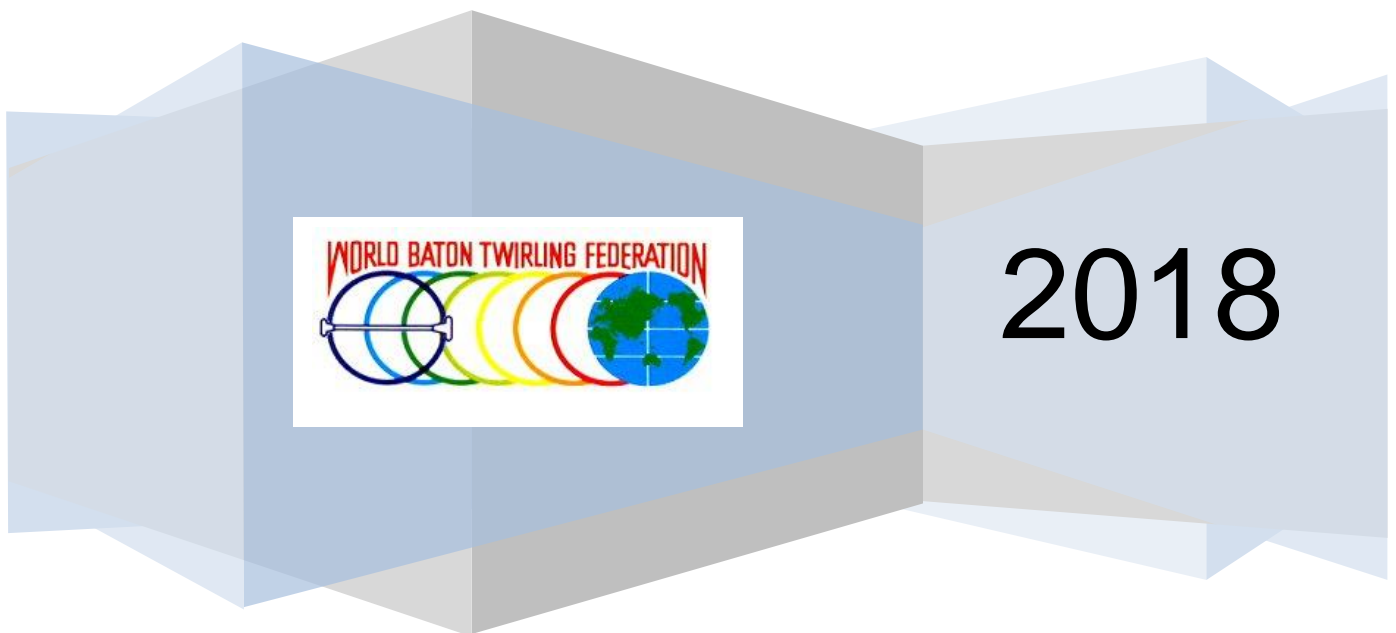


GENERAL POLICIES & PROCEDURES

SECTION 4



AWARDS OF DISTINCTION

The World Baton Twirling Federation may present Awards of Distinction upon any person or company, who in any capacity has rendered particularly outstanding service to the cause of baton twirling internationally. These awards shall be granted by the Board of Directors at the summer Annual General Meeting.

A suitable inscribed plaque will be presented to the recipient(s).

HONORARY MEMBER

An Honorary Member is a person who has given special services to baton twirling, in particular, to the World Baton Twirling Federation. This title is attributed, upon a decision and vote of the Board of Directors at the summer Annual General Meeting.

PRIVILEGES:

Honorary members have the right to free entry to competitions of the World Baton Twirling Federation and to join official receptions.

Upon invitation by the President and/or Board of Directors, the Honorary Member may be invited to attend official meetings.

The individual may take part in deliberations on specific issues, if invited by the President, however, will not have any voting rights.

HONORARY MEMBERSHIP EFFECTIVE DATE:

(Approved 2008 Summer Board Meeting)

Any individual nominated by WBTF Committee member(s) and accepted by the Board of Directors for Honorary Membership, become effective following the end of the individual's active participation as a Member of the Board or on any WBTF Committee.

Honorary Members should not be an ACTIVE member of the Board or any committee.

SPECIAL ATHLETE AWARD

AMENDMENT TO BOARD MOTION NO. 28 – SPECIAL ATHLETE AWARD Summer Meeting '08 (Approved April 2008)

Due to the split of the World Baton Twirling Championships from the International Cup, effective 2009, the Board members decided that the 10 year Special Athlete Award for participating in the World Baton Twirling Championships be eliminated, due to the Worlds and Int'l Cup being split as of 2009.

The Board also recognized that we must not forget athletes who are close to receiving this award as a result of the World Baton Twirling Championships being held every year.

Amended Proposal:

Effective 2009, a Special Athlete Participation Award will be given to any athlete who has competed in 5 International Cups and/or World Baton Twirling Championships. In 2009, this only applies to those athletes who have never been recipients of the former 10 year Special Athletes Participation Award.

Beginning 2010, a Special Athlete Participation Award will be given to any athlete who has competed in 5 World Championships. This only applies to those athletes who have never been recipients of the former 10 year Special Athletes Participation Award.

Beginning 2011, a Special Athlete Participation Award will be given to any athlete who has competed in 5 International Cups. This only applies to those athletes who have never been recipients of the former 10 year Special Athletes Participation Award.

Proposed – The Executive
Effective– 2009

For example: The WBTF would recognize any athletes who have competed in the World Baton Twirling Championships for 5 or more years as of 2009.

