expectation of a greater in depth level of knowledge.
- Candidate will be required to explain coaching methods and demonstrate the ability to correct and rectify common faults



## **Coaching Module 1 – Technical Assessment – Coach Level (Continued)**

**New Vogue** Figures are listed on page 46 ó Dances 1 to 12

**Practical** - As for òInstructorö level assessment, but at a higher level of performance

**Theory** (90 minutes duration)

- As for Instructor Level, plus the appropriate extra dances and with the expectation of a greater in depth level of knowledge.
- Candidate will be required to explain coaching methods and demonstrate the ability to correct and rectify common faults

### **Elite Coach Level (Style Specific)**

To advance to this level of coaching accreditation, an application to the DSA Accreditation Commission is required, and is subject to the following pre-requisites -

- Applicants must be as least 25 years of age. and
- Must have held a Coach Level accreditation in the same style for a period of not less than 5 years.
- Provision of evidence by way of Examination Report of having gained the Fellowship Qualification with a DSA Accredited Examining Body
- Acquisition of the required number of units in the CPD program.

### **Accepted Technical References / Sources –**

#### **Standard**

The Ballroom Technique (ISTD); IDTA Technique of Ballroom Dancing (Guy Howard); The Viennese Waltz (Harry Hampshire-Smith); The Viennese Waltz (Neville Boyd OAM). Please note that all figures in syllabus, excluding the Viennese Waltz, are from ISTD Technical Reference, unless indicated by # [in Quickstep] these are from the Guy Howard Technical Reference

#### **Latin**

Latin American Cha Cha Cha (ISTD Revised 2003); Latin American Samba (ISTD Revised 2002); Latin American Rumba (ISTD Revised 1998); Latin American Paso Doble (ISTD Revised 1999); Latin American Jive (ISTD Revised 2002); The Laird Technique of Latin Dancing

#### **New Vogue**

New Vogue Championship Dances (4<sup>th</sup> Edition Russ Hesketh).

New Vogue Sequence Dancing (Revised Edition 2005 Neville Boyd OAM)

**Coaching Module 2**  
**– Coaching Principles Courses–**

## Coaching Module 2

### Coaching Principles

#### Coaching Principles Course - Part 1

##### For – Assistant Instructor and Instructor Candidates

The Australian Sports Commission has developed an online course for beginner coaches. The “*Community Coaching General Principles*” on-line course has been developed to help coaches establish and / or improve their basic coaching skills, particularly those coaches working with children.

A major benefit of the online course is that coaches can complete it in their own time from the comfort of their own home. Thanks to a subsidy from the Australian Sports Commission, the online course is available free of charge to Australian Coaches (coaches must have an Australian postal address)

##### **Course details**

The course contains four (4) modules of training that cover a range of general coaching topics, including

1. Snapshot of a good coach
2. Preparing to Coach
3. Working with others
4. Coach in Action

The course takes approximately six hours to complete, and there is assessment included at the end of each module. Coaches have six months to complete the course after they register.

##### **How to access the course -**

The *Community Coaching General Principles* course is available from the Australian Sports Commissions online learning portal:

<http://www.ausport.gov.au/participating/coaches/onlinecoach>

and click on the link to the eLearning Portal

#### Coaching Principles Course - Part 2

##### For – Coach Level Candidates

The Intermediate Coaching General Principles program has been developed to replace the previous eCoach level Coaching Principles. The modules within the Intermediate Coaching General Principles program are optional for sports to include within their programs as DanceSport requires you to complete the Course, details of the modules required are:

##### **Course details**

- Module 1 ó The Essence of Coaching
- Module 2 ó Program Management
- Module 3 ó Planning
- Module 4 ó Sports Safety
- Module 5 ó Coaching Processes

- Module 6 - Inclusive Coaching
- Module 7 ó Skill Acquisition
- Module 8 ó Introduction to Physiology
- Module 10 ó Development & Maturation
- Module 11 ó Nutrition for Sport
- Module 12 ó Sports Psychology
- Module 13 ó Anti ó Doping in Sport

### **How to access and undertake the course -**

The course - whilst developed by the Australian Institute of Sport and detailed on their web site - is actually delivered by the New South Wales Department of Sport and Recreation ó by correspondence throughout Australia. To make application to undertake the course, and to understand the process, click on the following link -

<https://sportandrecreation.nsw.gov.au/event/correspondence-course-igp-coaching-0>

and follow the prompts. The process of undertaking the course will be explained as you proceed. Should you have any difficulty, please contact the Chair of DSA's Accreditation Commission, or DSA's Chief Executive Officer ó contact details for both are on the DSA web site.

## **Coaching Module 3**

### **– PRACTICE REQUIREMENTS –**

## **Coaching Module 3 - Practice Requirements**

### **Assistant Instructor Level Certification -**

Minimum of 5 hours Per Style practical coaching/teaching activity under the authority of a DSA Instructor Level or higher accredited coach, .

### **Instructor Level Certification -**

#### 1. Candidates who are DanceSport Competitors

A minimum of 10 hours practical coaching activity in the relevant style under the authority/supervision of a DSA Coach higher accredited coach in that style.

