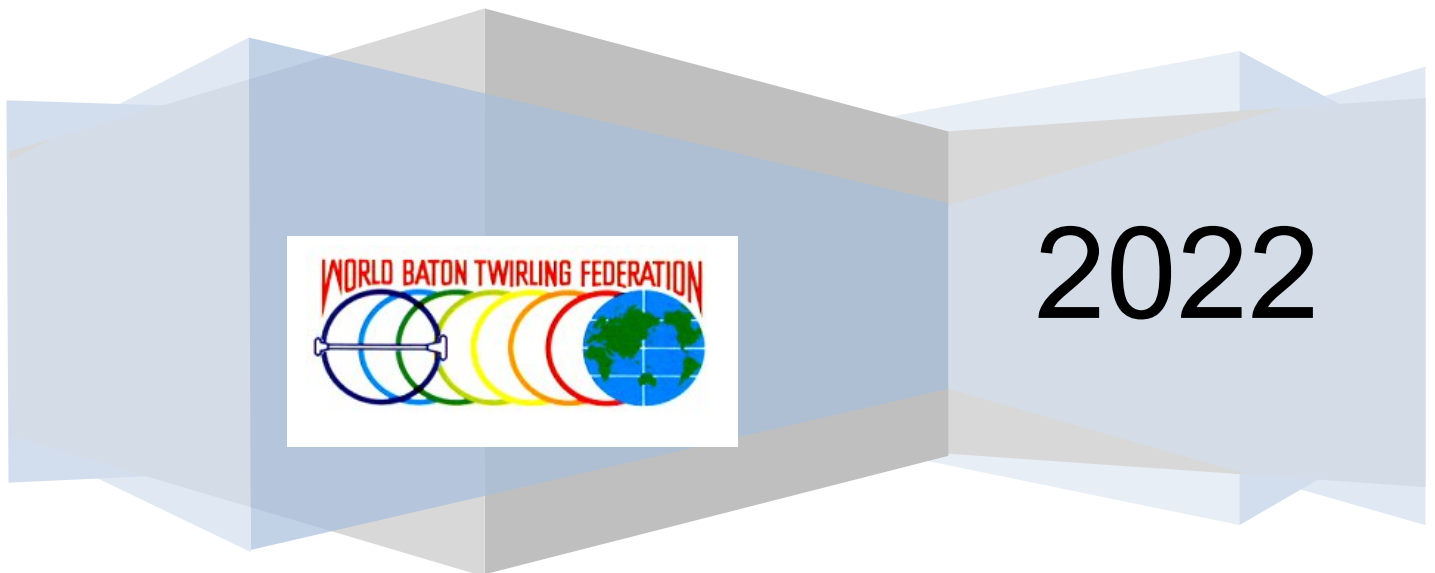


## WORLD BATON TWIRLING FEDERATION

# GOVERNANCE SECTION 2



## Table of Contents

GENERAL ASSEMBLY .....	3
VOTING RIGHTS .....	4
GLOSSARY OF TERMS .....	5
APPOINTED COMMITTEES/COMMISSIONS.....	8
EXECUTIVE COMMITTEES .....	10
JOB DESCRIPTIONS .....	10
THE WBTF EXECUTIVE TECHNICAL COMMITTEE .....	14
COUNTRY REPRESENTATION COMMITTEES .....	23
SCHEDULE OF EXECUTIVE TECHNICAL COMMITTEE, TECHNICAL ADVISOR AND JUDGES REPRESENTATIVE MEETINGS .....	25
WBTF CONTINENTAL AFFAIRS COMMISSIONS .....	26
WBTF BOARD OF DIRECTORS COMPOSITION, ELIGIBILITY AND PROCEDURES .....	29
WBTF TECHNICAL ADVISORS COMMITTEE COMPOSITION, ELIGIBILITY, PROCEDURES .....	31
WBTF JUDGES REPRESENTATIVE COMMITTEE COMPOSITION, ELIGIBILITY AND PROCEDURES .....	33
ELECTION PROCEDURES FOR THE EXECUTIVE BOARD: .....	35
ELECTION PROCEDURES FOR THE EXECUTIVE TECHNICAL COMMITTEE: .....	37
ELECTION PROCEDURES FOR THE CONTINENTAL COMMISSION OFFICERS: ....	37
CONDUCT SUBJECT TO DISCIPLINARY ACTION .....	39
DISCIPLINE PROCEDURES .....	40
ANTI-DOPING POLICY .....	48



# GOVERNANCE

## GENERAL ASSEMBLY WBTF BOARD OF DIRECTORS

The General Assembly is the highest body of the WORLD BATON TWIRLING FEDERATION, constituted by the Board of Directors and has ultimate authority for all activities of the WORLD BATON TWIRLING FEDERATION.

It convenes every year. Organization of the General Assembly shall be entrusted alternately to one of its Members and Associate Members. The date and venue for the Assembly shall be agreed at the summer meeting.

The calling notice must be sent to all Members and Associate Members at least 3 months prior to the date set for the Assembly.

### POWERS OF THE GENERAL ASSEMBLY

The General Assembly of the Board of Directors has the following duties and powers:

- a) to elect the Executive Board
- b) to appoint the certified external Auditor in charge of the review of the annual accounts
- c) to fix admission, membership and other fees
- d) to approve the plans for future activities
- e) to adopt and amend the Statutes of the Federation
- f) to adopt and amend all regulations; the General Assembly of the Board of Directors can, however, authorize other bodies to independently establish technical rules where this seems appropriate
- g) to decide the admission of new Member Federations of any kind on the recommendation of Management
- h) to decide the exclusion of Members and Associate Members
- i) to approve the Minutes of meetings
- j) to receive, discuss and approve the report of the Managing Committee
- k) to review and approve the annual accounts after having heard the report of the Audit Committee;
- l) to give discharge to the Treasurer and to the other members of the Managing Committee as well as to the certified Auditor
- m) to approve the budget
- n) to approve the World Baton Twirling Federation logo, and other items of image and identity, upon the recommendation of the Managing Committee
- o) to decide all matters which no other body is competent to decide upon or which other bodies refer to the General Assembly for final decision
- p) to validate the athletes' representatives, one man and one woman, elected by the Athletes' Commission, as member of the Technical Commissions.
- q) to elect the members of the Disciplinary Council, whose composition is stipulated in the Disciplinary Rules of the World Baton Twirling Federation.
- r) to elect the members of the Anti-doping Commission, whose composition is stipulated in the Anti-doping Rules of the World Baton Twirling Federation.

## VOTING RIGHTS

Each Member of the World Baton Twirling Federation has one vote. Provisional Members and Allied Members have no voting rights.

A Member which has not paid its dues in full prior to the General Assembly is not entitled to vote.

### **MEMBER COUNTRY'S OFFICIAL REPRESENTATIVES:**

The World Baton Twirling Federation's Board of Directors may consist of three (3) delegates from each member country, recognized by the World Baton Twirling Federation, excluding the interpreter. These three (3) delegates MUST be:

1. A member of their country's National Baton Twirling Association/ Federation.
2. A CURRENT member of their country's National Baton Twirling Association/Federation's Board of Directors or an appointed representative by the country's Board.
3. The member countries are responsible for the appointment of their delegates.
4. Only one (1) of the three (3) delegates shall have the privilege to speak and be entitled to vote, on behalf of their country.
5. The non-voting delegates shall not be entitled to speak or otherwise participate in the deliberations, unless requested by the President.
6. A list, stating the names of these delegates, plus the name of the delegate that will be speaking and voting, on behalf of their country, MUST be submitted to the President, ten days in advance of the beginning of the Federation's meetings.
7. The Federation's Board of Directors shall also constitute the President, Vice President, Secretary, Treasurer and Sport Administrator.

## **GLOSSARY OF TERMS**

The following definitions of the terms used by the World Baton Twirling Federation and are referred to in the Policies and Procedures:

The following bodies are established to govern and administer World Baton Twirling Federation, each with separately defined powers and duties:

- General Assembly
- Executive Board
- Managing Committee
- Continental Commissions
- Executive Technical Committee and Technical & Judges Committees
- Disciplinary Council
- Anti-doping Commission
- Athletes' Commission

### **ELECTED OFFICER**

- Shall refer to any elected position of the World Baton Twirling Federation. (Hereinafter referred to as Officer)

Elected Officers shall include:

### **ELECTED OFFICERS of the WORLD BATON TWIRLING FEDERATION**

1. The Elected Officers of the Federation shall be:
  - Executive Board - President, Vice President, Secretary, Treasurer, and Sport Administrator
  - Executive Technical Committee
    - Technical Director and Vice Chair
    - Judges Chair and Vice Chair
    - Coaches Chair and Vice Chair
    - Five Members at Large
  - Continental Commissions – Commission Chairs, Secretaries, Technical and Judges Chairs
2. All of the Officers of the Federation shall be elected by secret ballot. Elections will only be held at the Annual General Meeting.
3. Elected Officers shall hold office for a term as stated:  
Executive Board - President, Vice President, Secretary, Treasurer and Sport Administrator: Four (4) year term.
4. Executive Technical Committee - Four (4) year term.
5. Continental Commissions Officers - Four (4) year term.