WBTF CERTIFICATES: ATHLETE RECOGNITION CERTIFICATE

Approved August 2009:

1. The five (5) years do not have to be consecutive.
2. A framed WBTF "Athlete Recognition Certificate" will be presented to athletes who have competed at the World Baton Twirling Championships for 5 or more years (the five (5) years do not have to be consecutive) and have won 3 or more gold medals. The gold medals could be won in any WBTF events, e.g. Junior Women Senior Pairs, Team.

CODE OF ETHICS

CHARACTER DEVELOPMENT

1. All Officers, member country Delegates, Technical Advisor/Delegate and Judges must agree to abide by all rules and regulations of the World Baton Twirling Federation.
2. All Officers, member country Delegates, Technical Advisor/Delegate and Judges shall make every effort to encourage good sportsmanship among athletes, judges, coaches, parents and other World Baton Twirling Federation members.
3. All Officers, member country Delegates, Technical Advisor/Delegate and Judges shall not make false claims against the World Baton Twirling Federation.

PROFESSIONALISM:

1. All Officers, member country Delegates, Technical Advisor/Delegate and Judges shall conduct themselves in a respectable manner.
2. All Officers, member country Delegates, Technical Advisor/Delegate and Judges shall use discretion in commenting, directly or indirectly on ethics of other member countries.
3. All Officers, member country Delegates, Technical Advisor/Delegate and Judges shall conduct themselves in a sportsmanlike manner at all meetings, world championships, seminars, clinics or events when representing the World Baton Twirling Federation.

CORRESPONDENCE - OFFICIAL

A copy of WBTF "official" papers (correspondence) will be sent to each member country. The copies to be sent to the Board members and to the Technical Advisor. One complete copy to be sent to the WBTF President, Technical Chair and Judges' Chair.

DOCUMENTS - OFFICIAL

(Approved 2005 Summer Board Meeting)

All official WBTF documents, including the Host Country's Official Program for the World Baton Twirling Championships/International Cup and the WBTF Record Book must include the WBTF logo in full colour, on the front cover.

CORRESPONDENCE

In order to conduct the business of the World Baton Twirling Federation, during the interim between WBTF meetings, correspondence to Board members is required by e-mail/ Decisions requiring a vote by the Board of Directors may also be conducted via e-mail during this period of time.

USE OF WBTF LOGO

Permitted use of the WBTF logo are as follows:

On National Member Federation's Official Website:

The WBTF designation may be reproduced only once (WBTF Logo and must state class of membership i.e. Full, Associate, or Provisional)

In the National Member Federation's Official Publications:

The WBTF designation may be reproduced only once (WBTF Logo and must state class of membership i.e. Full, Associate, or Provisional)

At the National Member Federation's Official Events:

The WBTF designation may be reproduced only once (WBTF Logo and must state class of membership i.e. Full, Associate, or Provisional)

National Member Federations may not display the WBTF Logo/Flag/Banner in the event area without approval and sanction by the WBTF.

DEFINITION OF A BATON

Approved August 2015:

A standard baton is a chrome-plated steel shaft with varying size weights in either end.

The weights are either pounded or pressure fitted.

The weights are covered with a white ball (the large end) and a small white rubber tip covering the other end.

Various batons have various balance points depending upon size and weight.

Most batons come in sizes from 14 to 32 inches and are either 3/8 inch in diameter or 7/16 inch in diameter. Some batons are available in 5/16 inch diameter.

IN METERS: Most batons come in sizes from 35.56 cm to 81.28 cm and are either .9525 cm in diameter or 0.00763582 cm in diameter. Some batons are available in 0.00545415 cm diameter.

The normal standard baton weighs about 8 ounces (or 0.226796 kilograms) – the length would also enter into the weight.

USE OF GRIP TAPE ON BATONS

Approved August 2015:

The use of grip tape is optional.

Grip tape can cover up to ½ of the shaft, divided equally from the center.

Grip tape can be applied in solid, striped or spiral fashion.

Tape can be of any color (s).

Inside a Pair, Team or Group, the grip tape must be the same.

ENFORCEMENT OF BATON PENALTIES

Approved August 2015:

Check of the baton should be done by the Floor Monitor, before entering the floor for competition, each round.

The rule applies only for the World Championship and the European Championship.

VENUE REQUIREMENTS

Regarding Minimum Ceiling Height Updated August 2013

Due to problems finding Venues/Arenas and to avoid waivers regarding heights, the minimum ceiling height be changed from 15 meters to 13 meters.

Exception: 11 meter minimum for European Cup only.

FOOD REQUIREMENTS

Food and beverages should be available for purchase for athletes as well as spectators during the competition and during any long sessions that require the attendance of the athletes, such as music tests, rehearsals, etc.

- ❑ Prices of food should be as reasonable as possible.
- ❑ Food items and beverages should be of a sufficient variety and quantity.
- ❑ Food should be sold in a location or locations convenient for the athletes and spectators.
- ❑ Food must be available during rehearsals, competition, clinic (if applicable).

LIABILITY INSURANCE REQUIREMENT

Host Country is responsible for the following insurance coverage for all activities prior to and during the World Baton Twirling Championships and International Cup:

- ❑ Accident Insurance (per person) - Death, Invalid
- ❑ General Liability Insurance:
 - 1. **Basic Limit of Liability**
 - USD 1,000,000 Any one **Claim** and in the annual aggregate
 - 2. **Additional Insured:** WBTF requires the host country to name the WBTF as additional insured on its General Liability policy for the event. WBTF to receive a certified copy of policy stating such, at least 90 days in advance of the event.

