

# Country Two Step Tour (CTST)

## **Contest Procedures**

CTST Committee | Contest Procedures, Version 2.1  
Created 2016 | Revised February 6, 2025

Version 1.0 of these contest procedures was incorporated into a document that also covered the rules and points calculations. The contest procedures now exist in this stand-alone document.

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## I. General Information

- A. The Country Two Step Tour (CTST) was formed in 2012 to promote the enjoyment and advancement of social two step. The CTST seeks to achieve this objective by promoting and assisting in the development of two step jack & jill dance contests.
- B. The CTST is overseen by the United Country Western Dance Council (UCWDC), which assists in many ways including in the management of the CTST bank account and therefore in the collection of fees.
- C. The CTST has developed a series of documents to assist promoters and directors of dance events, so they may plan and produce jack & jill dance contests that are uniform in the significant aspects of operation and will promote a quality experience for competitors. This document focuses on things event directors and contest coordinators must be familiar with, though competitors may be interested in the content.

## II. Event Guidelines & Requirements

- A. All sanctioned events must comply with the following requirements in order for competitor points earned at their events to be added to the CTST points registry and to maintain good standing with the CTST:
  - 1. Hold the event in a suitable venue, such as a convention center, large dance studio, dancehall/nightclub, hotel with meeting space, etc.
    - a. The CTST competition must be held on a wood floor suitable for dancing two step properly. It is strongly recommended the floor be at least 30 feet x 20 feet.
  - 2. Follow all rules, contest procedures, and guidelines as published on the [CTST website](#).
  - 3. Pay annual dues and event dance fees to the UCWDC Treasurer in full, on time.

Annual dues are due within 30 days of the invoice date and are assessed as follows:

|                  | Non-UCWDC Events | UCWDC Events |
|------------------|------------------|--------------|
| First Year       | \$25*            | \$0*         |
| Second Year      | \$50             | \$25         |
| Subsequent Years | \$100            | \$25         |

\*The \$25 application fee also covers the annual dues for first-year events

Event dance fees are due within ten (10) days of an event's conclusion and are assessed at \$1 per CTST entry.

Make checks payable to: CTST

UCWDC Treasurer's address: UCWDC Treasurer  
7425 Blythe Place  
Rancho Cucamonga, CA 91739

4. Member events shall conduct all aspects of the event in a fair and ethical manner. Failure to comply with this ethical standards provision, or any other rule, procedure, or guideline, may cause the CTST Committee to investigate reported violations and apply appropriate disciplinary action, which may include revoking CTST sanctioning.

### III. Sanctioning CTST Events

- A. CTST-sanctioned events are those that have received preliminary sanctioning by the CTST Committee and have held at least one (1) event in which a two step jack & jill contest was conducted per the CTST Rules and CTST Contest Procedures documents as posted on the [CTST website](#).
- B. To apply for preliminary sanctioning, complete the CTST Event Application found on the CTST website and mail it, along with a \$25 application fee, to the CTST Committee.

Make checks payable to:           CTST

CTST Committee's address:       CTST Committee  
7425 Blythe Pl.  
Rancho Cucamonga, CA 91739

- C. A CTST-sanctioned event director may apply for the preliminary sanctioning of an additional event by completing the CTST Event Application and submitting it with the application fee as outlined above.
- D. A CTST-sanctioned event wishing to change its established date, location, primary organizer, or other significant aspects of the original application, must inform the CTST Committee by email ([info@countrytwesteptour.com](mailto:info@countrytwesteptour.com)) at least three (3) months prior to the event and receive approval from the CTST Committee. However, movement forward or backward one week from the established date to accommodate venue and other scheduling situations do not require approval from the CTST, unless such movement causes two (2) events to fall in the same city within five (5) days of one another.

### IV. Competitor Information, Guidelines, and Requirements

- A. The CTST Rules now contain this information; they can be found on the CTST website under the Documents & Forms page.

### V. Contest Structure & Procedures

- A. Event directors may organize their events in any manner regarding the staffing of contest officials, the specific contests offered, the selection of contest music, etc., but the following considerations are required:

## Event

- A. CTST events must offer at least one (1) skill or age division.
- B. The event director shall work in conjunction with the contest coordinator to ensure that judging assignments are made that avoid judging bias (real or perceived) for or against any contestant or group of contestants due to personal, business, or other relationships. Judges should be selected based on two step experience and expertise if possible.

## Registration

- A. Competitors should pre-register for competition, but it is at the discretion of the contest coordinator whether to allow last-minute entries.
- B. CTST events must reference the most current version of the CTST points registry to ensure that all competitors participating in skill divisions register correctly. The points registry is available on the [CTST website](#).