#### 2. Individuals who are *other than* DanceSport Competitors

A minimum of 30 hours practical coaching activity in the relevant style under the authority/supervision of a DSA Coach or higher accredited coach in that style.

It should be noted that whilst the stipulated number of hours is the ABSOLUTE MINIMAL requirement, duration in excess of this can only be advantageous to the candidate. The intent is that the candidate for accreditation will, under appropriate close supervision, carry out practical coaching of dancers as part of their training.

## **Adjudicating**

## **Accreditation**

## **Assessments**

- Competitors in the Amateur Division of Competition are deemed ineligible to hold Adjudicator accreditation.
- Candidates must have passed their 18<sup>th</sup> birthday.
- Assessments are conducted by a panel of 3 DSA Accredited Examiners, appointed by the relevant DSA State Branch Board Executive Officer .or Accreditation Officer as appropriate, following confirmation of those appointments by DSA's National Council

**Adjudicating Module 1**  
**– Technical Assessments–**



## Adjudicating Module 1 – Technical Assessment

### Competition Level (Style Specific)

**Standard** - Figures are listed on pages 36 to 40 ó 5 *Standard* Dances

#### **Practical**

- Candidate must be prepared to dance the Standard five Dances to music with a partner of the opposite gender.
- Candidate will only be required to dance as own gender.
- At least 50% of Specified figures must be included in demonstration.
- Candidate must be prepared to dance an amalgamation as selected by the examining panel of two or three figures from any of the Standard five Dances solo to music.

#### **Theory** - (Approx duration 150 Minutes)

- Candidate must be able to **accurately** define all technical terms relevant to Standard Style dances as well as giving all technical aspects of the syllabus figures.
- Describe the correct use of the following factors:  
Rhythm, Alignment, Footwork, CBM, CBMP, Sway, Timing, Foot Positions  
Amounts of Turn, Rise & Fall, and be able to answer questions in relation to Hold, Tempo, and Precedes and Follows to any of the syllabus figures,
- The ability to count any figure in beats and bars.
- A technical analysis of any syllabus figure in the five dances will be required.
- Knowledge of Style, Movement, Characterisation, and Floorcraft in all Dances is required.
- Candidate is required to have an in-depth knowledge of the Approved/ Restricted Syllabi and the rules relating to the use of òNö Marks.

**Latin** - Figures are listed on pages 41 to 45 ó 5 Latin Dances

#### **Practical**

- Candidate must be prepared to dance the five dances to music with a partner of the opposite gender.
- Candidate will only be required to dance as own gender.
- At least 50% of Specified figures must be included in demonstration.
- Candidate must be prepared to dance an amalgamation of their own choice of two or three figures from any of the standard five dances solo to music.
- The candidate is expected to exhibit a knowledge in their practical demonstration of Style, Movement, Characterisation and Floorcraft.

#### **Theory** - (Approx duration 150 Minutes)

- Candidate must be able to define all technical terms relevant to Latin American dances, as well as giving all technical aspects of the syllabus figures.
- Describe the correct use of the following factors:

### **Adjudicating Module 1 – Technical Assessment - Competition Level (Style Specific) – Latin (Continued) -**

Rhythm, Alignment, Timing, Footwork, Foot Positions and be able to answer questions in relation to Hold, Tempo, Beats and Bars and a Precede and Follow to any of the syllabus figures.

- The ability to count any figure in beats and bars.
  - A technical analysis of any syllabus figure in the five dances will be required.
- The candidate is expected to have an in-depth knowledge of the Approved/Restricted Syllabi and the rules relating to the use of ðNö Marks.

**New Vogue -** Figures are listed on page 46 ó Dances 1 to 12

#### **Practical**

- Candidate will dance to music with a partner of the opposite sex. 2 Syllabus dances of each time signature Candidate will only be required to dance as own gender.
- Candidate must be prepared to demonstrate solo to music. (as either man or lady) any syllabus dance as selected by the examining panel.

**Theory (Approx duration 120 Minutes) -** Candidates must be able to -

- Accurately define all technical terms relevant to New Vogue dancing together with the use of the relative chart headings.
- Demonstrate the ability to count in beats and bars, any dance (or part of a dance).
- Give a technical analysis of any dance or part thereof .
- Illustrate a knowledge of Style, Movement, and Characterisation applicable to the various syllabus dances.
- Accurately define the rules relating to the Restrictions with the use of New Vogue Holds and the application of the use of ðNö Marks.

### **Championship Level (Style Specific)**

Candidates must have held Competition Level accreditation in the same style for a period of not less than one year.