WORLD BATON TWIRLING FEDERATION INSURANCE FEE

Effective from January 31st. 2013

All WBTF members must pay an insurance fee annually to subsidize the cost of WBTF's Liability Insurance Policy. This amount will be added on to the annual membership invoice and will show as an Insurance fee.

FOUL OR ABUSIVE LANGUAGE

At all World Baton Twirling Championships, any participating athlete, officer, member country delegate(s), technical advisor/delegates or judges are prohibited from using foul or offensive language at any time in the competition area. Repeated violations may result in possible suspension of the individual, by the Board of Directors of the World Baton Twirling Federation.

I N G E N E R A L

During any event in which the World Baton Twirling Federation takes part in, if any situation occurs which is not covered by the World Baton Twirling Federation Constitution, By-Laws, Policies and Procedures manual, the incident shall be directed to the Executive Committee of the Board of Directors. A meeting of the Executive Committee shall be called by the President to address the issue(s). Decision(s) will be made by the Executive members or referred to the Board of Directors of the WBTF for further action.

WAIVER OF LIABILITY REQUIREMENT

All athletes participating in a WBTF competition must sign and submit the **WBTF Athletes' Liability Waiver Form**, along with the Member Country's Entry Form.

Waiver/Indemnity of Liability: I agree to assume the risk that may occur to me, my child or my group as a result of participation in a WBTF sanctioned event. I further agree to indemnify and hold the WORLD BATON TWIRLING FEDERATION, its agents or employees harmless from any loss they may sustain as a result of injury to me (or my child or my group) as a result of my participation in WBTF events. I have read the "Parents/Legal Guardians Responsibilities" and as a condition for the WBTF's acceptance of my child's (or my) entry in a WBTF event, I agree to abide by and perform each of the duties that are set forth in that statement. FORM MUST BE SIGNED.

SIGNATURE: _____

(Guardian) DATE: _____

PREGNANT ATHLETE POLICY

1. WBTF policy requires that pregnant athletes disclose their pregnancy status to the person in their country in charge of medical information for the event, and provide confirmation that she has private medical travel insurance in place that will cover her as a pregnant athlete;
2. The policy also include a requirement that the pregnant athlete produce to her country president, or designated official in charge of medical information, a letter from her physician confirming that it is safe for her and her unborn child for her to compete in the event;
3. This procedure is to be included in the WBTF online waiver; and
4. WBTF will hold the medical information in strict confidence, unless it must be disclosed to medical personnel in the event of an emergency where it is necessary and required to disclose this information to the attending medical personnel.
5. The WBTF online waiver includes a section that reads as follows:
"For female athletes only: I acknowledge that should I intend to compete in a WBTF competition while pregnant, I shall notify my country's designated official in charge of medical forms. Prior to the event, I shall provide to that person a letter from my physician confirming that it is safe for me and my unborn child for me to compete in the event. I shall also provide confirmation that I have medical travel insurance in place that covers me as a pregnant competing athlete. I consent to my pregnancy status being disclosed to emergency personnel at the event, should a medical emergency require it to be disclosed."

Winter Meeting – January 2016

EMERGENCY PROCEDURES POLICY

The WBTF Emergency Procedure Policy for WBTF Championships and Cup Events shall be as follows:

1. The host organization shall be responsible to provide to each competing country an emergency procedures protocol.
2. Emergency procedures protocol shall include, but not be limited to (a) locations of medical, dental and pharmacy facilities. (b) How to contact emergency responders (i.e. police, ambulance, first responders.) (c) information on cost, insurance or payment requirements or medical treatments or needs (d) an emergency response protocol for accident or injuries taking place in the venue facility or practice facilities (e.g. evacuation procedures, treatment procedures) (e) Any other information necessary to ensure the attending countries are informed of local emergency procedures.
3. The emergency procedures protocol shall be submitted by the host country to the WBTF within one month prior to any scheduled practice times beginning, so to permit the attending countries to familiarize themselves with the protocol.

Effective January 2015

STAY TO PLAY POLICY

For all WBTF events, all countries official delegation members (athletes, coaches and judges) are required to stay in the designated lodging options provided by the host country when the host country stipulates it is a condition of event sponsorship.

Penalty

Participants who do not comply with the policy shall be denied badge holder rights.

The WBTF has the right to deny entry.

However, should there be circumstances where a participant is unable to stay in a host hotel, having made every effort to comply, then it shall apply to the WBTF for an exemption from this penalty which exemption shall not be unreasonably denied.

Reasons for Exemption

Will be addressed and considered by the Host Country and the WBTF Executive Board.

MEETINGS

AUTHORIZATION TO CANCEL SCHEDULED MEETING

Approved, August, 1999 - Effective – Immediately

Upon member countries receiving official information pertaining to scheduled WBTF meeting dates and times, no meeting may be cancelled without the approval of the WBTF President. Member countries must be given appropriate notice if any meetings are being cancelled.

FACILITIES - MEETING ROOMS:

SUMMER MEETINGS

The host country is financially responsible for the costs of all meeting space for the summer meetings, including the International Clinic.

Considerations are: space required, equipment required, comfort, proximity to competition.

Effective January 1994:

The Host Country must supply sufficient number of meeting rooms, as per the request of the WBTF. The number of rooms is to be determined by the meetings scheduled by the W.B.T.F., e.g. Executive Board Meeting (Monday), 2 days of Board meetings (Tuesday and Wednesday), Technical and Judges meetings (Tuesday and Wednesday.)

