

**IDSU**

**DANCE SPORT**

**ASIA CUP 2018**

**INFORMATION**

**PACKAGE**

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## Competition Information

Event Title	:	International Dance Sport Union (IDSU) Dance Sport Asia Cup 2018
Date	:	Saturday, 18 <sup>th</sup> August, 2018
Venue	:	Singapore
Sanction Body	:	International Dance Sport Union (IDSU) and Asia Dance Sport Union (ADSU)
Organizer	:	Dance Association (Singapore) (DAS)
Co-Organizer	:	IDSU China Committee and North America Dance Sport Association

The organizer shall have the right to alter the time and location of the competition in the event changes become necessary due to inclement weather, facility problems, television production requirements, or any other situation deemed by the organizer to be essential to the successful execution of the championship.

IDSU Dance Sport Asia Cup will be held in conjunction with the Asia Dance Cup. More information on the Asia Dance Cup is available on ASE website [aseactivesports.com](http://aseactivesports.com)

## Competition Schedule

This is a preliminary schedule and is subject to changes.

Thursday, 16th August 2017	Friday, 17th August 2017	Saturday, 18th August 2017
Arrival of teams	Rehearsal	Competition

## Competition Fees

Competition Fee Structure			
Registration Phase	Deadline	Competition Fee <i>per participant</i>	Competition Fee <i>per coach (one-time fee)</i>
On-Time	Mon, 20 <sup>th</sup> July 2018	SGD 30.00	SGD 10.00
Late	Sat, 18 <sup>th</sup> August 2018	SGD 60.00	SGD 20.00

The competition fee is based on the date registration package is received. The individual Participant Release and Waiver Form is to be submitted within two (2) weeks of the submission of the Registration Package, ten [10] days or three [3] days before the competition day, whichever is earlier. The forms must be sent in all together and not individually. Forms from individual parents will not be accepted.

**Registration of teams is not allowed after on-time registration phase.** Registration of additional Participants and Staff to existing registered team(s) is allowed at any point up to the competition and the competition fee is applied according to the registration phase.

Each registered team is to have a registered coach in order to be eligible for competition.

Please refer to the Registration Policy for registration details.

# Entitlements, Prizes and Awards

## Top 3 Placing Teams, Participants and Coaches

- Team Trophy
- Individual Medallion
- Individual Certificate of Achievement

## Non-Medallist Teams, Participants and Coaches

- Individual Certificate of Achievement

All Certificates of Achievement (CoA) will be given in digital format and will be downloadable from the event website after the event. This is part of our green effort. With a digital version, you are free to print the certificate as and when you need it. The CoA comes with a unique serial number for authenticity.

# Divisions

## Dance Categories

1. Freestyle Pom
2. Jazz
3. Hip Hop
4. Aerobic
5. Folk Dance
6. Standard / Latin Dance
7. Open Dance Sport Exhibition (A dance category not belonging to any of the above)

## Age Divisions

### Scholastic Divisions

1. Primary School (Grade 1 – 6)
2. High School (Grade 7 – 18)
3. University (Age 17 to 25)

### Open Divisions

1. Tiny (Age 6 and below)
2. Junior (Age 7 to 14)
3. Senior (Age 10 to 18)
4. Open (Age 14 and above)

## Team Size Divisions

1. Small (4 – 8 members)
2. Large (9 – 16 members)

## Exhibition Division

For teams who do not meet the age, team size or routine requirements of the division will be categorised as exhibition (non-competitive) division. Teams will receive entitlements of a non-medallist team.

## Division Minimum Team Requirement

To maintain a competitive atmosphere, the organizer may combine, split or close a division at any time leading up to the event. A minimum of two [2] teams is required to open a division.

For teams participating in division with less than two [2] teams, the division will be classified as non-competitive. The team will have 3 options:

1. Remain in the non-competitive division. The team will receive the entitlements of a non-medallist team.
2. Complimentary change of division to an eligible competitive division
3. Withdraw from competition, refund of 50% of competition fee.

*Clarification: If participant of the team is participating in additional division/team, the refund will be based on the additional division competition fee.*

To encourage participation, new divisions will be added if there is a minimum of two [2] teams requesting for the new division.

