

NDCA OFFICIAL INVIGILATION GUIDELINES

WHAT IS INVIGILATION?

- Watching closed syllabus events to ensure all couples are complying with syllabus restrictions and patterns.
- Informing the responsible professional or amateur couple of any observed syllabus infractions (before penalties must be assessed if possible) and suggesting replacement patterns if necessary.
- Informing the Chairman of Judges of infractions.

BEFORE YOU ARRIVE IN THE BALLROOM

1. Familiarize yourself with the NDCA List of Approved Figures, Elements, & Restrictions with the patterns & restrictions at each proficiency level. The list is available at www.NDCA.org.
2. Do not be hesitant or embarrassed to invigilate a dance competition! The step list and restrictions have been carefully chosen to level the competitive playing field; help instructors establish a logical progression through fundamental elements of a dance; and define standards of dance appropriate to each level.

IN THE BALLROOM

1. Bring reference materials with you, including the NDCA List. Review Figures Lists and Videos! Use the Allowable Elements AND the Restrictions. They support each other but are not sufficient alone.
2. Use the printed or video material NOT your opinion of what should be allowed.
3. You should get the 2-part Infraction forms from the Organizer. If you don't get them, ask the Chairman.
4. **It is very important to have them sign the infraction form and give them their copy.**
5. Examine the Invigilation forms carefully so that you know what couples are dancing what levels in any given heat. Remember that heats often contain couples dancing at many different levels.
6. As you watch the events, it's OK to use your reference materials. The more you read the list, the more you'll be able to remember the information it contains.
7. Ask questions of the Chairman, the 'Lead Invigilator' or any other trusted source. No one person can remember everything.
8. Infraction Forms should be completed and LEGIBLE. It's nice idea to 'just talk' to competitors and 'let them know' what they're doing wrong. But the next shift can't know that's happened and will have to repeat your work. Which will annoy everyone involved.
9. Don't apologize – if they are uncontested for example... That does not help.
10. It may seem like an uncontested or proficiency event 'doesn't need to be corrected'. But they will most likely be contested at some point.
11. When addressing competitors use the names of the figures and be specific about the infraction. Again, you may think you are 'being a nice guy having a chat' but being vague does not help solve the situation.
12. Think on your feet and be able to offer alternatives to competitors.
13. Simple mistakes and/or bad dancing are not an invigilator's concern; these are issues for the judges on the floor to assess as part of placing the couples.
14. Be conscious of and sensitive to floor-craft situations. For example, it is far preferable to see a Top Spin in Bronze International Foxtrot rather than a collision. Watch the couple in another Foxtrot to see if the infraction is repeated.

APPROACHING A COMPETITOR

1. There is no single method that will cover all situations. If you are walking around the ballroom to find couples/professionals yourself, take the Invigilation form and the list of allowable elements with you. It is preferable for you to leave the podium and find the professional competitor to discuss an infraction. If this is impossible, you may ask the Emcee to page the professional competitor or coach or parent.
2. Have the Infraction Form and the List of Allowable Figures, Elements & Restrictions with you when you speak to a competitor so that you can discuss the problems specifically and have them sign the form and give them a copy. Fill out the whole form. Leaving dances, competitor numbers or levels off the form hinders communication with the next invigilator and recording in the Online National Infraction Database.
3. In all cases, speak to the professional/teacher privately, without students or other professionals near you. This is not an issue for a student to worry about; it is up to the professional/teacher to choose how and when to address the issue with his/her student. It is important not to embarrass the professional/teacher among his/her peers.

KIDS DAY PROTOCOL

1. NEVER speak to children directly when invigilating Preteen, Junior, or Youth events.
2. Have the emcee call the coach, parent, or studio representative.
3. Speak only to the coach, parent, or studio representative.

SPEAKING TO A COMPETITOR

1. If you do not know the competitor previously, begin by introducing yourself. Be sure to include that you are the Invigilator for this event and explain what the invigilator does if the person does not know.
2. Address the issue in a direct manner, such as "This step is not allowed at the level you are dancing."
3. If there are multiple infractions, try to address them all at once, rather than talking to the professional/teacher multiple times.
4. Suggest replacing the objectionable pattern or timing, if necessary. Most professionals/teachers appreciate an easy solution. For example, if the couple is dancing an Open Hip Twist in Bronze Rumba, suggest they can still start in Open Facing Position, but dance either an open basic (no swivel) to fan, walks, or go straight into a Natural Top. Sometimes the easiest suggestion is to leave out the disallowed figure.
5. Let them know that repeated infractions might cost them a placement or disqualification in that dance in subsequent events, particularly scholarships.
6. If a competitor asks you a question and you don't know the answer, find out. Don't give an answer just for the sake of giving an answer.
7. Thank the professional/teacher for his/her attention to the matter.
8. If the couple is uncontested, you should still speak to the professional/teacher.

IF A COMPETITOR IS BELLIGERENT OR UNHAPPY

1. This is relatively rare, but it does happen. Being polite and respectful in your initial interactions will help defuse many potential "situations." Having said that, competitors will argue with the invigilator using language they would never dream of using to a judge.
2. Remain as calm as possible. Try to explain WHY the step is an infraction.
3. Continue to offer potential solutions, rather than becoming confrontational.
4. If you do not know, ask the Chairman and/or 'Lead Invigilator'.
5. If you are uncomfortable with the interaction, inform the Chairman and have him/her speak to the professional/teacher.

AFTER SPEAKING TO A COMPETITOR

1. Note on the Infraction form that you have warned the professional by circling the 'Warning Given' to indicate that a warning was given, or the 'Penalty Assessed' to indicate that a penalty was assessed by the Chair.
2. Make a note to watch the couple in an upcoming heat to see if the infraction has been addressed.
3. Even an attempt to change or modify an infraction should be recognized. Acknowledgement of their effort will make everyone feel better and may be as simple as a nod to the teacher/professional.

PENALIZING A COMPETITOR

1. You should not immediately recommend penalties for competitors without giving them a warning and watching to see if they are trying to remediate the infraction, although NDCA rules do allow this.
2. Tell the Chairman about any infractions that you feel should be penalized. Make sure you have documented the infractions and repeat any conversation you had with the professional/teacher. Also, make sure you have seen the infraction repeated with no attempt to correct it, especially in Scholarship/Championship events. Ask the Chairman, whenever possible, to watch the infraction (especially if you have had an unsatisfactory exchange with the professional/teacher and/or the infraction is egregious and/or the infraction gives a distinctly unfair advantage to the couple).
3. When in doubt ask yourself, "Does the material being used give the couple a competitive advantage?"

WHEN YOUR SHIFT AS INVIGILATOR IS DONE

1. Leave copies of the infraction forms for the Chairman or the next Invigilator on duty.
2. If another invigilator is relieving you, tell him/her about the specific infractions. The forms with your notations should be left in the invigilator's area. Just as with judging, sign each form along with your judges' letter/number.
3. Invigilators should check in with the chairman before they leave with a quick verbal report regarding any infractions.