***GUIDELINES & CONDITIONS FOR ANNUAL REGISTRATION***

**Before attending a competition, a dancer must have a current registration card**

**General**

Every competitive Highland Dancer must register under the RSOBHD worldwide registration scheme. SDNZ is the official registration body for New Zealand. The RSOBHD recognises full international reciprocity of all registration cards, meaning a registered dancer may compete at any RSOBHD recognised competition anywhere in the world. Under the RSOBHD Constitution, Registered dancers **(1)** participating in unregistered competitions that include pre-premier events and/or **(2)** provide incorrect information on an application form, shall incur a six-month penalty. During this time dancers are not eligible to enter RSOBHD registered competitions.

**Teachers**

A Teacher is defined as a qualified person actively teaching a dancer regularly, virtually or face-to-face/in person. Registration Cards will not be processed until the Registrar has received evidence that a registering dancer’s teacher is a current member in good standing of one of the examining bodies recognised by RSOBHD. If a dancer attends a class, workshop or seminar from an RSOBHD adjudicator, including online/remote/virtual or in person, then that dancer may not compete in front of that adjudicator for a period of three (3) months following the last class, workshop, seminar either virtual or in person. It is the dancer’s responsibility to track this.

**Registration Periods**

All grades must pay an annual registration and administration fee which is set and reviewed by ScotDance NZ each year. Parents/Caregivers (if the dancer is under 18 years) must sign all forms on the dancer’s behalf.

The registration is valid from 1st January until 31st December of each year and can be processed from 1 November of the previous year. The exception to this timeframe is **Primary or Beginner** dancers registering for the first time in November or December and only competing **once** that current year. Their card will be issued for the following year at no charge for the time that the dancer remains in that same grade.

**Types of Registrations**

1. New/First time Registrations

When registering for the first time a dancer must be a minimum of 4 years old and must submit an official document (eg **Birth Certificate, Passport**) documenting the dancers birthdate.

As well as the official documentation they will need to fully and accurately complete the signed **Registration Form** along with **Two Passport photos** signed on the back by Teacher.

A $30 **Registration Fee** must be paid by Direct Debit to ScotDance NZ Account

*Westpac 03-1522-0139952-000*(Use Dancers name as reference) along with a **Stamped,** **self-addressed envelope** for return of the new Registration card, unless opting and paying for courier on Registration Form.

1. Annual Renewal Registrations

When renewing registration cards for the ensuing year – all steps must be followed as in (1) New/First Time Registration – with the **exception** of submitting an official document with evidence of birthdate.

Complete the signed **Registration Form** along with **Two Passport photos** signed on the back by Teacher.

A $30 **Registration Fee** must be paid by Direct Debit to ScotDance NZ Account

*Westpac 03-1522-0139952-000*(Use Dancers name as reference) along with a **Stamped,** **self-addressed envelope** for return of the new Registration card, unless opting and paying for courier on Registration Form.

1. Upgrade of Registration during Current Year

Dancers may upgrade cards during the current year by way of moving to another grade/category. They must complete fully and accurately the signed **Registration Form** andprovidetheir existing **Registration Card** along with **Two Passport photos** signed on the back by their teacher. An **Upgrade Fee** of $5.00 must be paid by Direct Debit to ScotDance NZ Account

*Westpac 03-1522-0139952-000*(Use Dancers name as reference) along with a **Stamped,** **self-addressed envelope** for return of the new Registration card, unless opting and paying for courier on Registration Form.

1. Lost Cards.

If a dancer misplaces their card during the current year they may apply for a replacement by completing fully and accurately the signed **Registration Form** along with **Two Passport** **photos** signed on the back by their teacher**.** A **Replacement Card Fee** of $5.00 must be paid by Direct Debit to ScotDance NZ Account

*Westpac 03-1522-0139952-000*(Use Dancers name as reference) along with a **Stamped,** **self-addressed envelope** for return of the new Registration card, unless opting and paying for courier on Registration Form.

1. Incorrect Information provided that requires a Replacement card

If a dancer’s card contains misinformation provided to the Registrar, they may apply for a replacement by completing fully and accurately the correct signed **Registration Form** along with **Two Passport Photos** signed on the back by their teacher. A **Replacement Card Fee** of $5.00 must be paid by Direct Debit to ScotDance NZ Account

*Westpac 03-1522-0139952-000*(Use Dancers name as reference) along with a **Stamped,** **self-addressed envelope** for return of the new Registration card, unless opting and paying for courier on Registration Form.

**Communications to:**

**ScotDance New Zealand**

**Registration Officer**

**190 Williamsons Line**

**RD3, Marton, 4789**

[**Scotdancenzreg@gmail.com**](mailto:Scotdancenzreg@gmail.com)