Effective January 2002:

As a result of the WBTF eliminating the “Sanction Fee” for a member country to host the World Baton Twirling Championships, the Host Country will be responsible for the following:

INTERNATIONAL CUP:

1. Entire cost for all of the meeting rooms, practice facilities, and International Clinic required by the WBTF.
2. Equipment requirements by WBTF Committees’ during meetings and during the championships, e.g. – AV Equipment, flip charts, etc.
(see chart of room requirements)

3. International Cup Competition and International Clinic is a combined 5-day Format. The host country is responsible for providing a suitable facility for the International Cup & Clinic.

Effective Immediately: January 2014

WORLD CHAMPIONSHIPS:

4. Entire cost for all of the meeting rooms, practice facilities, and International Clinic required by the WBTF.
5. Equipment requirements by WBTF Committees' during meetings and during the championships, e.g. – AV Equipment, flip charts, etc.
(see chart of room requirements)
6. World Championships and International Clinic is a combined 4-day Format. The host country is responsible for providing a suitable facility for the World Championships & Clinic.

Effective Immediately: January 2014

SUMMER MEETING DATES

COMMENCEMENT OF SUMMER MEETINGS - BOARD OF DIRECTORS

As per **Board Motion #14 – Summer Meeting 2012, Villebon sur Yvette, France**

All WBTF Summer Board of Directors, Technical, and Judges Committee meetings at the World Championships or International Cup will be shortened to 1 to 2 period for update information and short business on Monday and Tuesday, prior to the competition. The actual scheduled to be determined as needed.

- The Continental Affairs Commissions may hold a meeting prior to Monday or following Tuesday, if needed.
- The Judges Focus Meeting for the competition will be held on Wednesday prior to the start of the competition.
- Members of the Board will commence their Annual General Meeting on Tuesday, instead of Monday, however, depending on scheduling, the President has the authority to start meetings, prior to the Monday or as need be.

SUMMER MEETINGS – TECHNICAL & JUDGES’ COMMITTEE

(Approved Summer Meeting 2008)

PRESENTATION OF TECHNICAL/JUDGES MOTIONS TO BOARD OF DIRECTORS:

All motions presented by the Technical and Judges Committees must be presented to the WBTF Executive Board Committee members before going forward to the Board of Directors. The President will call a meeting of the Executive Committee members and the Technical/Judges Chairs to discuss the motions, before presenting to the Board of Directors.

FINAL AUTHORITY REGARDING MOTIONS FROM TECHNICAL & JUDGES’ COMMITTEE

The Board of Directors is the final authority on all decisions of the World Baton Twirling Federation.

COACHES MEETING

Effective – 2000 Worlds

The WBTF will host a Coaches meeting, to be held on the first or second day of Music Tests. The meeting is to be held at an appropriate time, at a designated place. All coaches who are members of the WBTF are welcome. The topic for discussion will be announced ahead of time. The meeting room is to be funded by the WBTF. The host country will be responsible for arranging the venue for the meeting room.

MEETING DATES/COMPETITION SITE/HOTELS

The Host Country will provide member countries with the following information, ONE YEAR PRIOR to hosting the championships (preferably at the WBTF Annual General Meeting):

- 1) Exact dates - board and technical meetings, - commencement of competition
- 2) Competition site (town, city, country)
- 3) Hotel headquarters (preferably near competition site)
- 4) Hotels available and established room rates

The above responsibilities may be through the Host Country’s Liaison Officer.

SUMMER MEETING ROOM CHART

FOR INTERNATIONAL CUP

| DATE | # OF MEETING ROOMS | TIME | MEETING | SETUP | # OF ATTENDEES |
|---------------------|--------------------|--------------------|--|--------------------|----------------|
| 1st Saturday | 1 | 9:00 am - 8:00 pm | WBTF Judges Workshop | Classroom | 25 ppl |
| 1st Sunday | 3 | 9:00 am - 6:00 pm | WBTF Judges Workshop | Classroom | 25 ppl |
| | | 9:00 am – 4:00 pm | WBTF Executive Technical Committee Meeting | Hollow Square | 15 ppl |
| | | 1:00 pm - 5:00 pm | WBTF Registration | 8 tables perimeter | Flow |
| | | 5:00 pm - 9:00 pm | WBTF Executive Board with Technical Director, Judges & Coaches Chair | Dinner Meeting | 8 ppl |
| Monday | 3 | 9:00 am - 5:00 pm | WBTF Registration | 8 tables perimeter | Flow |
| | | 9:00 am – 12:00 pm | WBTF Executive Board Officers | Conference | 8 ppl |
| | | 1:00 pm - 2:00 pm | WBTF Audit Committee Meeting | Conference | 8 ppl |
| | | 2:00 pm - 5:00 pm | Continental Affairs Meeting - Europe | Hollow Square | 20 ppl |
| | | 2:00 pm - 5:00 pm | Continental Affairs Meetings – Pan Pacific | Hollow Square | 20 ppl |
| Tuesday | 2 | 9:00 am - 5:00 pm | WBTF Board of Directors Meeting | Hollow Square | 30 ppl |
| | | 9:00 am - 5:00 pm | Intl Cup Judges Focus Meeting | Classroom | 25 ppl |
| 2nd Monday | 1 | 9:00 am - 1:00 pm | WBTF Judges Review | Classroom | 25 ppl |

Other Functions

| | | | | | |
|----------------|----------|-------------------|----------------------|-------------|---------|
| Monday | 1 | 7:00 pm - 9:00 pm | WBTF Athlete's Party | Rounds of 8 | 200 ppl |
| Tuesday | 1 | 7:00 pm - 9:00 pm | VIP Reception | Rounds of 8 | 50 ppl |