**OFFICER IN GOOD STANDING**

Shall refer to any individual elected to a position who involve themselves in the sport of baton twirling and who also comply with the Constitution, Policies and Procedures and all rules and regulations of the World Baton Twirling Federation.

**EXECUTIVE BOARD**

Shall refer to the elected Executive Board Officers of the World Baton Twirling Federation, which shall include the President, Vice President, Secretary, Treasurer and Sport Administrator.

**MANAGING COMMITTEE**

Shall refer to the following elected officials of the World Baton Twirling Federation: President, Vice President, Secretary, Treasurer and Sport Administrator, One representative of each Continental Commission, Technical Director, Judges Chair and Coaches Chair

**EXECUTIVE TECHNICAL**

Shall refer to the elected Technical and Judges Committee Officers of the World Baton Twirling Federation, which shall include the Technical Director, Technical Vice Chair, Judges Chair, Judges Vice Chair, Coaches Chair, Coaches Vice Chair and five Members-at-Large.

**JUDGE'S REPRESENTATIVE**

Must be registered as an active judge in their country. This individual must be designated by their country to represent the country and vote on behalf of the country at the WBTF Judges Committee meetings.

**JUDGES COMMITTEE**

Shall refer to the meeting of all member Judges' Representatives of the World Baton Twirling Federation.

**TECHNICAL ADVISOR**

An individual who is a Technical Advisor in their country, designated by their country to represent the country and vote on behalf of their country, at WBTF Technical meetings.

**TECHNICAL COMMITTEE**

Shall refer to the meeting of all member Technical Advisors of the World Baton Twirling Federation.

**CONTINENTAL COMMISSIONS**

The General Assembly may allow the formation of Continental Commissions that are responsible for the administration, development and furtherance of [sporting] in the same continent or in a geographical entity. They comply with and enforce the rules and regulations of World Baton Twirling Federation and co-operate with the World Baton Twirling Federation bodies. They organise continental championships and other competitions in their area under the supervision and approval of the World Baton Twirling Federation.

### WORLD CHAMPIONSHIP

Shall refer to a competition organized for the purpose of determining the champions of the world in any style of baton twirling as determined by the World Baton Twirling Federation in age categories determined by the Federation. The World Championships will be held on the even numbered years (i.e. 2010, 2012, 2014)

### INTERNATIONAL CUP

Shall refer to a competition organized for the purpose of determining the International Cup winners in any style of baton twirling as determined by the World Baton Twirling Federation in age categories determined by the Federation. The International Cup will be held on the odd numbered years (i.e. 2009, 2011, 2013)

## **APPOINTED COMMITTEES/COMMISSIONS**

As per the WBTF Statutes, The WBTF President, the WBTF Board of Directors is entitled to constitute independent committees and commissions in order to have them assist it in its work. The purpose of these commissions is to advise WBTF - the President, the Executive or the General Assembly, as the case may be, and to tend to specific matters assigned to each of them under an official mandate. Standing or ad hoc committees and commissions may be established.

The following WBTF Committees and Commissions that exist at this time:

### **COMMITTEES**

Managing Committee  
Executive Technical Committee  
Finance (Audit) Committee as stated in the Constitution  
Appeals Committee  
Discipline Committee

### **COMMISSIONS**

Anti-Doping Commission  
Athletes Commission  
Disciplinary Council  
Asian Affairs Commission  
European Affairs Commission  
Oceania/Africa Affairs Commission  
Pan American Affairs Commission

The WBTF Executive defines the terms of reference for each committee and/or commission.

Appointed Committees and Commissions are the Finance (Audit) Committee, the Anti-Doping Commission, and Disciplinary Council. In the case of all others, each member country sends a representative to serve on the specific committee or commission.

Expertise in a particular field qualifies the members for their appointment. Each WBTF Committee or Commission is responsible for the details of their work as well as for how that work is carried out. They have no executive authority unless specifically granted in their terms of reference. Their proposals require the approval of the Board of Directors.

With the exception of the Finance (Audit) Committee, which is appointed on a yearly basis, all other committees and commissions stand for a four-year term. A Chair, Vice-Chair, and Secretary will be elected by the members of the Committee or Commission. In the case of the Continental Affairs Commissions, two additional persons will be elected to serve as Technical Chair and Judges Chair. Those positions are responsible to report to the WBTF Technical and Judges Chairs.



Updated August 2012

**APPEALS COMMITTEE:**

1. The Appeals Committee shall be chaired by the President of the Federation.
2. The President shall appoint two (2) members of the elected Officers of the Federation, one of which must be the Vice President.

**FINANCE (AUDIT) COMMITTEE:**

The President will appoint Board of Director members to the Audit Committee. The members will audit the remaining of one financial year (August 1 to December 31) and the beginning of the next financial year (January 1 to July 31), prior to the Annual General Meeting of the Board of Directors.

**DISCIPLINE COMMITTEE**

The Disciplinary Council shall be chaired by the Vice President, Executive Board of the World Baton Twirling Federation, and other appointed WBTF Disciplinary Council Members, as needed.

## EXECUTIVE COMMITTEES JOB DESCRIPTIONS

### **EXECUTIVE BOARD OFFICERS – BOARD OF DIRECTORS:**

Executive Board members shall be empowered to manage the day to day business of the Federation and make decisions pertaining to administration, scheduling, formatting of events and non-technical issues, e.g. preparation of the Annual General Meeting Agenda; establishment of all prices and preparation of the working budget of the WBTF, articles for sale; establishment of WBTF award designs and prices; prepare recommendations to the WBTF Board, following Executive Board meetings.

#### **PRESIDENT: TERM OF OFFICE - 4 YEARS**

1. Represents the World Baton Twirling Federation.
2. Presides over all Board meetings.
3. Ex officio member of all committees.
4. Must call one meeting per year, giving notification to all members of time and place and providing them with an agenda.
5. Has the right to spend money for postage, telephone, printing or other expenses as approved by the WBTF Treasurer.
6. The President shall provide a complete financial statement to the Treasurer, before the Annual General Meeting. The statement will indicate administrative costs incurred during that year. (Receipts to be attached to statement.)
7. The President shall notify the Treasurer and Auditing Committee of the exact date and time for the official auditing of the WBTF financial records.

#### **VICE PRESIDENT: TERM OF OFFICE - 4 YEARS**

1. Acts as President in the absence of same.
2. If applicable, the Vice President shall provide a financial statement to the Treasurer at the Annual General Meeting indicating administrative costs incurred during that year. (Receipts to be attached to statement.)

#### **SECRETARY: TERM OF OFFICE - 4 YEARS**

1. Takes the minutes of the meetings.
2. Sends a copy of the minutes within **45 days** of each meeting.
3. Is responsible for general correspondence.
4. Is responsible for World Baton Twirling Federation archives.
5. Maintains the "motion" handbook.
6. If applicable, the Secretary shall provide a financial statement to the Treasurer at the Annual General Meeting, indicating administrative costs incurred during that year. (Receipts are to be attached to the statement).

## **Job Descriptions (continued)**

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### **TREASURER: TERM OF OFFICE - 4 YEARS**

1. Provides a proposed (provisional) annual budget.
2. Provides a detailed balance sheet (financial statement) twice a year, 30 days in advance of meetings.
3. Ensures the accounts of the World Baton Twirling Federation are in order.
4. Stays within the limits of the budget.
5. Must obtain the President's authorization on expenditures.
6. Must give all documents, records, receipts, etc. to the World Baton Twirling Federation at end of his/her term of office.
7. The Treasurer is responsible for ensuring that the invoices for member countries of WBTF for annual membership dues are completed.
8. The Treasurer shall be available the afternoon/evening prior to the commencement of the Annual General Meeting for the official auditing of the WBTF financial records with Audit Committee.
9. Refer to details in #SECTION 16- WBTF BUSINESS-FINANCE ACCOUNTING PROCEDURES

### **SPORT ADMINISTRATOR: TERM OF OFFICE - 4 YEARS**

The Sport Administrator serves the Executive in a Managing and administrator role and is a liaison between the WBTF Board of Directors, Continental Commissions, WBTF Executive Board and Managing Committee.

1. In conjunction with the Treasurer maintain an accurate record of members to show who is entitled to vote and to receive notices
2. Incorporate this list in the database for keeping track of athlete members and judges
3. Assist with maintaining an accurate copy of the Rules, Policies & Procedures of the Federation
4. Provide administrative support to the Executive Board in ensuring all association responsibilities are dealt with appropriately
5. Assist the Anti-Doping Commission with maintaining results of Drug Testing conducted nationally, and internationally
6. Maintain a schedule of events (ie. National & Continental activities.)
7. Be familiar with the rules and any other body that has governance to give advice to the President and Committee as required
8. Attend all Executive Board Meetings and Board Meetings but has no vote
9. Assist the Technical Committee with sports promotion, coordinating with new member countries (providing manuals, educational materials, sending WBTF coaches, etc)
10. Sports sponsorship
11. Public and Media relations

### **Relationships**

1. Reports to the President and Executive Board Members
2. Liaises with the President and Executive Board Members as and when required
3. The WBTF Sports Administrator is accountable to the President and the Executive Board Members.