**Standard -** Figures are listed on pages 36 to 40 ó 5 *Standard* [Ballroom] Dances

**Practical** - As for the Competition level assessment, but at a higher level of performance

**Theory -** (Approx duration 150 Minutes)

As for Competition Level plus the appropriate additional figures and with the expectation of a greater in-depth level of knowledge

**Latin -** Figures are listed on pages 41 to 46 ó 5 Latin Dances

**Practical** - As for the Competition level assessment, but at a higher level of performance

**Theory -** (Approx duration 150 Minutes)

As for Competition Level plus the appropriate additional figures and with the expectation of a greater in-depth level of knowledge

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### **Adjudicating Module 1 – Technical Assessment – Championship Level (Style Specific) – (Continued)**

**New Vogue** - Figures are listed on pages xx to xx ó Dances 1 to 12

**Practical** - As for the Competition level assessment, but at a higher level of performance

**Theory** - (Approx duration 150 Minutes)

As for Competition level plus the appropriate additional dances and with the expectation of a greater in-depth level of knowledge

### **National Championship Level (Style Specific – Standard, Latin and New Vogue)**

To advance to this level of adjudicating accreditation, an application to the DSA Accreditation Commission is required, and is subject to the following pre-requisites -

- Applicants must be as least 25 years of age. and
- Must have held Championship level accreditation in the same style for a period of not less than two (2) years.
- Provision of evidence by way of Examination Report of having gained the Fellowship Qualification with a DSA Accredited Examining Body
- Acquisition of the required number of units in the CPD program.

## **Adjudicating**

### **Module 2**

## **– Adjudicating Principles Course –**

This course has been developed by the DSA Accreditation Commission as an educational tool in the form of a Self Study Program. In association with the Technical Assessment, candidates at Competition and Championship Levels will be required to complete a Question paper based upon the content of the DSA Approved Text Book.

When applying to undertake an assessment at Competition Level (or to upgrade to Championship Level having acquired Competition Level prior to the introduction of the Adjudicating Principles Course) the cost of the publication will be included in the application fee and supplied together with the issue of the Clearance Certificate.

# **Adjudicating**

## **Module 3**

### **– Practice Requirements –**

#### **(Adjudicator Mentoring)**

The DSA State Accreditation Officer will ensure that those involved in the Mentor program will have copies of the Adjudicator Code of Conduct, DSA Mentoring Program Notes [ refer next page] and the Trainee Performance Report Form.

- Candidates will be required to attend a minimum of 5 registered events, including a championship, under the supervision of an assigned mentor.
- Candidates will judge events in the style in which they are seeking accreditation.
- Candidates will be required to dress and act in the expected manner of an adjudicator, and abide by the Adjudicators Code of Ethics and Conduct.

DSA State Branch Board will arrange this module.

## **Adjudicating Module 3 – Practice Requirements – Mentoring – (Continued)**

### **Adjudicator Mentoring**

This is a concept introduced by DanceSport Australia. The aim is to provide new and Trainee Adjudicators - at Competition level only- with an experienced Adjudicator as a role model to help /guide them through their early experiences.

Once a Trainee Adjudicator has completed the Technical Assessment (Module 1) and that of the Adjudicating Principles Course (Module 2), they should contact their State Branch Executive Officer or Accreditation Officer to seek a mutually acceptable Mentor to guide them through the final Practice Module of the accreditation process.

Although the Chairman of Adjudicators may provide Mentoring to Trainee Adjudicators, a dedicated Mentor is better placed to fulfil this role.

The role of the Mentor is to guide and supervise new applicants through the Practice Module of the accreditation process (that is, attendance and participation at five (5) DSA registered events including one (1) championship). It is preferable that the same person be the Mentor on each occasion. Mentors are preferably, Championship Level or higher Adjudicators. Scrutineering qualifications would also be an advantage but not essential for this position.

Ideally an appointed Mentor will not have had any previous affiliation with the assigned Trainee. It is of the utmost importance that the credibility of the accreditation process be maintained.

### **Mentor Responsibilities**

- Provide a 'Walk-through' with the Trainee of the practical component of certification, including paperwork required, procedures and assessment criteria
- Agree to a schedule of competitive events that the Trainee will attend, and advise the Branch Accreditation Convenor accordingly
- Obtain prior approval of organisers of the nominated events, of the intention to carry out practice adjudication. *Note that practice adjudication must not be undertaken at National Championships.*
- The number of appropriate events to be judged by the Trainee on any one occasion (covering both Rounds and Finals ) must be not less than 10 .
- provide Trainee with clearly identified cards for Heats and Finals
- Pre-arrange with the Organiser or Chairman of Adjudicators, provision of results from selected events
- Compare Trainee's marking with official results
- Request reasoning for specific marking and discuss if necessary
- Complete a written assessment of the Trainee
- Provide advice and answer any questions regarding each event being assessed, including counselling on the Trainee's performance that may not be satisfactory. Clearly identify such problems, explain the reasoning and advise remedial action.
- Sign off Trainee's Adjudicating Accreditation Clearance Certificate for the Practice Module once all 5 events have been completed, attaching a copy of the written assessments. The applicant must forward the completed documentation to their DSA State Branch Executive Officer or Accreditation Convenor for consideration of final certification.

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## **Adjudicating Modules - Conclusion**

### **Accepted Technical References / Sources –**

#### **Standard**

The Ballroom Technique (ISTD); The Viennese Waltz (Harry Hampshire-Smith); The Viennese Waltz (Neville Boyd OAM). Please note that all figures in syllabus, excluding the Viennese Waltz, are from ISTD Technical Reference, The Guy Howard IDTA Technique.