MEETING ROOM CHART (continued)

FOR WORLD CHAMPIONSHIPS

| DATE | # OF MEETING ROOMS | TIME | MEETING | SETUP | # OF ATTENDEES |
|---------------------|--------------------|--------------------|--|--------------------|----------------|
| 1st Saturday | 1 | 9:00 am - 8:00 pm | WBTF Judges Workshop | Classroom | 25 ppl |
| 1st Sunday | 3 | 9:00 am - 6:00 pm | WBTF Judges Workshop | Classroom | 25 ppl |
| | | 9:00 am – 4:00 pm | WBTF Executive Technical Committee Meeting | Hollow Square | 15 ppl |
| | | 1:00 pm - 5:00 pm | WBTF Registration | 8 tables perimeter | Flow |
| | | 5:00 pm - 9:00 pm | WBTF Executive Board with Technical Director, Judges & Coaches Chair | Dinner Meeting | 8 ppl |
| Monday | 3 | 9:00 am - 5:00 pm | WBTF Registration | 8 tables perimeter | Flow |
| | | 9:00 am – 12:00 pm | WBTF Executive Board Officers | Conference | 8 ppl |
| | | 1:00 pm - 2:00 pm | WBTF Audit Committee Meeting | Conference | 8 ppl |
| | | 2:00 pm - 5:00 pm | Continental Affairs Meeting - Europe | Hollow Square | 20 ppl |
| | | 2:00 pm - 5:00 pm | Continental Affairs Meetings – Pan Pacific | Hollow Square | 20 ppl |
| Tuesday | 2 | 9:00 am - 5:00 pm | WBTF Board of Directors Meeting | Hollow Square | 30 ppl |
| | | 9:00 am - 5:00 pm | Intl Cup Judges Focus Meeting | Classroom | 25 ppl |
| 2nd Monday | 1 | 9:00 am - 1:00 pm | WBTF Judges Review | Classroom | 25 ppl |

Other Functions

| | | | | | |
|----------------|----------|-------------------|----------------------|-------------|---------|
| Monday | 1 | 7:00 pm - 9:00 pm | WBTF Athlete's Party | Rounds of 8 | 200 ppl |
| Tuesday | 1 | 7:00 pm - 9:00 pm | VIP Reception | Rounds of 8 | 50 ppl |

WINTER MEETINGS

As per Board Motion #15 – Summer Meeting 2012, Villebon sur Yvette, France

Winter Meeting Schedule

The WBTF Board will conduct a Winter Board Meeting of two to three days in conjunction with the Winter Technical and Judges Meetings.

- The actual schedule will be determined by the business.
- Notification of the schedule to be received by November 1st.
- Meetings will include Continental Affairs Commission Meeting Time.
- Video or teleconferencing will be available for member countries who cannot attend.

WINTER MEETING – JUDGES' COMMITTEE

(Approved 2004 Summer Meetings)

The WBTF winter meeting for Judges will be held at the same time as the Technical Committee winter meeting.

The Judges' Committee Chair is to request this of the Board on a yearly basis. Approval will depend on the WBTF finances.

WINTER MEETING – TECHNICAL COMMITTEE

At the Annual General Meeting of the Board of Directors that was held in Villebon Sur Yvette, France in 2001, the Board voted to reinstate the winter meeting for the Technical Committee. The scheduling of a winter meeting will be reviewed each year at the Annual General Meeting of the Board.

The Board will review holding a winter meeting for both Technical and Judges Committees on a yearly basis.

Meetings (continued)

Board, Technical and Judges Committee:
Winter Meeting - Minutes and Motions

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.

All minutes & motions are to be distributed to each member country within 45 days following the meeting. Upon approval the minutes & motions will be sent out via the WBTF Update and will be available on the WBTF Website to the Presidents, Technical Advisors and Judges Representatives of all member countries

The Chair of the Technical Committee shall state in writing, proposals/issues from the Technical and Judges Committees, which require Board action. The WBTF President will be responsible for informing member countries if any motions require a vote to be taken by the Board. A deadline date to return vote will be identified in the correspondence to Board members.

If there are no proposals that require Board action, members of the Board will have 30 days, from the date they receive the Minutes/Motions, to state any concerns they may have with the minutes/motions, in writing to the WBTF President.

If the WBTF President does not receive any communication from members of the Board, then all proposals and decisions made by the Technical and Judges Committees will be considered approved and no further discussion will be held at future meetings of the Board of Directors.

WINTER MEETING ROOM FACILITIES

The WBTF is responsible for paying for all meeting rooms and audio visual equipment for the Winter Meeting of the Board, Technical and Judges Committees.