## **Job Descriptions (continued)**

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### **EXECUTIVE BOARD**

The **EXECUTIVE BOARD** is responsible for implementing all the policy directives and decisions made by the General Assembly. This includes in particular:

- a) to prepare the agenda of the General Assembly meetings
- b) to prepare the annual accounts (consisting of the profit and loss statement and the balance sheet), under the supervision of the Treasurer
- c) If needed, to appoint an external accountant to keep WBTF's accounting, under the supervision of the Treasurer.
- d) to make recommendations to the General Assembly about:
  - the long-term strategies of the WBTF
  - regulations and rules to be decided by the General Assembly
  - the admission and exclusion of Members or Associate Members
- e) to decide about the creation and dissolution of Commissions and Committees.
- f) to decide the terms and conditions of contracts between the WBTF and organisers of WBTF approved competitions
- g) to recommend any proposal of changes of the WBTF Constitution
- h) to appoint and remove persons (employees) entrusted with the Managing of WBTF's day-to-day operations
- i) to make recommendations on the terms and conditions of contracts to be concluded with third parties outside WBTF. Strategic contracts exceeding EUR 20,000 must be approved by the Executive Board
- j) to decide on membership issues between General Assembly meetings
- k) to decide the official means of information of the WBTF
- l) to make recommendations to the General Assembly about the election of the members sitting in the Anti-Doping Commission
- m) to make recommendations to the General Assembly about the election of the members sitting in the Disciplinary Council
- n) to prepare the invitations to tender for outsourcing (for example, media service, travels, etc.)
- o) to publish the minutes of the meetings on the WBTF website
- p) to control the proper development of the tasks entrusted to the Board.

The Executive Board will meet at least twice every year and will meet also upon the request of the majority of its members.

The Agenda for the Executive Board meetings is prepared by the President. However, any member of the Executive Board is entitled to present proposals for the agenda. Such proposals must be submitted, with relevant documentation, at least one month before the date set for any Executive Board meeting. The full agenda shall be sent to the Executive Board at least two weeks prior to the meeting date.

## **Job Descriptions (continued)**

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### **MANAGING COMMITTEE**

The Managing Committee is an extension of the Executive Board officers, including the Technical, Judges, and Coaches chairs of the Executive Technical committee and the Chair of each Continental Commission. The Managing Committee will meet at the summer meeting and the annual Winter Meeting and will determine the goals and the direction for our sport for approval by their respective committees and vote of the General Assembly.

The Managing Committee will be responsible for appointing personnel to assist and guide any host country in the organization and management of WBTF Continental Events in lieu of Continental Commission Chairs.

The MANAGING COMMITTEE is responsible for carrying out all those routine duties and specific tasks that have to be fulfilled between meetings of the Executive Board & Managing Committees. This includes in particular:

- a) to undertake administrative duties and tasks;
- b) to set up the calendar of WBTF approved competitions and to coordinate schedules of International and Continental competitions
- c) to supervise approved competitions
- d) to approve the composition of the jury and of the route setting team at all approved competitions, according to the approved proposals from the Technical and Judges Committee
- e) to supervise and co-ordinate the work of the Technical & Judges Committees
- f) to control finances
- g) to appoint delegates for any events as necessary
- h) to initiate and undertake negotiations with third parties
- i) to ensure the proper functioning of the website.

The Managing Committee meets as often as business requires. Decisions are taken by a simple majority, the President having the casting vote in the event of a tie.

The Managing Committee may take decisions by correspondence and/or by any other means of communication, including electronic systems. To be valid, decisions taken in this way have to be approved by a minimum of three officers.

## **Job Descriptions (continued)**

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### **THE WBTF EXECUTIVE TECHNICAL COMMITTEE**

The Executive Technical Committee is comprised of eleven elected officials.

The Eleven Executive Technical Committee members will work **together** on ALL THE TECHNICAL PROJECTS (horizontally) under the direction of a **Technical Director**:

They will meet annually at the Winter Meeting following a meeting with the WBTF Managing Committee to plan and initiate all new projects, and work to complete ongoing projects. They will designate people to be involved in each project based on the specialties and needs of the particular project.

After determining goals and target dates for projects, each chair will work on his projects vertically, encompassing the assistance needed by others for all projects.

The Vice Chairs inside the Technical Executive are important to assist the Chair with all projects and to serve as understudies in the ongoing process of mentoring and instructing other people. This is vital to creating continuity and to have a larger view in representation of the member federations. The Vice Chairs will assist in managing all continental events.

Members at-large: are important positions who must not only be present to take minutes, but be someone of the intellectual support in the committee. The member at-large positions also open additional positions for additional member federation countries.

To be part of this Committee is an honor. The expenses of the Vice Chairs and Members at-large will be at the charge of their own Federation, as it is presently.

#### **TECHNICAL DIRECTOR JOB RESPONSIBILITIES**

**TECHNICAL DIRECTOR: TERM OF OFFICE - 4 YEARS**

The Technical Committee shall have a Technical Director, elected by the majority of votes cast by all eligible Technical Advisors. Newly elected Chair shall assume office immediately following the Annual General Meeting. In order to perform the functions and duties, the Chair of the Technical Committee must have a thorough knowledge of baton twirling and of the WBTF rules and regulations, procedures and goals.

The Technical Director shall not represent his/her country at any WBTF sanctioned event (meetings, competitions, educational seminars/workshops), as this individual represents the World Baton Twirling Federation and shall be bound by the WBTF Adjudicator's Code of Conduct.

He/she has no vote, except to break a tie vote.

**ONGOING DUTIES AND RESPONSIBILITIES:**

- Attends and chairs any and all WBTF Technical meetings. Also attends the WBTF Managing Committee Meetings, Executive Technical Committee meetings and WBTF/NBTA Merger meetings
- Coordinates and prepares all necessary changes, revisions and updates for all technical manuals and policies of the organization's programs.
- Communicates with all WBTF member countries regarding all technical matters and rules.
- Appoints individuals or task forces to specific projects to complete the necessary work of the Technical Committee
- Ensures that the annual training offerings in various venues meet member needs and reflect market demand.
- Formulates and distributes all agenda for the Executive Technical Committee meetings

**MEETINGS:**

- Is responsible for guiding the technical direction of the WBTF and sport of Baton Twirling
- Plans agenda and chairs meeting of the Technical Advisors
- Sends the Technical and Judges' Committees Agenda to WBTF President for distribution
- Agendas to be distributed to the following individuals: all Officers of the Technical and Judges Committee; Technical Advisors, WBTF President, WBTF Secretary. It is the responsibility of all Technical Advisors to distribute correspondence to the appropriate people in their Country
- The Director will present any official reports/proposals passed by the Technical Committee to the WBTF Board of Directors for final board approval. The board decisions will be relayed by the Chair to the Technical Advisors
- Will be present to the Judges meeting pre and after the competition
- Will be present at the Managing Committee Meeting and any Executive Board meeting when summoned

**COMPETITIONS:**

- Assist the host country of the WBTF Championships or Cup competitions with all technical preparations ahead of the competition
- Works with WBTF President and host country competition director in formulating the competition schedule.
- Check the competition program
- Is responsible for all technical decisions taken during the World Championships and International Cup, working in partnership with the Competition Director, WBTF Judges Chair and WBTF President
- Is present during the entire competition to overview the competition
- Checks the results together with the Judges Chair before the distribution
- To avoid both apparent or actual conflicts of interest, the WBTF Technical Director must not be listed as a competitor's coach or give any instruction to any athletes during any competition where they are acting in their official capacity.
- Attends the following meetings during the World Championships and International Cup: Announcers, Tabulation, Floor Monitor
- Attends the Judges review meetings held in conjunction with the World Championships and International Cup
- The Results of the competition shall be archived by the Technical Director, WBTF Secretary and WBTF President for the purpose of settling any disputes that may arise after the competition that are in regards to tabulation or judging.

#### **ADMIN:**

- He/she must also possess organization and administrative skills.
- Is responsible for assisting in the maintenance and updates of the WBTF Policies & Procedures Manual and Coaches Manuals & Materials
- Ensures all technical information on the WBTF website is up-to-date
- Answer to the technical questions arising from the member federations
- Works with the Judges Chair to the continuous study and research of an objective judging system
- Coordinates and works on:
  - o Technical support for the coaches manual and programs
  - o Technical support (video-description) of the judging system
  - o Develop together with the WBTF President and Judges Chair the new format of competition
- Works on the program of union between the NBTA and WBTF
- If applicable, the Technical Chairperson shall provide a financial statement to the Treasurer at the Annual General Meeting, indicating administrative costs incurred during that year (receipts are to be attached to the statement)



## **JUDGES CHAIR RESPONSIBILITIES**

### **JUDGES CHAIR: TERM OF OFFICE - 4 YEARS**

The Judges' Committee shall have a Judges Chair. The Chair will be elected by the Judge's Representative from each member country. However, when a country has no judge's representative during elections, the Technical Chair from that country will be eligible to vote. The Chair will be elected by the majority of votes cast. The newly elected Chair shall assume office immediately following the Annual General Meeting. In order to perform the functions and duties, the Judges Chair must have a thorough knowledge of baton twirling and of the WBTF rules and regulations, procedures and goals.