## Contest Coordinator

- A. CTST events must utilize a contest coordinator who ensures that the rules and contest procedures are properly followed including:
  - 1. Leaders and followers must be paired randomly prior to competition. Any reasonable pairing method, such as rotating the leaders or followers, that ensures a truly random result is acceptable. Should some leaders or followers need to dance more than once to accommodate uneven participation, the dancers shall be determined using any rationale that promotes random pairings.
  - 2. Contests may utilize as many preliminary rounds as may be determined to be necessary by the contest coordinator.

## VI. Judging and Scoring

- A. The event's contest coordinator shall oversee the execution of CTST contests per CTST rules and contest procedures and ensure the following:
  - 1. A minimum of three (3) judges shall be used for all rounds of competition. In preliminary rounds, separate panels of judges may be used for leaders and followers, as long as each panel numbers three (3) or more.
  - 2. Judges shall judge the contests independent from one another, utilizing appropriate ballots provided by the contest coordinator.
  - 3. Judges must be made aware of the rules for and expectations of the competition regarding the nature of the dance and the prohibition of lifts as defined in the CTST Rules document.
  - 4. Judges will use "relative placement" to mark their ballots during competition. Contest results must be tabulated utilizing a "majority rules" scoring system (often referred to as the "skating system"). The scoring coordinator must be someone knowledgeable

and skilled in the use of relative placement scoring techniques and the majority rules scoring system.

5. Scores must be tabulated by a scoring coordinator from the judges' ballots following the conclusion of each round of competition. Results must be delivered to the contest coordinator for review and approval.

## VII. Awards, Award Ceremonies, and Results Posting

- A. The CTST has no requirements regarding awards or prizes for the winners of CTST skill and/or age divisions. The CTST suggests that event directors consider the number of entries in each division and skill level of the divisions when determining what to award to the winners.
- B. The CTST has no requirements for how awards ceremonies are conducted or whether they must be held at all. Event directors can announce as many placements as they wish at the awards ceremony.
- C. Events must post the results of the final round of competition for CTST divisions on site at the event and online (when applicable) within one week of the end of the event. The results must include the overall placements of all finals participants. The event may choose, but is not required, to post results of preliminary rounds of competition. Posting the judges' names and individual scores is optional.

## VIII. Reporting Placements to the CTST

- A. Event directors must submit the following information to the CTST by email at [info@countrytwosteptour.com](mailto:info@countrytwosteptour.com) within three (3) days of the conclusion of their event in order to ensure the prompt update of the CTST points registry:
  - number of leaders in each division
  - number of followers in each division
  - complete results placements for the final round of competition in each division including each competitor's CTST number (if applicable)

Although it is not required, the CTST recommends using the first page of the CTST Event Results form available on the [CTST website](#) for the first and second items in the list above.

## IX. Special Provisions

The CTST recognizes that no set of rules and procedures can accommodate the needs and circumstances of every competitor, of every contest, or of every event. The following special provisions are included to be used if and when circumstances warrant a resolution outside of normal CTST guidelines:

- A. Petitioning – If a competitor has compelling reasons they believe justifies competing in a CTST skill division above or below the level for which they are currently eligible, they may petition (via the [CTST website](#)) the event for a temporary reclassification. The competitor must initiate a petition request to the contest coordinator prior to the close of contest registration. The contest coordinator decides whether to approve or deny the petition based on the circumstances presented in the petition and in accordance with the rules stated in Section V.A. If the petition is approved, such approval only applies to the current event. If the competitor does not earn any award points as a result of a granted temporary reclassification, the competitor must re-petition at any future events if desired. However, should the petition for a higher classification be granted, and the competitor earns at least one point in a requested higher division, they shall remain qualified to compete in the higher skill division until they graduate out of the higher division.
- i. First year events may not utilize the petitioning process
  - ii. To petition into intermediate, the contestant must do one of the following (or similar):
    - 1. currently teach two step on a regular basis (monthly, weekly, etc.)
    - 2. have taught two step in the past for a period of longer than 12 months on a regular basis (monthly, weekly, etc.)
    - 3. have competed in UCWDC/ACDA ProAm Advanced, ProPro II, or Couples Crown/Royal SuperStars
  - iii. Petitioning to advanced should rarely occur; to do so, the contestant must be a current UCWDC/ACDA Couples Open Division I competitor, a current UCWDC/ACDA ProPro I competitor, or a current or past Couples Masters/SuperStars competitor
- B. Combining Divisions – When a division is under-populated, event directors are permitted to combine contiguous skill level divisions. If the event director exercises this option, all points earned by the competitors shall be awarded at the lowest skill level of the combined divisions.