#### **Latin**

Latin American Cha Cha Cha (ISTD Revised 2003); Latin American Samba (ISTD Revised 2002); Latin American Rumba (ISTD Revised 1998); Latin American Paso Doble (ISTD Revised 1999); Latin American Jive (ISTD Revised 2002); The Laird Technique of Latin Dancing (1998)

#### **New Vogue**

New Vogue Championship Dances (4<sup>th</sup> Edition Russ Hesketh).  
New Vogue Sequence Dancing (Revised Edition 2005 Neville Boyd OAM)

## **Other Accreditations**

## **Chairman of Adjudicators**

**And**

**Scrutineer**



### **Chairman of Adjudicators : Accreditation**

Arguably one of the most critical roles in DanceSport is that of the Chairman of Adjudicators. Along with the Scrutineer their role is pivotal to the perception of fairness in the achievement of best competitive results.

As a general rule of practice, organisers of DanceSport events appoint a Chairman of Adjudicators in the knowledge that the quality and effectiveness of the person so appointed contributes in no small way to the overall management and success of the event. It is desirable that the Promoter of the event or a member of the promoters staff is not also the Chairman of Adjudicators.

Notwithstanding that the main responsibility for a Chairman of Adjudicators is to DSA in relation to the correct, fair and consistent application of its rules, policies and codes of conduct, when determining action to be taken in regard to disputes, interpretations or questions that may be brought to his/her attention, the Chairman of Adjudicators is often obliged to consider, in addition to the DSA Rules of Dancesport, the rights of event promoters, the interests of spectators and those of the adjudicators and competitors.

A person appointed to the role must be currently listed in the DSA Accreditation Register as a recognised Chairman of Adjudicators.

To gain recognition as a Chairman of Adjudicators the applicant must hold a current DSA Scrutineering Licence, be an accredited Championship Level or higher adjudicator in three styles, and have the knowledge, experience, and ability to carry out the role of Chairman of Adjudicators as defined by DanceSport Australia.

A detailed list of the Duties and Responsibilities attributable to the position of Chairman of Adjudicators can be found in the DSA Adjudicating Principles Textbook. Reference can also be found within the DSA Rules of DanceSport.

Applications for DSA Recognised Chairman of Adjudicator Accreditation should be addressed to the DSA National Accreditation Commission.

Prerequisites to eligibility for gaining such accreditation are as follows :-

- Accreditation in 3 styles to a minimum of Championship Level .
- Accreditation as a Scrutineer.

Letters of application should detail :-

1. Relevant accreditations / qualifications including year of acquisition.
2. Verifiable Adjudicating experience (including that as Chairman of Adjudicators) at State, National and International events.

Applicants will be required to complete an assessment [format to be determined from time to time by the National Accreditation Commission ] in order to provide an understanding of the appropriate attitude required when dealing with a complaint or any given situation where a rule infringement has been identified.

As part of the Accreditation Register published on the DSA website, a list of individuals with accreditation as a Chairman of Adjudicators will be included from which event organisers can select.

## **Chairman of Adjudicators : Duties / Responsibilities**

The Chairman of Adjudicators is responsible for the correct interpretation of the marks and for making decisions on points of question/conflict that arise during the conduct of events. It is his/her duty to inspect the marks and to ensure the correct implementation of the disqualification rule. It is also his/her duty to inspect the marking sheets after each round and to agree with the organiser the number of couples to pass forward to the next round.

The Chairman of Adjudicators shall agree with the organiser the number of heats in each round of competition, and the number of couples in a final. The Chairman may limit the number of couples in any heat or in the final, if it is believed there shall be any danger to the health and safety of the couples from overcrowding.

The Chairman of Adjudicators may serve in a non-voting capacity but must be an accredited Championship Level or higher Adjudicator in the relevant style and whilst being required to hold a DSA Scrutineers Licence, must not act in the dual roles of Chairman and Scrutineer.

On request, the Chairman of Adjudicators may be required to forward to the CEO of DanceSport Australia, a short report of the championship at which he/she has officiated. This report must also state the number of competitors and approximate attendance figures.

Only the Chairman of Adjudicators and Scrutineers shall have access to the marks until they are handed over to the organiser, and those marks shall be embargoed for such further time as governed by DSA Competition rules.

### **Chairman of Adjudicators will as a general rule of practice:**

- Prior to the commencement of the event, call together all the Adjudicators in order to provide details of the Adjudicators responsibilities and duties, outline appropriate conduct, answer questions and provide a complaints/queries process to follow.