The Judges Chair shall not represent his/her country at any WBTF sanctioned event (meetings, competitions, educational seminars/workshops), as this individual represents the World Baton Twirling Federation and shall be bound by the WBTF Adjudicator's Code of Conduct.

He/she has no vote, except to break a tie vote.

Will support the WBTF Technical Chair in all technical matters.

### **ONGOING DUTIES AND RESPONSIBILITIES:**

- Attends and chairs any and all WBTF JUDGES meetings and co-chairs combined meetings with WBTF Technical Committee. Also attends the WBTF Managing Committee Meetings, Executive Technical Committee meetings and WBTF/NBTA Merger meetings
- Coordinates and prepares all necessary changes, revisions and updates for all manuals and training materials and policies of the organization's programs.
- Communicates with all WBTF member countries regarding Judges certification status
- Review all training manuals and assist in the updating of the information included in them.
- Review sanction requests for Judges Certification workshops in WBTF Member countries
- Appoints individuals or task forces to specific projects to complete the necessary work of the Judges Committee
- Ensures that the annual training offerings in various venues meet member needs and reflect market demand.
- Establishes and periodically revises guidelines and standards for training, as well as workshop offerings.
- Establishes and periodically reviews and revise the standards for clinicians for various types of workshops and provides updated materials for Clinician's use.
- Formulates and distributes all agenda for the Judges Committee meetings to the following: Judges Committee Members, WBTF Technical Chair, WBTF President.

**MEETINGS:**

- Plans agenda and chairs meeting of the Judges Committee.
- The Judges Chair shall submit any official reports/proposals made by the Judges' Committee to the Technical Advisors' Committee for approval.
- The Chair is responsible for developing and implementing educational and training programs for WBTF Judges.
- Is responsible for assisting in the maintenance and updates of the WBTF Policies & Procedures Manual
- Is responsible for maintaining and updating the Judges Manual.
- Will work with the Technical Chair to co-ordinate the technical and judges programs and agenda so that they are striving towards the same goals and objectives.
- Will be in attendance with the Technical Chair at the Board meeting, to report decisions that originated in the Judges Committee meetings.

**PRE-COMPETITION:**

- Assist the host country of the World Championships or International Cup with all Judges' preparations ahead of the competition
- Contract the judging staff
- Complete judging assignments in coordination with the WBTF Technical Chair
- Give roster and assignments to the Competition Director
- Submit any necessary information to the Contest Director for the Program
- Maintain communication with the Contest Director, WBTF Technical Chair and Judging Staff
- Prepare a list of meeting times, daily dress codes and any other pertinent information necessary for the judging staff
- Organize and conduct the WBTF Judges' Meeting prior to the beginning of the competition.
- Select two Chief Judges (World Championships) in coordination with host country
- Make sure ODE Sheets for Chief Judges are provided
- Provide all necessary materials for judges meetings
- Send pre-judging material assignments to judging staff
- Responsible for Judges training and education meetings prior to WBTF Championships and Cup competitions, all focus meetings and all review meetings that are held in conjunction with WBTF Championships and Cup competitions.

**COMPETITION:**

- Oversee and coordinate the chief judges and judging staff throughout any competition.
- Act as the rule consultant in decision-making with the Competition Director and WBTF Technical Chair
- Report regularly to the Competition Director
- Assist the Competition Director with all requests
- Act as a spokesperson for the Judging Staff
- To avoid both apparent or actual conflicts of interest, the WBTF Judges' Chair must not be listed as a competitor's coach or give any instruction to any athletes during any competition where they are acting in their official capacity.
- Shall address judging issues or grievances. He/she shall be responsible for implementing disciplinary action, if required, with the approval of the Technical Chair.

**POST COMPETITION:**

- Organize and run Judges Review Meeting
- Complete all follow-up correspondence, procedures, and duties pertaining to the competition

**ADMIN:**

- He/she must also possess organization and administrative skills.
- If applicable, the Judges Chair shall provide a financial statement to the Treasurer at the Annual General Meeting, indicating administrative costs incurred during that year. (Receipts to be attached to statement)

**JUDGES' EDUCATION TRAINING:**

- To support the Mission & Vision of the WBTF
- To provide the baton twirling JUDGES of the World Baton Twirling Federation, the broadest possible coverage in the twirling activity, with an effective educational format for learning how to adjudicate baton twirling on an international level. Said educational format will be all-inclusive for countries.
- To provide instructional expertise in all events, individual and group, for the IC and World Championship events
- To provide accurate educational and philosophical information on baton twirling modes, movement, design, instruction, student interaction, ethics, activities, twirling theories, and business suggestions, along with any and all matters pertaining to the instruction of baton twirling.
- To provide baton twirling judges with written, graphic, musical, media-produced materials to enhance the educational process for both formal and informal learning.
- To administer the workshop/clinic format for certifying licensed WBTF judges, including workshop outline and format, clinician instruction, development of all workshop hand-outs, instructional DVD or tapes, and all other materials for the effective, efficient judges workshops.
- To assist the WBTF Executive Board of Directors in all matters pertaining to the education and ethics of baton twirling adjudication.

## **COACHES CHAIR RESPONSIBILITIES**

### **COACHES CHAIR: TERM OF OFFICE - 4 YEARS**

The Coaches' Committee shall have a Coaches Chair. The Chair will be elected by the Technical Advisor's Representative from each member country. The Chair will be elected by the majority of votes cast. The newly elected Chair shall assume office immediately following the Annual General Meeting. In order to perform the functions and duties, the Coaches' Chair must have a thorough knowledge of baton twirling and of the WBTF rules and regulations, procedures and goals.

The Coaches' Chair shall not represent his/her country at any WBTF sanctioned event (meetings, competitions, educational seminars/workshops), as this individual represents the World Baton Twirling Federation.

He/she has no vote, except to break a tie vote.

Will support the WBTF Technical Director in all technical matters.

### **ONGOING DUTIES AND RESPONSIBILITIES:**

- Attends and chairs any and all WBTF COACHES meetings. Also attends the WBTF Managing Committee Meetings, Executive Technical Committee meetings and WBTF/NBTA Merger meetings
- Coordinates and prepares all necessary changes, revisions and updates for all coaching manuals and training materials and policies of the organization's programs.
- Review all training manuals and assist in the updating of the information included in them.
- Appoints individuals or task forces to specific projects to complete the necessary work of the Coaches Committee
- Ensures that the annual training offerings in various venues meet member needs and reflect market demand.
- Establishes and periodically revises guidelines and standards for training, as well as clinic and seminar offerings.
- Establishes and periodically reviews and revise the standards for clinicians for various types of workshops and provides updated materials for Clinician's use.
- Formulates and distributes all agenda for the Coaches Committee meetings

### **MEETINGS:**

- Plans agenda and chairs meeting of the Coaches.
- The Coaches Chair shall submit any official reports/proposals made by the Coaches' Committee to the Executive Technical Committee for approval.
- The Chair is responsible for developing and implementing educational and training programs for WBTF Coaches.
- Is responsible for assisting in the maintenance and updates of the WBTF Policies & Procedures Manual
- Is responsible for maintaining and updating the Coaches Manual.
- Will work with the Technical Director to co-ordinate the technical and coaches programs and agenda so that they are striving towards the same goals and objectives.
- Will be in attendance with the Technical Director at the Board meeting, to report decisions that originated in the Coaches' Committee meetings.

**PRE-COMPETITION:**

- Assist Technical Director in contracting the coaching staff for the Twirl Nations Clinic
- Complete coaching assignments in coordination with the WBTF Technical Director
- Submit any necessary information to the Contest Director for the Program
- Maintain communication with the Contest Director, WBTF Technical Director and President
- Prepare a list of meeting times, and any other pertinent information necessary for the coaches' meetings
- Provide all necessary materials for coaches' meetings
- Responsible for designing the information for coaches' training, education meetings, and Twirl Nations Clinic prior to WBTF Championships and Cup competitions.

**POST COMPETITION:**

- Complete all follow-up correspondence, procedures, and duties pertaining to the Twirl Nations Clinic

**ADMIN:**

- He/she must also possess organization and administrative skills.
- If applicable, the Coaches' Chair shall provide a financial statement to the Treasurer at the Annual General Meeting, indicating administrative costs incurred during that year. (Receipts to be attached to statement)

**COACHES' EDUCATION TRAINING:**

- To support the Mission & Vision of the WBTF
- To provide the baton twirling COACHES of the World Baton Twirling Federation, the broadest possible coverage in the twirling activity, with an effective educational format for learning how to coach baton twirling on an international level. Said educational format will be all-inclusive for countries.
- To provide instructional expertise in all events, individual and group, for the IC and World Championship events
- To provide accurate educational and philosophical information on baton twirling modes, movement, design, instruction, student interaction, ethics, activities, twirling theories, and business suggestions, along with any and all matters pertaining to the instruction of baton twirling.
- To provide baton twirling judges with written, graphic, musical, media-produced materials to enhance the educational process for both formal and informal learning.
- To administer the workshop/clinic formats, including workshop outline and format, clinician instruction, development of all workshop hand-outs, instructional DVD or tapes, and all other materials for the effective, efficient coaches workshops.
- To assist the WBTF Board of Directors in all matters pertaining to the education and ethics of coaching baton twirling.