FOR WINTER MEETING (Based on 3 full days)

| DATE | 3 MEETING ROOMS | TIME | MEETING | SETUP | # OF ATTENDEES |
|-----------------|-----------------|--------------------|---------------------------------------|---------|----------------|
| <i>Friday</i> | <i>1</i> | 9:00 am – 12:00 pm | Executive Board Officers Meeting | U Shape | Conference |
| <i>Friday</i> | <i>1</i> | 9:00 am – 5:00 pm | Executive Technical Committee Meeting | U Shape | 15 ppl |
| <i>Friday</i> | <i>1</i> | 2:00 pm – 5:00 pm | European Commission Meeting | U Shape | 25 ppl |
| <i>Friday</i> | <i>1</i> | 2:00pm –5:00 pm | Pan Pacific Commission Meeting | U Shape | 20 ppl |
| DATE | 3 MEETING ROOMS | TIME | MEETING | SETUP | # OF ATTENDEES |
| <i>Saturday</i> | <i>1</i> | 9:00 am - 6:00 pm | Board of Directors Meeting | U Shape | 25 ppl |
| <i>Saturday</i> | <i>1</i> | 9:00 am - 6:00 pm | Technical Committee Meeting | U Shape | 15 ppl |
| <i>Saturday</i> | <i>1</i> | 9:00 am - 6:00 pm | Judges Committee Meeting | U Shape | 15 ppl |
| DATE | 3 MEETING ROOMS | TIME | MEETING | SETUP | # OF ATTENDEES |
| <i>Sunday</i> | <i>1</i> | 9:00 pm - 2:00 pm | Board of Directors Meeting | U Shape | 25 ppl |
| <i>Sunday</i> | <i>1</i> | 9:00 pm - 2:00 pm | Technical Committee Meeting | U Shape | 15 ppl |
| <i>Sunday</i> | <i>1</i> | 9:00 pm - 2:00 pm | Judges Committee Meeting | U Shape | 15 ppl |

Approved 2015 Winter Meeting:

Policy regarding Winter meeting room expenses:

The Host Country will provide/offset the cost of the breaks/refreshments for the WBTF Winter Meetings, not to exceed \$1250 USD.

OFFICIAL SCHEDULES – COMPETITION, MEETINGS, etc.

Approved Summer 2000 – Effective Immediately

The Host Country is to provide the WBTF President and Technical Chair with the organizing papers and schedules for review, **prior to distributing the official schedules to member countries for the summer meetings.**

Example of official schedules are:

Competition Schedule
Meeting Schedule
Dates and Times of Social Events

WORLD BATON TWIRLING CHAMPIONSHIPS WBTF INTERNATIONAL CUP

(Approved 2006 Summer Meetings)

The WBTF International Cup will be held every two (2) years commencing in 2009. The World Baton Twirling Championships will be held every two (2) years, commencing in 2010.

OATH

The WBTF Technical Committee, at the summer meeting, will be responsible for the drawing, to select the country to read the Athlete and Judges' Oath at Opening Ceremonies.

The WBTF Technical Chair will notify the following individuals of what countries have been selected:

- Country Host
- WBTF President
- WBTF Judges' Chair

The Athlete and Judges' Oath will be read in English and the Host Country's language.

Requirements of Athletes to Read Athlete's Oath:

- Appearance - Sport appropriate dress with immaculate grooming.
- Conduct - Display a respectable, professional manner with a positive, sportsmanlike attitude.
- Poise - Exhibit correct posture and stance convincingly communicate sensibility, confidence and enthusiasm with clear diction.

THE ATHLETE'S OATH

We the Athletes swear on this flag that we will compete with loyalty and lofty sporting attitude.

We pledge ourselves to respect each other and to get on well together.

Our behaviour will be characterized by the highest righteousness and honesty and it shall be a clear example for all those who are watching and following us.

In the name of the sport we practise and with our correct behaviour, the competition we are going to begin will help in consolidating a lasting, fraternal and sincere friendship among all young people in the world.

THE JUDGE'S OATH

We the Judges swear on this flag that we will judge with loyalty and impartiality.

Our behaviour will be characterized by the highest righteousness and honesty and it shall be a clear example for all those who are watching and following us.

PRACTICE DAY ON COMPETITION FLOOR & MUSIC TESTS – Recommendation for Host Country

MUSIC TESTS

(Approved 2013 Winter Board Meeting)

Beginning World Championships 2014:

Countries will be required to pay a facility rental fee for their music test time.

If a country chooses to not utilize their appointed music test time, then the time allotted will be sold to another country for practice time. However, this does not eliminate the requirement for all countries to be present at their designated appointment time for baton and costume inspection.

The cost needs to be allocated on a proportional basis according to the time allocated.

PRACTICE DAY IN COMPETITION VENUE

It will be the responsibility of the Host Country to inform all member countries if a “practice day” in the competition venue will be made available to athletes, to use the competition floor.

The Host Country will inform member countries at the beginning of January.

This practice day is to be scheduled **the day prior to the start of music tests.**

Each member country would have the option of participating.

Each member country would be allowed a maximum of one (1) hour to practice on competition floor, **if time permits. If time does not permit, a proportionate time will be allocated.**

Each participating member country would be required to pay a rental fee (if applicable), to Host Country, for the one (1) hour practice time.

It will be the responsibility of the Host Country to provide full details to all member countries.

PRACTICE GYMNASIUMS

It is the responsibility of the Host Country to provide member countries with detailed information pertaining to practice gymnasiums and practice dates and times.

Member countries are to notify the Host Country of their requirements.

Host Country must send detailed confirmation to each member country, three months prior to the championships.

It is the responsibility of each member country to notify the Host Country, **if they are cancelling a practice gym**. Host Country to be notified within 30 days of 1st day of WBTF meetings, otherwise, member country will be financially responsible for payment of practice gym.

PRACTICE TIMES

Practice times are to be divided **equally** amongst all member countries (minimum 3 hours per day).

FACILITY – COMPETITION VENUE

All WBTF Competitions will be held indoors in a gymnasium or auditorium. In selecting the competition site and facility, special consideration must be given to the need to provide certain services and conditions. These services and conditions should be in accordance with the following standards and requirements:

Competition facility must be consistent with the standards and requirements established by the WBTF.

Ceiling Height

The ceiling height is to be a minimum of 13 meters for the entire competition area.