### Division and Routine Requirements

For division and routine requirements, please refer to the Rule Book for details.

### Crossovers

Please refer to the Rule Book for more crossover details and limitations.

## Event T-Shirt

Teams may pre-order their event t-shirt together with the registration form. Event t-shirt will only be available via pre-orders. Orders are to be submitted by on-time registration.

## Registration Policy

### Terminology

Athlete	The participant who is registered on the team roster as a competing member.
Coach	The registered coach on the team roster
Organizer	Organizer(s) of the competition
Organization	The ONE registration package which all the participants register under. A.K.A. "Account"
Participant	Refers to registered athletes and substitutes
Staff	Refers to registered coaches and officials
Substitute	The participant who is registered on the team roster as an alternate.

### Registration Phase Deadline

The deadline of each registration phase will be strictly adhered to and is **based on the date (time based on GMT +8) the registration package is received**. Organizations are advised to submit the registration in good time before the deadline to avoid the last-minute email rush.

The individual Participant Release and Waiver Form is to be submitted **within two (2) weeks of the submission of the Registration Package, ten [10] days or three [3] days before the competition day, whichever is earlier**. The forms must be sent in all together and not individually. Forms from individual parents will not be accepted.

The forms is in Microsoft Word format and contain fields (in grey) for you to fill in the form. You may send in ALL your organization forms in the **original word format or PDF format**. Other formats such as picture format (jpeg, png, gif, etc) is not accepted.

### Registration of Teams, Participants and Staff

Registration of teams is not allowed after on-time registration phase. Organization may email a request to the official event email but exceptions will only be granted at the discretion of the Organizer.

Registration of additional Participants and Staff to existing registered team(s) is allowed at any point up to the competition and the competition fee is applied according to the registration phase. Registration of additional Participants and Staff will have to be done by request via email to the official event.

### Registration of Substitutes

Substitutes may be registered and competition fee is applicable. Substitutes will enjoy the entitlements, prizes and awards as an Athlete.

Each team is allowed the following number of Substitutes:

Division Size	Maximum No. of Substitutes Per Team
Small (4 to 8 athletes)	2
Large (9 to 16 athletes)	4

Substitutes are recognised as eligible athletes of the team should a replacement of the original athlete is required. There is no need to inform the organizers of replacement of a registered athlete with a registered substitute of the team. If you are replacing a registered athlete with a new substitute, you will be required to inform the organizer to register the new substitute via email to official email.

In an event of an injury, we allow replacement of injured athlete with an unregistered athlete during early and on-time registration phase with submission of medical proof of injury. The processing fee is applicable. The replaced athlete will no longer be an eligible member of the team and is not eligible to any entitlements of a participant. An alternative is to register an additional substitute to allow the injured athlete to still enjoy the participant entitlements. Replacements of injured athletes with unregistered substitute are not allowed after on-time registration phase. Registration of substitutes is required.

### Registration of Staff

Coaches will only need to pay a one-time competition fee regardless of the number of teams registered with under the same Organization.

Each registered team in each account is allowed to register up to two [2] coaches. Each team is to have a minimum of one [1] coach registered to the team.

If coach is a participating athlete in the team, s/he is not required to pay the competition fee.

*Clarification: If coach is a participating athlete in Team A under Organization A, s/he will not be required to pay the competition fee even if s/he is also a coach of Team B under Organization A (under one registration package).*

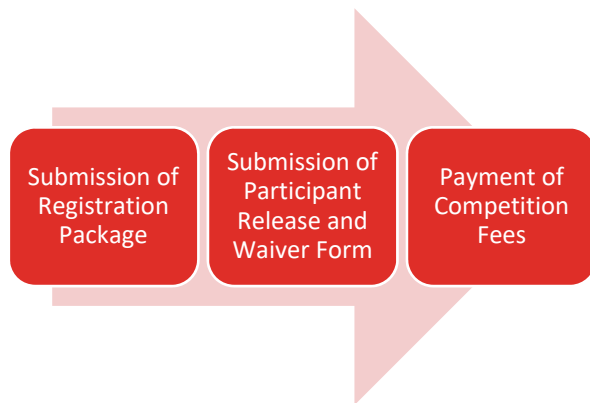
*However, if the coach is also a registered coach of another team under Organization B, which s/he is not a participating athlete, s/he will be required to pay the coach competition fee under Organization B.*

Competition fees are not required for Officials.