## **THE MEMBERS AT-LARGE**

Members at-large: Three important positions. The members at large must be present to take minutes, but also must be intellectual support in the committee. One will serve with the Technical, one with the Judges and one with the Coaches.

## **THE EXTRA CONTRIBUTORS**

To develop a project the Chairs will select different people, who they think are the best for that project for knowledge, for language or because they live close.

The work will be developed by the subcommittee and then presented by the Chairs. Usually this work is done for free. If money is required a budget must be presented together with the project.

All the projects and updates must be presented at the summer meeting to the technical Advisors and Judges Representatives for consideration and for the vote.

The Managing Committee will approve contributors to all projects. It is important to include valued coaches and adjudicators around the world in project development. WBTF must not close the door to anyone expert in anything. This broadens our scope of inclusion and helps us bring fresh ideas and new approaches to all methods.

## Committees

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# COUNTRY REPRESENTATION COMMITTEES

## TECHNICAL ADVISORS COMMITTEE

### Business Meetings

A maximum of two (2) people per country be in attendance at the Winter WBTF Technical Committee meeting. Only one (1) person to speak, only one vote per country. The maximum number of 2 people excludes a translator.

### Absence of Quorum

If the Technical members have arrived and quorum is not possible, the Technical meeting will proceed as if a full quorum was present. The minutes of the meetings and the proposals formulated must then be approved and passed as motions by the WBTF Board of Directors, within sixty (60) days of receipt.

### Cancellation/Postponement of WBTF Meetings

If for any reason the scheduled Technical meeting cannot be carried out, WBTF shall inform all member countries and a postponement or cancellation of such meeting may be made by an affirmative vote of two-thirds (2/3rd's) of the member countries Technical Advisors. Cancellation/postponement must take place forty-five (45) days before set date(s).

### Minutes

It is the responsibility of the Secretary to distribute both the Technical & Judges Committees minutes to the WBTF President, WBTF Technical Chair, WBTF Judges Chair, WBTF Secretary and WBTF Sport Administrator to assist in making sure that everything is included and written with clarity prior to distribution. Following approval, the minutes will be sent by the WBTF President or WBTF Secretary to all Technical Advisors, Judges' Representatives, and WBTF Board Members. The Board representative is responsible to get the minutes to the correct people in their country. Minutes to be ready for distribution **45 days** following each meeting.

### Motions

Due to timeframe involved in up-dating the WBTF Manual, motions carried at the summer meetings override any rules and regulations that currently appear in the WBTF Manual. Technical Advisors are responsible to inform member countries of new rules and regulations that are proposed by the Technical Committee and passed by the WBTF Board of Directors.

### Voting Policy

If all countries **unanimously** agree on a rule change or competition procedure change, the change will become effective immediately. All changes must be forwarded to the Board for final approval, before implementation occurs. The WBTF President will forward all changes to the Board of Directors.

**RESPONSIBILITY OF TECHNICAL ADVISORS:**

- Correspondence:  
It is the responsibility of each Technical Advisor to distribute the appropriate correspondence to the appropriate individuals in their country.
- Judges Training Sessions:  
It is strongly recommended that each countries Technical Advisor be present at the WBTF Judges Competition meetings, prior to the Championships.
- Voting by E-mail and/or Facsimile:  
In order to conduct the business of the WBTF, during the interim between the WBTF meetings, correspondence to members is required by e-mail or via the website. and/or facsimile. Decisions requiring a vote may also be conducted by email during this period of time.

**JUDGES' REPRESENTATIVES COMMITTEE:****Business Meetings**

A maximum of two (2) people per country be in attendance at the Winter WBTF Technical Committee meeting. Only one (1) person to speak, only one vote per country. The maximum number of 2 people excludes a translator.

**Absence of Quorum**

If the members have arrived and quorum is not possible, the Judges' Committee meeting will proceed as if a full quorum was present. The minutes of the meetings and the proposals formulated must then be approved and passed as motions by the WBTF Board of Directors, within sixty (60) days of receipt of letter from the Secretary, Technical Committee.

**Cancellation/Postponement of WBTF Meetings**

If for any reason the scheduled Judges meeting cannot be carried out, the WBTF shall inform all member countries and a postponement or cancellation of such meeting may be made by an affirmative vote of two-thirds (2/3rd's) of the member countries Judges' Representatives. Cancellation/postponement must take place forty-five (45) days before set date(s).

**Minutes**

It is the responsibility of the Secretary to distribute both the Technical & Judges Committees minutes to the WBTF President, WBTF Technical Chair, WBTF Judges Chair, WBTF Secretary and WBTF Sport Administrator to assist in making sure that everything is included and written with clarity prior to distribution. Following approval, the minutes will be sent by the WBTF President or WBTF Secretary to all Technical Advisors, Judges' Representatives, and WBTF Board Members. The Board representative is responsible to get the minutes to the correct people in their country. Minutes to be ready for distribution **45 days** following each meeting.

**Motions**

All Judges Proposals to be approved by the Technical Committee, prior to submission to the WBTF Board of Directors to be passed as a motion.

**All business transactions of the Judges Committee must be approved by the Technical Committee before being implemented.**



## **SCHEDULE OF EXECUTIVE TECHNICAL COMMITTEE, TECHNICAL ADVISOR AND JUDGES REPRESENTATIVE MEETINGS**

### **WINTER MEETING**

The WBTF Executive Technical Committee will meet one day prior to the winter meeting, to prepare the frame, the plan for the next year, the projects and their goals.

Depending on the subjects, it may be necessary to include one or two experts to be in attendance.

The Executive Technical Committee, with approval from the Executive Board, may choose those additional experts to assist them in the work to do, if necessary. These experts will be chosen regarding their skills, their language, their knowledge of the particular subject.

The Executive Technical Director and Chairs will meet with the General Assembly of the Board at the Annual General Winter Meeting to report on projects, and present completed proposals for approval.

The Executive Technical Director and Chairs will meet with the WBTF Board of Directors at its Summer Meeting to report on projects, and present completed proposals for approval.

### **SUMMER MEETING**

The WBTF Executive Technical Committee will meet one day prior to the start of summer meetings, and practice sessions to continue work on all projects and goals.

The Coaches Chair, along with the other officials will develop an agenda and will hold a forum with all interested coaches to inform them on important matters, discuss topics and trends, and to have a question/answer session.

## **WBTF CONTINENTAL AFFAIRS COMMISSIONS**

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### **STRUCTURE OF THE CONTINENTAL AFFAIRS COMMISSIONS**

The commissions will be made up of geographical areas on all continents.

- African Affairs Commission
- Asian Affairs Commission
- Europe Affairs Commission
- Oceania Affairs Commission
- Pan American Affairs Commission

Each commission will consist of 4 executive members from the perspective Region:

- 1) Chair - (elected by the member countries in the Commission for a term of 4 years in line with WBTF Executive positions beginning 2012)
- 2) Vice Chair/Secretary – (elected by the member countries in the Commission for a term of 4 years in line with WBTF Executive positions beginning 2012)
- 3) Technical Chair - (elected by the member countries in the Commission for a term of 4 years in line with WBTF Technical Chair position beginning 2012)
- 4) Judges Chair - (elected by the member countries in the Commission for a term of 4 years in line with WBTF Judges Chair position beginning 2012)

Each position is to be elected by the member countries of the Commission and should consist of at least three different member countries if possible.

### **THE PURPOSE AND AIMS OF THE COMMISSIONS**

The scope of each commission is limited to its geographic territory and all of the development and promotion must be consistent with the WBTF's goals and objectives.

- To develop (or further develop) competitions, clinics and conventions within the commission's region which will be hosted by member countries of the region for athletes, coaches, and judges
- Provide education and certification for coaches and judges
- Develop and promote the sport and the WBTF for present member countries
- Develop and promote the sport and the WBTF to new member countries

### **The WBTF Board of Directors is the final authority on all Continental Affairs Commission Proposals**

**WBTF CONTINENTAL AFFAIRS COMMISSIONS (continued)**

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**COMMISSION CHAIR**

- Reports on all Commission activities to the WBTF Executive Board quarterly
- Leads the meetings of the commission
- Supports new countries
- Develops new competitions/clinics
- Promotes the WBTF for the sport of baton twirling
- Assists the host country with the structure and planning of competitions

**COMMISSION VICE CHAIR/SECRETARY**

- Leads the meetings of the commission in the absence of the chair
- Documents the meetings of the commission
- Communicates minutes and information to member countries of the commission and WBTF Executive Board. Supports new countries
- Assists in the development new competitions/clinics
- Promotes the WBTF for the sport of baton twirling
- Assists the host country with the structure and planning of competitions

**TECHNICAL CHAIR**

- Reports to the WBTF technical chair all aspects of technical issues
- Supports new countries
- Assists in the organization of regional competitions/clinics
- Promotes the WBTF for the sport of baton twirling
- Assists the competition director with the structure and planning of competitions and oversees all technical issues.