### **It is incumbent upon the Chairman of Adjudicators to :-**

- Ensure that all DSA Competition rules are enforced without fear or favour, fairly and consistently throughout, including music and tempos, restrictions on Syllabus, Grade and Dress and Codes of Conduct for Competitors, Coaches, Adjudicators and Parents. In this regard DSA Rule 31.1 (a) provides for the appointment (in the case of Championships) and discretionary appointment (for Competitions) of Invigilator(s) to assist in the proper functioning of this essential requirement.
- Ensure that the Scrutineer is competent and efficient, and knows that they must immediately advise the Chairman of any 'N' markings on Adjudicator Cards, whether for selections or finals, so that the Chairman can discuss the infringement with the couple(s) concerned.
- Oversee all events, so that they can be in a position to make a decision should any 'N' marking or other contentious issues arise. If they have not witnessed an issue leading to a 'N' marking, they should accept the Adjudicator's marking and follow due process. ('N' marking is dealt with in detail in DSA Rules 31.2 to 31.9)
- Immediately remove and Adjudicator from the panel upon witnessing a breach of the Adjudicators Code of Conduct, or where it is believed a conflict of interest may occur.
- Direct persons with complaints about Adjudicators to submit same in writing within 30 days to their Branch Ethics and Conduct Committee. (as per Item 23.2 DSA Member and Technical Handbook.).
- Remain impartial at all times.
  - Provide direction and guidance to Adjudicators, particularly new ones or Trainees. A post competition review may be offered to discuss Adjudicator performance, issues that arose and action to be taken, and suggested areas of improvement.
  - Prepare a written report on any issue arising and action taken, or required to be taken, and submit to the appropriate DSA Branch Board within 7 days of the event.

## **SCRUTINEER ACCREDITATION**

Qualification as a Scrutineer is subject to successful completion of the relevant DSA written Scrutineering examination for which application can be made to the DSA's Chief Executive Officer or appointed delegate.

DSA recognition and registration as a currently licensed Scrutineer is subject to payment of the annual relevant Licence Fee set by DanceSport Australia.

### **Scrutineer :: Duties and Responsibilities.**

The Scrutineer must hold a DSA Scrutineers Licence and is responsible for the correct recording of the marks.

It is his/her duty, first and foremost to ensure the correct implementation of the rules of the ISKating System.

It is also his/her duty to ensure the correct implementation of the IS marking rule.

If there are any matters relating to the marking of Adjudicator cards that require attention, the Scrutineer is to ensure that the Chairman of Adjudicators (or in his/her absence, the Organiser) is made aware of such matters. The Chairman will then be required to deal with the issue as governed by DSA Competition rules. *An example would be the issue of "D" marking.*

It is the duty of the Scrutineer [on behalf of or in the absence of the Chairman of Adjudicators] to immediately refer to the Adjudicator concerned, any marking card that has a palpable error or omission, or that is not legible.

The Scrutineer must not also act as Chairman of Adjudicators.

Only the Chairman of Adjudicators and Scrutineers shall have access to the marks until they are handed over to the organiser, and those marks shall be embargoed for such further time as governed by DSA Competition rules.

**SYLLABUS OF REQUIRED FIGURES  
STANDARD DANCES  
COACH / ADJUDICATOR ACCREDITATION**

**Modern Waltz**

COACH				ADJUDICATOR				
Level				Level				
AI	Inst	Cch	EC	Cmp	Cshp		Figures	
Green	Red	Blue	Yellow	Red	Blue		1	Closed Changes
Green	Red	Blue	Yellow	Red	Blue		2	Natural turn
Green	Red	Blue	Yellow	Red	Blue		3	Reverse turn
Green	Red	Blue	Yellow	Red	Blue		4	Natural Spin Turn
Green	Red	Blue	Yellow	Red	Blue		5	Whisk
Green	Red	Blue	Yellow	Red	Blue		6	Chasse from Promenade Position
	Red	Blue	Yellow	Red	Blue		7	Outside Change
	Red	Blue	Yellow	Red	Blue		8	Hesitation Change
	Red	Blue	Yellow	Red	Blue		9	Reverse Corte
	Red	Blue	Yellow	Red	Blue		10	Double Reverse Spin
	Red	Blue	Yellow	Red	Blue		11	Back Whisk
	Red	Blue	Yellow	Red	Blue		12	Progressive Chasse to Right
	Red	Blue	Yellow	Red	Blue		13	Basic Weave
	Red	Blue	Yellow	Red	Blue		14	Reverse Pivot
	Red	Blue	Yellow	Red	Blue		15	Closed Impetus Turn
	Red	Blue	Yellow	Red	Blue		16	Backward Lock
		Blue	Yellow		Blue		17	Weave from Promenade Position
		Blue	Yellow		Blue		18	Closed Telemark
		Blue	Yellow		Blue		19	Open Telemark and Cross Hesitation
		Blue	Yellow		Blue		20	Open Telemark and Wing
		Blue	Yellow		Blue		21	Open Impetus and Cross Hesitation
		Blue	Yellow		Blue		22	Open Impetus and Wing
		Blue	Yellow		Blue		23	Outside Spin
		Blue	Yellow		Blue		24	Turning Lock
		Blue	Yellow		Blue		25	Drag Hesitation
		Blue	Yellow		Blue		26	Closed Wing
			Yellow				27	Fallaway Whisk
			Yellow				28	Left Whisk
			Yellow				29	Contra Check
			Yellow				30	Turning Lock to Right
			Yellow				31	Fallaway Reverse and Slip Pivot
			Yellow				32	Hover Corte