### Multiple Account Registration (Multiple Registration Package)

For Coaches coaching in multiple teams registered under different accounts (different registration package), you are required to pay the competition fee once under each account (e.g. one competition fee for Organization A, one competition fee for Organization B).

## Completion of Registration Process



The registration process is completed only when ALL required information is submitted and the full payment of the registration-related fees is received. Participants who have not completed the registration process, which includes submission of Release and Waiver Form, will not be eligible to compete in the competition.

The Organizer reserves the right to assess a penalty, disqualify, reclaim any and/or all awards and remove television appearance (if applicable) for any team found to be in violation of fielding ineligible athlete(s), whether before, during or after the event.

## Changes, Edits and Deletions

All changes, edits and deletions done via official event email are subjected to processing fee of SGD10.00 per item changed. Addition of Participants and Staff is not subjected to processing fee.

Changes made after on-time registration may not be reflected in event collaterals due to operational deadlines.

## Withdrawal

The Participant and Coach can cancel his or her participation at any point during the competition. An Organization may withdraw a registered team at any point during the competition. A cancellation fee is chargeable.

If withdrawal is made during...	Cancellation Fee
Early Bird	None
On-Time	None
Late	100% of Competition Fee
Last Minute	100% of Competition Fee

Bank fees or other charges incurred during the registration will not be refunded. Bank or other admin charges incurred during the refund process are to be undertaken by the Participant or Coach.

## Disqualification

In the event a Participant or Coach is disqualified, no refunds will be given.

## Invoice Issuance

An e-invoice will be issued within five [5] working days of receiving the Registration Package and/or changes to registration. For submissions during registration phase deadline, there may be a delay in the issuance of the e-invoice due to influx of submissions. Please email the official email if you have not receive your e-invoice within ten [10] working days.

Once e-invoice is issued, registration and/or changes to registration is accepted and processed. In the event of change of mind or a no-show by the participants, the e-invoice amount is still payable to the Organizer.

## Payment

Payments that are not received by the organizer by the e-invoice payment deadline will be subjected to an additional 10% late payment fee (Exception: Payment via Gebiz / Vendors@GOV). To avoid any unnecessary hiccups, we highly advise all registrants to check with your local banks on the processing period to ensure that all payments are submitted in a timely fashion.

Instructions for the various payment methods are available in the Payment Advice Form which will be sent to you together with the e-invoice. Submission of payment receipt (receipt image have to be clear and readable) and information is required after payment is made to facilitate tracking of payment. Submission of payment receipt and information is not considered payment received. An email confirmation will be sent within [8] working days of receiving the payment receipt and information.

## Payment Charges

For payment via telegraphic/wire transfer and Paypal, there is a fee charged by the bank / Paypal which is payable by the payer. The bank fee is SGD20.00 per transaction. The Paypal fee will be advised in the invoice as the fee is determinant on the amount to be transferred. Please contact us via email if you are transferring via Paypal a different amount from the invoice. We advise use of payment via Paypal for amounts SGD 500.00 and below.

## Agreement of Compliance

By submission of the registration package, on behalf of the team, the registrant (coach, gym owner, person in-charge) accept and agree to abide by the policies and procedures listed in the Information Package, Registration Policy and the rules and regulations of the Rule Book.

## Contact and Social Media Information

Official Website	:	<a href="http://www.aseactivesports.com">www.aseactivesports.com</a>
Email Address	:	<a href="mailto:events@aseactivesports.com">events@aseactivesports.com</a>
Mobile / WhatsApp	:	+65 9228 5805
Wechat / Line	:	aseactivesports
Facebook Page	:	<a href="http://www.facebook.com/aseactivesports">www.facebook.com/aseactivesports</a>
Instagram / Twitter	:	@aseactivesports
Official Event Hashtag	:	#AsiaDanceSportCup

For enquiries, we highly encourage **EMAIL CORRESPONDENCE**. Certain information will not be shared via texting or phone calls for privacy reasons and record purposes. We recommend texting or phone calls only for emergency cases where you need assistance immediately.