**JUDGES CHAIR**

- Reports to the WBTF judges chair all aspects of judges training
- Organises workshops in the region
- Oversees all aspects of the judging process at regional events
- Holds a review panel after the regional competitions

## **WBTF CONTINENTAL AFFAIRS COMMISSIONS (continued)**

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### **COMMISSION MEETINGS**

1. All Continental Affairs Commissions will hold a minimum two-hour separate meeting annually at the WBTF Winter and Summer Meetings
2. The Chairs of each commission will meet and report to the WBTF Executive Board four times annually.
  - a) One time in person prior to the WBTF Summer Meeting
  - b) Three additional times during the year via SKYPE conference (each quarter.)
3. One additional meeting of each Continental Affairs Commission should be scheduled prior to a regional competition or clinic. This meeting should include one member representative from each country, along with the 4 executive members of the region.

If there are no competitions/clinics/conventions scheduled for the year, the meeting should be set up to take place at minimal cost to all countries. (SKYPE conference or video conferencing should be utilized.)

4. To reduce costs elected positions of the continental commission technical chair and judges chair should be representatives of his/her member country in the WBTF Technical and Judges Committees.

### **Minutes**

It is the responsibility of the Secretary to distribute the Continental Affairs Commission minutes to the WBTF President, WBTF Technical Chair, WBTF Judges Chair, WBTF Secretary and WBTF Sports Administrator to assist in making sure that everything is included and written with clarity prior to distribution. Following approval, the minutes will be sent by the WBTF President or WBTF Secretary to all Technical Advisors, Judges' Representatives, and WBTF Board Members. The Board representative is responsible to get the minutes to the correct people in their country. Minutes to be ready for distribution **45 days** following each meeting.

### **THE CHIEF EXECUTIVE OFFICER and COMPETITION DIRECTOR OF THE WORLD CHAMPIONSHIPS AND/OR INTERNATIONAL CUP.**

1. Meetings  
The Chief Executive Officer and/or Competition Director must attend portions of the following meetings upon request:
  - 1) WBTF Board
  - 2) Technical Advisors
  - 3) Technical Advisors and Judges Seminar/Meeting

## **Board of Directors Executive Composition, Eligibility & Election Procedures**

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# **WBTF BOARD OF DIRECTORS**

## **COMPOSITION, ELIGIBILITY AND PROCEDURES**

### **BOARD OF DIRECTORS**

Definition of a Board of Director - An individual who is the President or International Representative in their country, designated by their country to represent the country and vote on behalf of their country, at WBTF Board of Director meetings.

The property and business of the Federation shall be managed by the Board of Directors.

### **WBTF EXECUTIVE BOARD**

#### **COMPOSITION**

The Executive of the Board of Directors is composed of:

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer
- e) Sport Administrator

The President, Vice President, Secretary, Treasurer and Sport Administrator shall constitute the Executive Committee of the World Baton Twirling Federation and shall be responsible for conducting the affairs of the Federation as directed by the members through the Board of Directors.

#### **ELIGIBILITY:**

Only the delegates that have been sent to the World Baton Twirling Federation's Board of Directors meetings, by the member country's National Baton Twirling Association/Federation and recognized by the World Baton Twirling Federation, may be elected for any position on the Federation's Executive Committee.

These delegates must also be a member of their country's National Baton Twirling Association/Federation, recognized by the World Baton Twirling Federation.

New candidates for election must also be a **current** member of their country's National Baton Twirling Association/Federation's Board of Directors, recognized by the World Baton Twirling Federation.

## **Board of Directors Executive Composition & Eligibility, Election Procedures (continued)**

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### Current Executive Officers:

By virtue of these individuals relinquishing the responsibility as the Board Member in their own country, the WBTF does not want to disadvantage these individuals. Therefore, at election time, a current member of the World Baton Twirling Federation's Executive Committee (President, Vice President, Secretary, Treasurer, Sport Administrator) may be nominated for any position open on the WBTF's Executive Committee on the basis of:

- 1) The individual must be in good standing within their own country
- 2) Be nominated by a Board of Director Member.

The newly elected WBTF President may not be a member of their country's Board of Directors, however, be a member in "good standing" with their country.

### **ELECTION WILL TAKE PLACE:**

Elections will take place every four years at the WBTF Annual General Winter meeting of the Board of Directors Committee. (Election years - even numbers, e.g. 2020, 2024, 2028, etc.)

### **NOTE:**

No Executive member can occupy a position on one committee and let their name stand for a position on a different committee within the World Baton Twirling Federation. If they wish to do so, they must vacate the position they currently occupy.

### **CURRENT PRESIDENT NOT RE-ELECTED:**

President becomes Past President.

### Privileges of Past President: (August 2008)

1. The Past President will be provided with a VIP badge to all WBTF competitions, free of charge.
2. The Past President will be invited to all WBTF official receptions, free of charge.
3. The Past President will be given a complimentary WBTF Competition Program
4. The Past President may take part in the deliberations of Executive Committee or Board of Directors meetings, to provide assistance and advice.
5. The Past President will have no vote.
6. The Past President will be responsible for his/her own expenses.
7. The Past President will assist, when possible with the WBTF archives and provide input to the WBTF website.
8. The Past President will assist with the proofing of the WBTF Record Book, when available to do so.

**Technical Committee Executive Composition, Eligibility & Election Procedures**

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**WBTF TECHNICAL ADVISORS COMMITTEE****COMPOSITION, ELIGIBILITY, PROCEDURES**

Definition of a Technical Advisor - An individual who is a Technical Advisor in their country, designated by their country to represent the country and vote on behalf of their country, at WBTF Technical meetings.

**COMPOSITION**

The Executive of the Technical Advisors Committee is composed of:

- a) the Technical Director
- b) a Vice Chair
- c) a Secretary

**ELIGIBILITY:****Current Technical Director:**

By virtue of this individual relinquishing the responsibility as Technical Advisor in their own country, the WBTF does not want to disadvantage this individual. Therefore, the current Chair of the WBTF Technical Committee may stand for re-election on the basis of:

- 1) The individual must be in good standing within their own country
- 2) Be nominated by a Technical Advisor.

**CURRENT TECHNICAL DIRECTOR CHAIR NOT RE-ELECTED:**

Technical Director Chair becomes Past Chair.

**Privileges of Past Chair:**

- 1) This individual may attend all meetings held by the Technical and Judges' Committees, for the period of time this individual holds the office of Past Chair.
- 2) The Past Chair will not have a vote, however may take part in the deliberation of the meetings.
- 3) The Past Chair will not receive reimbursement from the WBTF.

**WBTF Technical Committee Executive  
Composition, Eligibility, Election Procedures (continued)**

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TECHNICAL DIRECTOR CHAIR:

In order to stand for the position of Chair of the Technical Committee, the individual must meet the following criteria:

- 1) be a Technical Advisor
- 2) attended one or more WBTF Technical Committee meetings
- 3) be nominated by a Technical Advisor from a member country

VICE CHAIR, SECRETARY:

In order to stand for the position of Vice Chair or Secretary of the Technical Committee, the individual must meet the following criteria:

- 1) be a Technical Advisor
- 2) be nominated by a Technical Advisor from a member country



**Judges Committee Executive Composition, Eligibility & Election Procedures**

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**WBTF JUDGES REPRESENTATIVE COMMITTEE****COMPOSITION, ELIGIBILITY AND PROCEDURES**

Definition of a Judge's Representative - Must be registered as an active master judge in their country. This individual must be designated by their country to represent the country and vote on behalf of the country at the WBTF Judges Committee meetings.

**COMPOSITION**

The Executive of the Judges Committee is composed of:

- a) a Chair
- b) a Vice Chair
- c) a Secretary

**ELIGIBILITY:****Current Chair:**

By virtue of this individual relinquishing the responsibility as the Judge's Representative in their own country, the WBTF does not want to disadvantage this individual. Therefore, the current Chair of the WBTF Judges Committee may stand for re-election on the basis of:

- 1) The individual must be in good standing within their own country.
- 2) The individual must be a registered, active judge in their own country.
- 3) The individual must have judged at one or more World Baton Twirling Championships.
- 4) Be nominated by a Technical Advisor and/or Judge's Representative.

## **Judges Committee Executive Composition, Eligibility & Election Procedures (continued)**

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### CURRENT CHAIR NOT RE-ELECTED:

Chair becomes Past Chair.

#### Privileges of Past Chair:

- 1) This individual may attend all meetings held by the Judges' Committee, for the period of time this individual holds the office of Past Chair.
- 2) The Past chair will not have a vote, however, may take part in the deliberations of the meetings.
- 3) The Past Chair will receive no financial reimbursement from the WBTF.

### CHAIR:

In order to stand for the position of Chair - Judges Committee, the individual must meet the following criteria:

- 1) be a Technical Advisor and/or Judge's Representative
- 2) have judged at one or more World Baton Twirling Championships
- 3) be nominated by a Technical Advisor and/or Judge's Representative from a member country.