**SYLLABUS OF REQUIRED FIGURES  
STANDARD DANCES  
COACH / ADJUDICATOR ACCREDITATION**

**Slow Foxtrot**

COACH				ADJUDICATOR				
Level				Level				
AI	Inst	Cch	EC	Cmp	Cshp		Figures	
							1	Feather Step
							2	Three Step
							3	Natural Turn
							4	Reverse Turn (incorporating Feather Finish)
							5	Closed Impetus and Feather Finish
							6	Basic Weave
							7	Change of Direction
							8	Natural Weave
							9	Reverse Wave
							10	Closed Telemark
							11	Open Telemark and Feather Ending
							12	Top Spin
							13	Hover Feather
							14	Hover Telemark
							15	Natural Telemark
							16	Hover Cross
							17	Open Telemark, Natural Turn, Outside Swivel and Feather Ending
							18	Open Impetus
							19	Weave from PP.
							20	Natural Twist Turn
							21	Curved Feather to Back Feather
							22	Natural Zig Zag from Promenade Position
							23	Fallaway Reverse and Slip Pivot
							24	Natural Hover Telemark
							25	Bounce Fallaway with Weave Ending

**SYLLABUS OF REQUIRED FIGURES  
STANDARD DANCES  
COACH / ADJUDICATOR ACCREDITATION**

**Tango**

COACH				ADJUDICATOR				
Level				Level				
AI	Inst	Cch	EC	Cmp	Cshp		Figures	
	Inst			Cp			1	Walks
							2	Progressive Side Step
							3	Progressive Link
							4	Closed Promenade
							5	Rock Turn
							6	Basic Reverse Turn
							7	Open Reverse Turn, Lady Outside
							8	Back Corte
							9	Open Reverse Turn, lady in line.
							10	Progressive Side Step Reverse Turn
							11	Open Promenade
							12	L.F. and R.F. Rocks
							13	Natural Twist Turn
							14	Natural Promenade Turn
							15	Promenade Link
							16	Four Step
							17	Back Open Promenade
							18	Outside Swivels
							19	Fallaway Promenade
							20	Four Step Change
							21	Brush Tap
							22	Fallaway Four Step
							23	Oversway
							24	The Chase
							25	Fallaway Reverse and Slip Pivot
							26	Five Step
							27	Contra Check

**SYLLABUS OF REQUIRED FIGURES  
STANDARD DANCES  
COACH / ADJUDICATOR ACCREDITATION**

**Quickstep**

COACH				ADJUDICATOR				
Level				Level				
AI	Inst	Cch	EC	Cmp	Cshp		Figures	
							1	Quarter Turn to Right.
							2	Natural Turn
							3	Natural Turn with Hesitation
							4	Natural Pivot Turn
							5	Natural Spin Turn
							6	Progressive Chasse
							7	Chasse Reverse Turn
							8	Forward Lock
							9	Heel Pivot (Quarter Turn to Left)
							10	Zig Zag, Back Lock and Running Finish.
							11	Closed Impetus
							12	Back Lock
							13	Reverse Pivot
							14	Progressive Chasse to Right
							15	Tipple Chasse to R.
							16	Running Finish
							17	Natural turn and Back Lock
							18	Double Reverse Spin
							19	Cross Chasse
							20	Change of Direction
							21	Quick Open Reverse
							22	Fish Tail
							23	Running Right Turn
							24	Four Quick Run
							25	The V6
							26	Closed Telemark
							27	Passing Natural Turn #
							28	Whisk #
							29	Cross Swivel
							30	Six Quick Run
							31	Rumba Cross
							32	Tipsy to Right and Left
							33	Hover Corte

**SYLLABUS OF REQUIRED FIGURES  
STANDARD DANCES  
COACH / ADJUDICATOR ACCREDITATION**

**Viennese Waltz**

COACH			ADJUDICATOR				
Level			Level				
AI	Inst	Cch	EC	Cmp		Figures	
						1	Natural Turn
						2	Reverse Turn
						3	Forward Change Steps-Natural to Reverse
						4	Forward Change Steps-Reverse to Natural
						5	Backward Change Steps-Natural to Reverse
						6	Backward Change Step-Reverse to Natural
						7	Reverse Fleckerl
						8	Natural Fleckerl
						9	Contra Check

