

## CANADA DANCESPORT ADJUDICATORS CODE OF CONDUCT

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This Code of Conduct (“the Code”) is a framework of standards for conduct and ethics for adjudicators.

The Code applies to all adjudicators and Chairmen (hereinafter referred to collectively as “adjudicators”) hired by CDS or its Regional Associations to work at any CDS or Regional association sanctioned competition.

The rules and standards set out in the Code assist adjudicators to establish appropriate standards of conduct in order that they have the confidence of their peers, the competitors they are judging, the CDS and CDS Regional Associations utilising their services, other sports administration bodies including IOC, and the sports media and general public.

It must be recognised that the Code cannot anticipate all possible situations in which adjudicators may be called upon to exercise judgement. In all cases, it remains the ultimate responsibility of each individual adjudicator to consider the intent as well as the letter of the standards, which have been set, to conduct himself/herself in an ethical and professional manner, and to ensure all competitors are judged on their merits free from any bias or coercion.

### 1. Conflict of Interest

A Conflict of Interest is any interest, relationship, association or activity that is incompatible with an adjudicator’s obligations to ensure that all competitors are judged on their merits, free from any bias or coercion.

Conflicts of Interest arise in particular when the personal interests of an adjudicator influence that adjudicator’s judgement or ability to act in the best interest of CDS or its Regional Associations, which is the same as the best interest of the competitors.

An adjudicator must adhere to the rules set out in this Code, and shall retire from the panel where any potential Conflict of Interest arises.

### 2. Rules for Adjudicators

- a. An adjudicator shall not judge in any event and shall retire from the panel, if s/he knows or believes that his/her physical or mental condition does not allow him/her to perform the job properly without any limitations.
- b. An adjudicator shall not judge any event, and shall retire from the panel, where any person competing in that competition is a member of his/her immediate and extended family, including defacto relationships, or where s/he has a personal relationship to any competitor in the competition which makes it inappropriate for him/her to serve as an adjudicator.  
For greater clarity, the words “immediate and extended family” include anyone to whom that judge is related by blood or marriage, to the degree of first cousin or closer, or adoption order, or with whom the judge lives or cohabits.
- c. An adjudicator shall not accept money, awards, articles or things of substantial material value, or favours or promises of any future consideration, whether as gift or as payment for services, from any competitor or organiser, or from any other third party, who may be or may have been affected directly or indirectly by the adjudicator’s decision.
- d. An adjudicator shall not make any false representation in respect of his/her accreditation level or experience and in relation to his/her adjudicators licence.
- e. Once an adjudicator is engaged to officiate at a particular event s/he can only act as an adjudicator throughout the event and this Code applies to the event as a whole.
- f. An adjudicator shall not coach, teach, or give any advice to any participating couple during an event at which he/she is judging.
- g. An adjudicator shall not threaten to mark a couple in a particular way.
- h. An adjudicator shall not in any way threaten a couple during the conduct of a competition s/he is judging and in which the couple is competing.

- i. An adjudicator shall refrain from publicly taking any partisan position in respect of any couple he/she may judge in any competition.
- j. An adjudicator shall not seek by any means to improperly influence, or to intimidate, another adjudicator.
- k. An adjudicator who is not a member of the judging panel for an event, shall not discuss with any adjudicator who is a member of the judging panel for that event the merits of the performance of a competitor in that event or any previous performances or results, before the completion of the event.
- l. An adjudicator shall not discuss the merits of a competitor's performance with the competitor before the end of the event in which s/he is judging.
- m. An adjudicator shall not seek to influence the outcome of a competition other than by marking all couples in the competition on their merits
- n. An adjudicator when appointed to judge a CDS or Regional association sanctioned competition has to judge strictly according to CDS rules and policies.
- o. An adjudicator shall not engage in any conduct that is intended to gain an advantage for any competitor
- p. An adjudicator shall not falsely claim to officially represent CDS in any capacity.
- q. If an adjudicator converses with fellow adjudicators, spectators, competitors or coaches during an event, s/he may not discuss the performance of any couple s/he is judging or any of their previous performances or results, until after the end of the event.
- r. An adjudicator may not use mobile telephones or portable digital-information devices of any kind on or near to the competition floor during judging.

### **3. General Behaviour of Adjudicators**

Adjudicators shall comply with the following rules of conduct so as to uphold the highest standards of behaviour:

- a. An adjudicator's behaviour both on and off the dance floor must be consistent with the principles of good sportsmanship. An adjudicator must not behave in a questionable or unseemly manner in public or at any Dance Sport related function or occasion where members of the public (including competitors, spectators and the media) are present in any capacity.
- b. An adjudicator must be consistent, objective and neutral in his/her decisions. Biased judging undermines the whole basis of competition.
- c. An adjudicator must not publicly question his/her fellow adjudicators' judgement, honesty or good faith.
- d. Where an adjudicator is permitted by this Code to judge the couples s/he coaches or has coached in the past, the adjudicator should not allow this relationship to influence his/her judgement.
- e. Where judging responsibilities have been assigned to an adjudicator for a competition, regardless of the status of that competition, the adjudicator shall not consume any alcoholic beverage or recreational drugs before and during any period of the event, until the end of the event.
- f. An adjudicator shall not otherwise act in any way that may bring the image of CDS or Dance Sport into disrepute.