### VICE CHAIR, SECRETARY:

In order to stand for the position of Vice Chair or Secretary, of the Judges Committee, the individual must meet the following criteria:

- 1) be a Technical Advisor and/or Judge's Representative
- 2) be nominated by a Technical Advisor and/or Judge's Representative from a member country.

## **WBTF ELECTION PROCEDURE:**

The Elections will take place in the following order:

Executive Board  
Continental Commission Officials  
Executive Technical Committee

This procedure pertains to all official positions: Executive Board, Continental Commission positions and the Executive Technical Committee.

1. The WBTF Board of Directors will select a Nominating Chairperson six months in advance of elections. Any member selected remains eligible for nomination.
2. The Nomination's Chairperson will e-mail Board, Technical and Judges Committee members out a request for nominations for all Executive positions and Continental Commission positions 120 days in advance of the Annual General Meeting.
3. Eligibility of Candidates: refer to "Elected Officers - WBTF Manual, Policies and Procedures,
4. Nominations must be received 60 days in advance of the meeting.
5. The Nomination's Chairperson, who will then confirm the nominee's acceptance to stand for office.
6. The list of candidates nominated for each position will be sent to all eligible voters 45 days in advance of election date.
7. Nominations may not be accepted from the floor.
8. On the day of the meetings, the President will request that the Secretary for each specified committee, read the roll call of eligible voters.
9. The Nomination's' Chairperson will submit and read the Nominations Report listing all candidates.
10. The Nominations' Chairperson will review the rules of election:
  - ✓ Candidate requires 50% plus one (50% + 1) of votes cast to win the elections. Example: (18 Eligible votes would require 10 votes to win.) Only eligible full member country delegates are eligible to vote. One vote per country.
  - ✓ If there are more than two candidates nominated for one position, the candidate receiving the lowest number of votes will be removed from the ballot after the first vote, unless one candidate receives a 50% plus one majority.
  - ✓ Voting continues until one candidate receives 50% plus one.
  - ✓ An individual may be nominated for more than one office but must withdraw from further positions upon election.

## Election Procedures (continued)

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- ✓ No individual can occupy a position on one committee and let their name stand for a position on a different committee within the World Baton Twirling Federation. If they wish to do so, they must vacate the position they currently occupy.
- ✓ A seconder is not required for nominations
- ✓ If the Nomination's Chairperson is an eligible voter, he/she may exercise that right to vote
- ✓ In the event of a tie, the Nomination's Chairperson does not have a second vote and the Board of Directors will continue to conduct a vote until a winner is declared

## EXECUTIVE BOARD ELECTION PROCEDURE:

1. The President of the Board of Directors will step down and ask the appropriate individual to conduct the elections
2. The Nomination's Chairperson will read out the list of candidates. Elections will be held in the following order:  
BOD Executive: President, Vice President, Secretary, Treasurer,  
Sport Administrator
- 3.. Voting is done by Secret Ballot. Ballots will be handed out and a voting will take place
4. Ballots will be collected and counted. Board of Directors elections will be counted in front of board members.
5. Results will be written on a flip chart or chalk board:  
Number of votes needed to win equal -  
Number of ballots cast equal -  
Number of abstentions equal -  
Number of ballots spoiled equal -  
The results are:  
The winner:
6. Balloting will continue until all positions are filled
7. If there are no challenges the Nomination's Chairperson will entertain a motion to destroy the ballots.
8. The newly elected Executive will take office upon completion of that year's World Championships.

## **CONTINENTAL COMMISSION OFFICERS ELECTION PROCEDURE:**

### **CONTINENTAL COMMISSION POSITIONS:**

Positions for each Continental Commission are: Chair, Secretary, Technical and Judges Chair.

Positions should be country representatives on the Board, Technical and Judges Committees.

Voting will follow the same procedure as the Executive Board Elections.

## **EXECUTIVE TECHNICAL COMMITTEE ELECTION PROCEDURE:**

### **FIRST ROUND VOTING:**

- To elect the nominated candidates for Technical Director and Technical Vice Chair.
- The highest number of votes determines the Technical Director position, the next highest number of votes determines the Technical Vice Chair.
- If there were additional candidates who were not elected in the first round voting they will then stand for one of the Member-at-Large positions in the last round of voting.

### **SECOND ROUND VOTING:**

- To elect the nominated candidates for Judges Chair and Judges Vice Chair.
- The highest number of votes determines the Judges' Chair position, the next highest number of votes determines the Judges' Vice Chair position.
- If there were additional candidates who were not elected in the second round voting they will then stand for one of the Member-at-Large positions in the last round of voting.

### **THIRD ROUND VOTING:**

- To elect the nominated candidates for Coaches' Chair and Coaches' Vice Chair.
- The highest number of votes determines the Coaches' Chair position, the next highest number of votes determines the Coaches' Vice Chair position.
- If there were additional candidates who were not elected in the third round voting they then stand for one of the Member-at-Large positions in the last round of voting.

### **FOURTH ROUND VOTING:**

- To elect the remaining three Member-At-Large positions:
- The highest number of votes determines the three Member-at-Large positions.

## Elected Officers (continued)

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### **VACATION OF OFFICE:**

#### Board of Directors - Executive Board

1. If a vacancy or vacancies occur(s) on the Executive Board, the President/Chair shall have the power to name a replacement(s) to fill the position(s) vacated, with the Board of Director's approval. The appointed individual(s) shall serve only until the next Annual General Meeting of the Federation, at which time the position(s) shall be declared vacant for the unexpired term. An election shall be held at this time.
2. If the position of President becomes vacant during his/her term of office, the Vice President shall become Acting President and shall serve only until the next Annual General Meeting of the Federation, at which time the position shall be declared vacant for the unexpired term of the President. An election shall be held at this time.

#### Executive Technical Committee

If a vacancy or vacancies occur(s) on the Executive Technical Committee, the Director of the Technical Committee shall have the power to name a replacement(s) to fill the position(s) vacated, with the approval of the Technical Advisors. The appointed individual(s) shall serve only until the next Annual General Meeting of the Federation, at which time the position(s) shall be declared vacant for the unexpired term. An election shall be held at this time.

## **CONDUCT SUBJECT TO DISCIPLINARY ACTION**

All Officers, member country Delegates, Technical Advisor/Delegate, Judges and Athletes:

Any conduct which conflicts with the Constitution, By-Laws and/or Policies and Procedures of the World Baton Twirling Federation will be subject to a penalty.

The conduct described below illustrates the type of conduct that will not be tolerated. The conduct described is not a comprehensive list of the conduct which may be subject to penalty.

1. Conduct which interferes with or obstructs WBTF authorized activities including meetings, world championships, seminars, clinics or disciplinary actions.
2. Conduct which violates any of the rules and regulations published by the WBTF
3. Specific conduct which will not be tolerated includes vandalism, unethical behaviour, fighting, use of alcohol, abuse of illegal drugs, theft, infliction of bodily harm, unsportsmanlike conduct.
3. Non-compliance with the WBTF & World Anti-Doping Codes

The following penalties may be imposed by the Discipline Committee, Appeals Committee, the WBTF Board of Directors, and the WBTF Disciplinary Council.

1. Written reprimand
2. Public apology (in writing and/or verbal)
3. Temporary release/suspension.
4. Dismissal or withdrawal from nominated position and/or the World Baton Twirling Federation.
5. Permanent suspension from the World Baton Twirling Federation.

## DISCIPLINE PROCEDURES

### **First Instance: WBTF Disciplinary Committee**

1. A charge of the breach of the provisions of the Constitution, By-Laws or of the Policies and Procedures, made by an Officer, member country Delegate(s), Technical Advisor/Delegate or Official Judge against an Officer, member country Delegate(s), Technical Advisor/Delegate, Official Judge, or athlete must be made in writing and signed by the complainant.
2. A complaint must be filed with the Secretary of the Executive Committee, Board of Directors (BOD), World Baton Twirling Federation within forty-eight (48) hours of the conduct complained of and the identification of the person whose conduct is being questioned. Specific details must follow within fifteen (15) days.
3. The Secretary shall within five (5) days of receipt of complaint, acquaint the President of the Federation with the nature of the allegation(s), giving relevant detail.
4. The President must within ten (10) days, convene a WBTF Disciplinary Committee chaired by the Vice President, Executive Committee (BOD), and other appointed WBTF Disciplinary Council Members, as needed, and shall in the first instance examine the written allegations. The committee may request written documentation from other member countries regarding these allegations. Personal conversation with the accused shall take place, e.g.- conference call if necessary.
5. The WBTF Discipline Committee shall within fifteen (15) days submit a written report stating their findings and recommendations to:
  - a) Accused person(s)
  - b) Complainant
  - c) Executive Committee (BOD)

### **Appeal:**

6. If the accused does not accept the findings of the Discipline Committee, he/she file a "Notice of Appeal" with the Secretary, Executive Committee (BOD). The appeal must be filed, in writing, within ten (10) days of the decision of the Discipline Committee. The notice will include:
  - a) a summary of the decision appealed
  - b) the grounds for the appeal
  - c) the suggested resolution of the appeal
7. The Secretary shall within five (5) days of receipt of "Notice of Appeal" from the accused, inform the President of the Federation.