Designated Areas

Athletes to View Freestyle Scores - Presentation Stage to receive Scores

Awards Area

A special area will be decorated for this purpose and will contain a display of the awards, risers and method for displaying flags of winning countries' athletes.

Judges Room

For judges to be able to relax and have meals and snacks served to them.

Photography Area

There will be a designated "Photography Area" for people other than Press and Official Photographers who wish to take pictures during awards.

Press Room

For sports reporters and media relations people to work.

Dressing Rooms

There must be a sufficient number of rooms for the athletes to change costumes and to provide isolation and privacy for the contestants and coaches.

The dressing rooms should be convenient in that the users would have swift and easy accessibility to the performing area.

LIGHTING

The lighting should be adequate, however, not too intense or directed so as not to create a glare or otherwise hinder the vision of the athletes.

The athletes should have an opportunity to rehearse under the same lighting condition as the competition.

OFFICIAL PROGRAM - REQUIREMENTS

(Approved 2009 Summer Board Meeting) – Updated 2014 Winter Board Meeting

ALL WBTF CHAMPIONSHIPS/CUPS EVENT PROGRAM:

Host country will provide a program for each country's REGISTERED athlete, board member, technical advisor and judge at a reduced charge if they are pre-ordered with the entry form. The charge may not be more than \$5.00 (U.S.) per program for each REGISTERED athlete, board member, technical advisor and judge.

(Approved 2005 Summer Board Meeting)

All official WBTF documents, including the Host Country's Official Program for the World Baton Twirling Championships/International Cup must include the WBTF logo in full color, on the front cover.

The program must also contain the logo of any WBTF and host country sponsors.

(Approved 2013 Winter Board Meeting)

The following clause is to be stated in all WBTF Competitions event programs:

“Recording a television show, video game, or concert on your video recorder doesn't necessarily mean that you own all necessary rights in that video to upload it to our site. This is true even if the event or show you record is open to the public. For example, videotaping a concert of your favorite band does not necessarily give you the right to reproduce and distribute the video of the concert without permission from the music publisher (who represents the songwriter). It doesn't matter if you recorded it for free from television, purchased a DVD, purchased a video game, or recorded it yourself at an event—you may still need permission from the copyright holder(s) of the material you drew upon to make your new creation. It may seem confusing that you could record something yourself and still not own the rights to it, but this is the way copyright law is written. Even if you never claimed to own the copyright or gave the copyright owner credit, posting these videos on YouTube or any other similar internet platform may violate copyright law.”

REGISTRATION DAY, MEMBER COUNTRIES:

Registration for member countries **must** be scheduled at least one day prior to commencement of the Annual General Meeting. The Host Country shall provide the opportunity for member countries to buy tickets, pay for videos and a copy of gymnasium rental schedule, plus anything else pertinent to the Championships.

REGISTERED Athletes, Official Country Representative/President, Technical Advisor and Judges may purchase an Event program at a reduced charge of \$5.00 if pre-ordered and purchased by June 1st. Coaches and other personnel traveling in the country's official delegation may also pre-order and purchase an Event program at a reduced charge of \$12.00 if purchased by June 1st.

WBTF SPONSORSHIP POLICY- CORPORATE AND SUBTITLED

The WBTF shall allow corporate and subtitled sponsorship to the country hosting the World Baton Twirling Championships. The sponsorship title may be displayed on the Official Program at the bottom, on the front page.

If the sponsorship signage includes the logo of the host country, then the WBTF logo must also be displayed on the sponsorship signage.

Displaying Sponsorship Signage:

There may not be any sponsorship signage displayed on the back of the curtain that separates the main competition floor from other areas of the venue. However, the signage may be displayed on the sides, should there be any curtains.

The sponsorship signage must be professionally designed.

Sponsorship signage may be placed on "reader boards". Again, this signage must be professionally designed. The "reader boards" may be placed at the sides of the gymnasium floor, as long as the "reader boards" do not interfere with the athlete's performance.

Point to remember: should the event be televised, the television crew will want as much "clear" area as possible when televising.

WBTF SPONSORS :

WBTF offers a Sponsorship Package to businesses and corporations. The purpose of our fundraising efforts is to obtain money for growth and development of the WBTF and to help fund a live stream of our major events to create more exposure and awareness of the sport.

WBTF Sponsorship Program extends beyond any single competition event in a season. The WBTF Sponsorship Program provides benefits to the sponsor at all WBTF events throughout the year, for example: WBTF Continental events and WBTF member country's National events.

Official Program Advertising for WBTF:

- WBTF will be allocated at no cost two and one-half (2 ½) full pages to use at their discretion for the following in all WBTF Member Country's major event programs:
 - WBTF Sponsor Ads
 - WBTF announcements, promotion, and news items of interest on upcoming events

- This would include the official programs for all WBTF events hosted by a WBTF Member Country and all WBTF Member Country's National event program.

- Information submitted by WBTF will be placed within the program at the discretion of the WBTF Member's Organizing Committee of the event

- If a WBTF Sponsor wishes to upgrade the size of their display ad or seek one of the prime locations within the program, they can discuss this directly with the WBTF Member's Organizing Committee. Prevailing advertising rates would apply.