**Note:**

The Viennese Waltz is not applicable to Assistant Instructor Certification



**SYLLABUS OF REQUIRED FIGURES  
LATIN AMERICAN DANCES  
COACH / ADJUDICATOR ACCREDITATION**

**Cha Cha Cha**

COACH				ADJUDICATOR			
Level				Level			
AI	Inst	Cch	EC	Cmp	AI	Figures	
█	█	█	█	█	█	1	Basic Movements ó closed, open, and in Place)
█	█	█	█	█	█	2	New York (To left or Right Side Position ).
█	█	█	█	█	█	3	Spot Turns to Left or Right (including Switch Turns and Under Arm turns
█	█	█	█	█	█	4	Fan
█	█	█	█	█	█	5	Alemana
█	█	█	█	█	█	6	Hockey Stick
█	█	█	█	█	█	7	Three Cha Cha Chas ( Forward and Back )
█	█	█	█	█	█	8	Time Steps
█	█	█	█	█	█	9	Hand to Hand (To right and Left Side Position)
█	█	█	█	█	█	10	Shoulder to Shoulder (Left Side and Right Side)
█	█	█	█	█	█	11	Side Steps ( To Left or Right )
█	█	█	█	█	█	12	There and Back
█	█	█	█	█	█	13	Natural Top
█	█	█	█	█	█	14	Natural Opening Out Movement
█	█	█	█	█	█	15	Closed Hip Twist
█	█	█	█	█	█	16	Open Hip Twist
█	█	█	█	█	█	17	Reverse Top.
█	█	█	█	█	█	18	Opening Out from Reverse Top.
█	█	█	█	█	█	19	Aida
█	█	█	█	█	█	20	Spiral Turns, (Spiral, Curl and Rope Spinning.)
█	█	█	█	█	█	21	Cross Basic
█	█	█	█	█	█	22	Cuban Breaks ( Including Split Cuban Breaks )
█	█	█	█	█	█	23	Chase
█	█	█	█	█	█	24	Advanced Hip Twist
█	█	█	█	█	█	25	Hip Twist Spiral.
█	█	█	█	█	█	26	Turkish Towel.
█	█	█	█	█	█	27	Sweetheart
█	█	█	█	█	█	28	Follow my Leader
█	█	█	█	█	█	29	Foot Changes

**Note:**

Cha Cha Cha chasses may be danced with twist, lock, crossover or ronde action where applicable. Guapacha timing may be used where applicable

**SYLLABUS OF REQUIRED FIGURES  
LATIN DANCES  
COACH / ADJUDICATOR ACCREDITATION**

**Samba**

COACH				ADJUDICATOR				
Level				Level				
AI	Inst	Cch	EC	Cmp	AI		Figures	
							1	Basic Movements (Natural, Reverse, Side, Progressive )
							2	Whisks. ( also with Ladyø underarm turn )
							3	Samba Walks ( Promenade, Side and Stationary.)
							4	Rhythm Bounce.
							5	Travelling Voltas
							6	Travelling Bota Fogos, (Forward
							7	Criss Cross Bota Fogos (Shadow Bota Fogos)
							8	Travelling Bota Fogos Back.
							9	Bota Fogos to Promenade and Counter Promenade
							10	Criss Cross Voltas
							11	Solo Spot Volta
							12	Foot Changes
							13	Shadow Travelling Volta.
							14	Reverse Turn
							15	Corta Jaca.
							16	Closed Rocks
							17	Open Rocks
							18	Back Rocks
							19	Plait
							20	Rolling Off The Arm
							21	Argentine Crosses.
							22	Maypole
							23	Shadow Circular Volta
							24	Contra Bota Fogos
							25	Roundabout
							26	Natural Roll
							27	Reverse Roll
							28	Promenade and Counter Promenade Runs.
							29	Three Step Turn
							30	Samba Locks
							31	Cruzados Walks and Locks.

**SYLLABUS OF REQUIRED FIGURES  
LATIN DANCES  
COACH / ADJUDICATOR ACCREDITATION**

**Rumba**

COACH			ADJUDICATOR			Figures
Level			Level			
AI	Inst	Cch	EC	Cmp	AI	
						1 Basic Movement (Closed, Open, In Place and Alternative)
						2 Cucarachas ( LF and RF )
						3 New York ( To Left or Right Side Position)
						4 Spot Turns to Left or Right( Including Switch and Under Arm Turns
						5 Fan
						6 Alemana
						7 Hockey Stick
						8 Hand to Hand (To Right and Left Side Position)
						9 Progressive Walks Forward or Back
						10 Side Steps (to Left or Right)
						11 Shoulder to Shoulder (Left Side and Right Side)
						12 Cuban Rocks
						13 Natural Top
						14 Opening Out to Right and Left.
						15 Natural Opening Out Movement
						16 Closed Hip Twist
						17 Open Hip Twist
						18 Reverse Top.
						19 Opening Out from Reverse Top
						20 Aida
						21 Spiral Turns (spiral, Curl and Rope Spinning)
						22 Sliding Doors
						23 Fencing
						24 Three Threes
						25 Three Alemanas
						26 Hip Twists (Advanced, Continuous and Circular)