**Discipline Procedures (continued)**

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8. The President must within ten (10) days, convene an Appeals Committee and appoint two (2) members of the elected Officers of the Federation, one of which may be the Vice President. The President shall chair the Appeals Committee.
  
10. The Appeals Committee shall examine:
  - a) the Discipline Committee's written report
  - b) the "Notice of Appeal" submitted by the accused individual(s)
  
11. The Appeals Committee shall within fifteen (15) days, make one of the following decisions:
  - a) to enforce the recommendation(s) of the Discipline Committee. In this case, the secretary shall inform the accused individual(s) of the findings of the Appeals Committee
  
  - b) to state a 2<sup>nd</sup> instance appeal is warranted. In this case, the accused individual(s) and the complainant shall be informed, in writing, by the Secretary that the appeal is being sent on to the WBTF Disciplinary Council.

**Discipline Procedures (continued)**

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**Second Instance: The WBTF Disciplinary Council**

The WBTF Disciplinary Council hears and decides upon appeals against any decision of the WBTF Disciplinary Committee and WBTF Appeals Committee.

Before any issues and formal complaints may be submitted to the WBTF Disciplinary Council for appeal, a formal complaint must have been submitted to the WBTF Disciplinary Committee who must have decided on the issue as a first instance or – should there be no formal decision – has not taken any required actions and/or measures.

**Procedures for Filing Complaint:**

Any complaint to be submitted to the WBTF Disciplinary Council by the complainant must be in writing.

The complaint must include at least the following information/details:

- Full name, address and contact details of the complainant;
- Explanatory statement setting out why the complainant considers himself to be actively legitimated to submit the complaint;
- Clear designation of the defendant;
- Cause of action;
- Description of the facts of the case;
- Detailed designation of the rule(s), code(s), etc. alleged to be breached in second instance, and a description of the decision/sanction imposed on the complainant in second instance;
- The complaint has to be submitted to the Chair of the WBTF Disciplinary Council electronically (e.g. by means of Email and/or a data processing medium);
- In order that a complaint may be successfully submitted to the WBTF Disciplinary Council, an advance payment of **USD 250.00** towards the costs must be transferred into the account of the WBTF in favour of the Disciplinary Council.

**Discipline Procedures (continued)**

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**Time Limit**

Any complaint submitted to the WBTF Disciplinary Council must be made within a time limit of four weeks (28 days) since the alleged misconduct/misbehavior has taken place or since the complainant has been made aware of the relevant incident. The absolute limitation period shall be 12 months (one year).

**Procedures of the WBTF Disciplinary Council:**

The WBTF Disciplinary Council works according to the following general principles:

- The Disciplinary Council normally communicates via Email and conveys decisions in writing, purely based on documentation evidence;
- Within 14 days after the filing of the complaint, the Chair designates a so-called “Chamber in Charge”, handing over the full documentation to the Chamber Chair;
- The responsible Chamber Chair officially informs the defendant and the two designated members of the Chamber in Charge about the complaint by forwarding the full documentation received and allows the defendant 14 days to submit a formal statement of defense in writing;
- After having received the statement of defense, the complainant will be attributed 14 days to draft and file a Reply, if any;
- Should the complainant file a Reply, the defendant will be allowed further 14 days to draft and file a Rejoinder, if any;
- Having received and reviewed the complaint, the defense, in writing, as well as the Reply and the Rejoinder, if any, including the respective documentation and evidence the Chamber in Charge will render a formal decision;
- The Chamber in Charge is however eligible to obtain further evidence, statements and/or information from third parties;
- The formal judgment/decision includes a provision regarding the costs of the proceedings;
- Up and until the formal judgment is rendered by the Chamber in Charge, the Disciplinary Council treats the complaint as confidential;
- In exceptional cases, the Chamber in Charge may meet in person and discuss the case face to face;
- The Chamber in Charge decides by majority;
- After having rendered the formal judgment, the Chair of the Chamber in Charge is responsible that the reasons for the decision are noted in writing and officially pronounced;
- Any rendered judgment of the WBTF Disciplinary Council will be officially published on the WBTF webpage;
- In order to protect the privacy of the involved parties, the WBTF Disciplinary Council may decide not to disclose the names of the involved parties.

**Discipline Procedures (continued)**

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**Costs & Expenses**

In addition to the imposed measures & sanctions, the WBTF Disciplinary Council is entitled to assign the related costs of the proceedings.

As a general rule, in the proceedings before the WBTF Disciplinary Council the party, which is not the prevailing party, will have to bear the costs of the proceedings.

The minimum costs for any proceedings in front of the WBTF Disciplinary Council are as follows:

- USD 125.00 where the Disciplinary Council was reprimanding someone;
- USD 250.00 in all other cases

In addition, the Disciplinary Council will attribute all related and necessary expenses.

**Appeal:**

Any formal decision taken by the WBTF Disciplinary Council in its role as **Second Instance** may be submitted exclusively by way of appeal to the Court of Arbitration of Sport (CAS) in Lausanne, Switzerland, which will resolve the dispute definitively in accordance with the Code of Sports-related Arbitration. The period allotted for an appeal, if any, shall be 21 days after the receipt of the decision of the WBTF Disciplinary Council. However, filing an appeal for such a decision does not suspend or affect the WBTF Disciplinary Council's decision, which shall remain in full force until the Court of Arbitration has taken its respective decision. All costs must be paid by the complainant.

**Measures & Sanctions and Costs & Expenses**

Based on the impact of the misconduct and the degree of the individual fault and responsibility, the WBTF is entitled to impose the following measures & sanctions:

- Reprimand;
- Ban of a person or persons from participating in any WBTF competition for a certain period of time;
- Ban of a person or persons from organizing any WBTF competition for a certain period of time;
- Revocation of any license or certification issued by the WBTF for a certain period of time;
- Revocation of any license or certification issued by the WBTF, by granting the possibility to reacquire the respective license/certification at a later stage in time;
- Final revocation of any license issued by the WBTF;
- Final revocation of all WBTF licenses;
- Prohibition to accept any formal position within the WBTF for a certain period of time or forever;
- Administrative fine up to an amount of US \$5,500.00, which will be allocated to a special fund supporting the WBTF competitors and athletes in need;
- The various measures & sanctions may be combined.

## Discipline Procedures (continued)

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### **HOST COUNTRY DISCIPLINE**

Any member country, hosting the World Baton Twirling Championships or International Cup and found violating the World Baton Twirling Federation Constitution, By-Laws and/or Policies and Procedures will be bound to the "CONDUCT SUBJECT TO DISCIPLINARY ACTION" (refer to Policies and Procedures Manual - Section One).

Other reasons for disciplinary action:

- i. Failure to fulfil expected assignments and obligations in administering the World Baton Twirling Championships or International Cup.
- ii. Publishing or conveying results of tabulation before proper authorization to do so has been granted by the President and/or Chair of the Technical and Judges Committees, or in accordance with our Rules and Regulations of the World Baton Twirling Championships or International Cup.

Any member country, hosting the world baton twirling championships must adhere to World Baton Twirling Federation rules and regulations. Where no rule or regulation is covered by the World Baton Twirling Federation, the Organizing Committee must consult with the President and/or Chair of the Technical/Judges Committees for a decision and/or ruling. Failure to comply will result in disciplinary action against the Host Country.

## ANTI-DOPING POLICY

### Anti-doping movement of World Anti-Doping Code

Fundamental principle of each Associate Member of the World Baton Twirling Federation (WBTF) supports the policies of the International Olympic Committee (IOC) in seeking clean sport, with equal chances for all participants, by means of the anti-doping program of the World Anti-Doping Agency (WADA). The WBTF, as a WBTF Associate Member, must have statutory jurisdiction over their sport it represents and is obliged to accept and implement in full the World Anti-Doping Code (WADC).

Obligation to establish rules and policies to be Code compliant.

Each Associate Member shall establish rules, procedures and practices, written into its own Statutes (Constitution) and By-laws, to comply with the WBTF Statutes and WBTF Anti-Doping Code and shall have a continuing obligation to govern its own organization and activities (including anti-doping testing) to remain in compliance with the WBTF Anti-Doping Code, World Anti-Doping Code and Olympic Charter.

The obligatory amendment of the Statutes of the Associate Member must include, as a minimum, the following wording:

**Preamble:** The WBTF is the international federation governing all aspects of the sport of baton twirling worldwide, either directly or through its national member bodies.

**Membership:** Members of WBTF must agree to and accept the principles of the IOC and World Anti-Doping Code and its International Standards as well as the WBTF Statutes and WBTF Anti-Doping Code and related Procedures as a condition of membership, requiring all athletes, athlete support personnel and other officials within their jurisdiction to recognize and be bound by these rules and procedures, and to abide the decisions and instructions of the WBTF Anti-Doping officials.

All athletes and adjudicators participating in the World Baton Twirling Championships must sign and submit the **WBTF Athletes' Standards Of Ethics Form And Consent Form**, along with the Member Country's Entry Form.