It is a basic requirement of the adjudicator's licence that any adjudicator engaged to judge at a competition shall

- a. Arrive on time at the venue in reasonable physical and mental condition.
- b. Report his/her presence to the organiser and Chair of Adjudicators.
- c. Ascertain the timetable of the competitions.
- d. Be available to perform the duties of an adjudicator as scheduled.
- e. Behave in such a way during the competition as to preserve the good reputation of DanceSport and CDS.

During the conduct of a competition, the adjudicators on the judging panel shall:

- a. Stand apart from one another and at such locations that they do not interfere with the competitors.
- b. Move to whatever position is required to see all of the couples.
- c. Judge independently and not compare notes with the other adjudicators.
- d. Mark and sign their paper score cards in ink, including their code letter, and initial each and every alteration s/he makes to the score card.
- e. Not make any attempt to become familiar with names, numbers and nationalities of the participants by using the official programme and with any intermediate results or marks of other fellow adjudicators of the competition before the end of the competition.
- f. Follow any instruction given by the Chair.
- g. Concentrate on judging only and not have any communication with the audience, fellow adjudicators or couples and not do anything that might distract him/her, including by the use of any electronic device or camera.

#### **4. Complaints about Adjudicators during a Competition**

During a competition the Chair nominated or confirmed by CDS or its Regional Associations is authorized and obliged to observe the compliance of all licensed adjudicators with the Code, whether they be engaged in the competition or not.

Any complaints regarding the breach of Code during the competition, should be made by an official representative of CDS or its Regional Associations in writing and shall be addressed to the Chair, provided always that anyone may make such a complaint to the Chair when an official representative of CDS or its Regional Associations is unable or unwilling to do so.

If the Chair has reason to believe that there has been a breach of the Code by an adjudicator on the panel of which s/he is Chair, then s/he is empowered and obliged to notify such adjudicator of the complaint against him/her, hear him/her in reply, and then take appropriate action immediately according to the terms of the Code.

The Chair shall have the power to reprimand or replace the adjudicator by an appropriate substitute for the remainder of the competition.

The Chair shall document any incident or observation of alleged or suspected misconduct by an adjudicator, and any reprimand or replacement of an adjudicator, and include it in a written report to CDS or its Regional Associations who shall decide whether there is the need to initiate a further investigation.

#### **5. Other Complaints about Adjudicators**

Any other complaints about an alleged breach of the Code after the results of the competition have been announced must be submitted by the person in writing to CDS or its Regional Association member.

A complaint shall not be considered unless the following lodgement criteria are met:

- a. The complaint must be made in writing and signed by the complainant, and must be lodged with CDS or its Regional Association member Director within ten (10) days of the date of the alleged breach together with any supporting documentation.
- b. The complainant must specify the full name, address and contact details of the complaining person or persons and must agree in writing to give evidence and to take all steps in its power to require persons with knowledge of the matter of the complaint to be cross examined on that evidence.

If a complaint meets these criteria, the CDS Regional Association Board shall forward the complaint to the CDS Board for further consideration. If these criteria are not met, the CDS Regional Association shall write to the complainant immediately advising that s/he has failed to meet these criteria and inviting a revised complaint that meets these criteria.

Nothing in this rule shall prevent CDS or its CDS Regional Association from initiating an investigation at any time where they believe there has been a breach of this Code or any rule or policy of CDS, and referring it to the CDS Board for consideration.

The CDS Board shall consider any complaint made under this section. The CDS Board may give a complaint lesser weight or no weight based on the degree to which that complaint is based on hearsay rather than direct evidence.

## **6. Disciplinary Actions against Adjudicators**

If an adjudicator

- a. Manifestly contravenes the Code, or otherwise commits gross misconduct
- b. Wilfully infringes any of these rules; or
- c. Is found to have engaged in any conduct which in the opinion of the CDS Board is prejudicial to the interests of CDS;

then the CDS Board shall have the power to reprimand or impose a disciplinary action on the adjudicator provided always that no disciplinary action shall be taken unless such adjudicator shall by notice, in writing, be notified of the complaint against him/her before the CDS Board takes any action. The adjudicator has a right to appear before the CDS Board to defend his/her case, be represented by another person or send his/her comments in writing, provided always that this right shall not restrict or delay the CDS Board from acting prior to such appearance if in the CDS Board decides that it is in the best interests of DanceSport to do so. The adjudicator must pay the costs of attending before the CDS Board. The CDS Board will use its best efforts to help the adjudicator to minimize such costs. All complaints made under this Code shall be considered and decided by the CDS Board according to its absolute discretion and its decision shall be final, provided always that it shall give written reasons for its decision.