**SYLLABUS OF REQUIRED FIGURES  
LATIN DANCES  
COACH / ADJUDICATOR ACCREDITATION**

**Paso Doble**

COACH				ADJUDICATOR				
Level				Level				
AI	Inst	Cch	EC	Cmp	AI		Figures	
							1	Sur Place
							2	Basic Movement
							3	Chasses to Right or Left. (including Elevations )
							4	Drag
							5	Deplacement (also Attack)
							6	Promenade Link. (also Promenade Close)
							7	Promenade
							8	Ecart (Fallaway Whisk )
							9	Separation
							10	Huit
							11	Separation with Ladyø Caping Walks
							12	Fallaway Ending to Separation
							13	Sixteen
							14	Promenade and Counter Promenade
							15	Grand Circle
							16	Open Telemark
							17	La Passe
							18	Banderillas
							19	Twist Turn.
							20	Fallaway Reverse Turn.
							21	Coup de Pique.
							22	Left Foot Variation.
							23	Spanish Lines.
							24	Flamenco Taps
							25	Syncopated Separation
							26	Travelling Spins from Promenade Position
							27	Travelling Spins from Counter Promenade Position
							28	Fregolina (also Farol)
							29	Twists
							30	Chasse Cape. (including Outside Turn)

## SYLLABUS OF REQUIRED FIGURES LATIN DANCES COACH / ADJUDICATOR ACCREDITATION

### Jive

COACH				ADJUDICATOR				
Level				Level				
AI	In st	Cch	EC	Cmp	AI		Figures	
							1	Basic in Place
							2	Fallaway Rock
							3	Fallaway Throwaway
							4	Link
							5	Change of Places Right to Left.
							6	Change of Places Left to Right
							7	Change of Hands Behind Back
							8	American Spin
							9	Hip Bump ( Left Shoulder Shove)
							10	Walks
							11	Stop and Go
							12	Mooch
							13	Whip
							14	Whip Throwaway.
							15	Reverse Whip.
							16	Windmill
							17	Spanish Arms.
							18	Rolling off the Arm.
							19	Simple Spin
							20	Miami Special.
							21	Curly Whip
							22	Shoulder Spin
							23	Toe Heel Swivels
							24	Chugging
							25	Chicken Walks
							26	Catapult
							27	Stalking Walks, Flicks and Break.

## SYLLABUS OF REQUIRED DANCES

### NEW VOGUE

### COACH / ADJUDICATOR ACCREDITATION

COACH				ADJUDICATOR				
Level				Level				
AI	Ins t	Cch	EC	Cm p	AI		Dances	
							1	Parma Waltz
							2	Swing Waltz
							3	Merrilyn
							4	Charmaine
							5	Tangoette
							6	Evening Three Step
							7	Gypsy Tap
							8	Tracie Leigh Waltz
							9	Twilight Waltz
							10	Carousel
							11	Barclay Blues
							12	La Bomba
							13	Lucille
							14	Excelsior Schottische
							15	Tango Terrific

Accepted Technical Reference Publications.

New Vogue Championship Dances (4<sup>th</sup> Edition) Russ Hesketh.

New Vogue Sequence Dancing (Revised Ed.2005) Neville Boyd OAM

## SUMMARY OF REFERENCE PUBLICATIONS & TECHNIQUE SOURCES

### Standard

The Ballroom Technique:	by ISTD
The Revised Technique:	by Alex Moore
Technique of Ballroom Dancing:	by Guy Howard
The Viennese Waltz:	by Harry Smith-Hampshire
The Viennese Waltz:	by Neville Boyd OAM.

### Latin American

Latin American Cha Cha Cha	ISTD Revised Technique 2003
Latin American Samba	ISTD Revised Technique 2002
Latin American Rumba	ISTD Revised Technique 1998
Latin American Paso Doble	ISTD Revised Technique 1999
Latin American Jive	ISTD Revised Technique 2002
The Laird Technique of Latin Dancing (1998)	

### New Vogue

New Vogue Championship Dances Fourth Edition:	by Russ Hesketh
New Vogue Championship Dances Revised Edition 2005:	by Neville Boyd OAM.

## **Supplementary Technical Resource Material**

Guidelines for Technique Studies:	by Neville Boyd OAM.
Analysis of Technique for Standard, Latin and New Vogue Dances.	by Neville Boyd OAM
Comprehensive Technical Analysis of Ballroom Dancing	by Alex Macpherson
Technique of Latin Dancing	by Walter Laird (IDTA)
Technique of Latin Dancing	Supplement by Walter Laird (IDTA First Edition 1997)
Latin Theory	by Dallas Williams & Marguerite O'Bryan

### **Standard Theory**

Waltz ó Questions & Answers.	by Elizabeth Romain, Fellow I.S.T.D.
Tango ó Questions & Answers.	by Elizabeth Romain, Fellow I.S.T.D.
Foxtrot ó Questions & Answers.	by Elizabeth Romain, Fellow I.S.T.D.
Quickstep ó Questions & Answers.	by Elizabeth Romain, Fellow I.S.T.D.

### **Latin Theory**

Cha Cha Cha ó Questions & Answers.	by Elizabeth Romain, Fellow I.S.T.D.
Samba ó Questions & Answers.	by Elizabeth Romain, Fellow I.S.T.D.
Rumba ó Questions & Answers.	by Elizabeth Romain, Fellow I.S.T.D.
Paso Doble ó Questions & Answers.	by Elizabeth Romain, Fellow I.S.T.D.
Jive ó Questions & Answers.	by Elizabeth Romain, Fellow I.S.T.D.