Signage for WBTF Premier Sponsors:

- WBTF Members are to provide recognition of the WBTF sponsors alongside any other event sponsors that have been acquired.
- For some examples...
 - Welcoming signs in the arena would contain the logos of our WBTF sponsors.
 - WBTF Sponsor logos will be placed in a spot commensurate with the contributions being made by the WBTF Member country's own sponsors.
 - Banner or similar display around a 'kiss and cry' area (if there is one) would contain the logos of WBTF sponsors.
- The WBTF will provide the signage/logos at no expense to the host country

Exhibitor Table for WBTF Premier Sponsors:

- WBTF member country will provide a DISPLAY TABLE in hospitality events areas and/or vendor-exhibitor area for WBTF Premier Sponsors
- A DISPLAY TABLE is a table (same size as other vendors) where the sponsor can display but not sell. The sponsor may display goods or services or may use the space for advertising or promotion.
- A WBTF Premier Sponsor may designate its Regional Distributor to represent them with the DISPLAY TABLE
- If the WBTF Premier sponsor does wish to sell products, they can convert this to a Merchandising table. The rates and terms for the Merchandising table must be discussed directly between the WBTF Premier Sponsor and the WBTF Member Country's Organizing Committee
- If the Exhibitor area for an event is space-constrained, this cannot be an open-ended commitment of a WBTF Member Country's Organizing Committee and terms may need to be altered if necessary or limited to a maximum of two of the top-tier sponsors.

SMOKING POLICY

At the World Baton Twirling Championships and International Cup there will be no smoking within the competition facility, unless otherwise approved in designated areas. Signs to be posted by Host Country to identify "NO SMOKING".

As approved by the Board of Directors (Den Bosch, 1993), there will be no smoking during the business meetings of the Board of Directors.

TELEVISION BROADCASTING AND WRITTEN PRESS (NEWSPAPERS):

(Approved August, 1996)

Any television broadcasting companies and/or written press (newspapers) interested in attending the world baton twirling championships in order to broadcast or publicize the event, should contact the President of the World Baton Twirling Federation directly, (with the exception of the host country's television broadcasting companies and/or written press, who must apply to the host country for approval to publicize).

The WBTF President must be informed of applications received by host country.

Television and or written press will be allowed at ground level in areas designated by the WBTF.

The WBTF and/or host country will not ask for TV rights.
If any charge is to be levied, it will be at the discretion of the WBTF.

TICKETS FOR COMPETITION

Tickets will be printed and supplied by the Host Country **or the venue's 3rd party vendor.**

Ticket price (admission fee) will be determined by the Host Country.

The Host Country will determine any advertising to appear on the tickets and the price of such advertising.

The official WBTF logo should appear on the ticket.

TRANSPORTATION AVAILABILITY

The Host Country will assist member countries in the chartering of special transport.

The Host Country will ensure that the competition facility will be accessible for easy availability of public transportation. If not, the Host Country will ensure that special transportation services be made available to the delegates by the Host Country at a reasonable price.



TRANSGENDER POLICY

IOC Consensus Meeting on Sex Reassignment and Hyperandrogenism

INTERNATIONAL OLYMPIC COMMITTEE November 2015

Participants:

| | |
|--|--|
| Prof Dr Uğur Erdener | Chairman, IOC Medical & Scientific Commission |
| Prof Arne Ljungqvist Dr Stéphane Bermon | Former Chairman, IOC Medical Commission Monaco Institute of Sports Medicine & Surgery, IAAF Medical & Scientific Senior Consultant |
| Michael Beloff, QC Prof Gerard Conway Prof Myron Genel | Barrister, Blackstone Chambers Professor of Clinical Medicine, University College London Professor Emeritus of Pediatrics and Senior Research Scientist, Yale Child Health Research Center Yale University School of Medicine |
| Ms Joanna Harper | Chief Medical Physicist, Radiation Oncology, Providence Portland Medical Center |
| Prof Angelica Linden Hirschberg Prof Dr Maria Jose Martinez Patino Prof Martin Ritzén | Department of Woman & Child Health, Division of Obstetrics & Gynecology, Karolinska Institutet Faculty of Sport Sciences, University of Vigo Professor Emeritus, Dept of Woman and Child Health Karolinska Institutet |
| Dr Eric Vilain | Professor of Human Genetics, Pediatrics and Urology Director, Center for Gender-Based Biology Chief, Medical Genetics, Department of Pediatrics Co-director, Clinical Genomic Center David Geffen School of Medicine at UCLA |
| Jonathan Taylor Liz Riley Dr Robin Mitchell Dr Rania Elwani Dr Vidya Mohamed-Ali Prof Yannis Pitsiladis Dr Richard Budgett Dr Lars Engebretsen Christian Thill | Partner, Bird & Bird Barrister, Bird & Bird Vice-Chair, IOC Medical & Scientific Commission Member, IOC Medical & Scientific Commission Member, IOC Medical & Scientific Commission Member, IOC Medical & Scientific Commission IOC Medical & Scientific Director IOC Head of Scientific Activities IOC Senior Legal Counsel |

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Switzerland | www.olympic.org

IOC Guidelines adopted by the WBTF – January Winter Meeting 2017

- 1) Transgender guidelines
 - A. Since the 2003 Stockholm Consensus on Sex Reassignment in Sports, there has been a growing recognition of the importance of autonomy of gender identity in society, as reflected in the laws of many jurisdictions worldwide.
 - B. There are also, however, jurisdictions where autonomy of gender identity is not recognised in law at all.
 - C. It is necessary to ensure insofar as possible that trans athletes are not excluded from the opportunity to participate in sporting competition.
 - D. The overriding sporting objective is and remains the guarantee of fair competition. Restrictions on participation are appropriate to the extent that they are necessary and proportionate to the achievement of that objective.
 - E. To require surgical anatomical changes as a pre-condition to participation is not necessary to preserve fair competition and may be inconsistent with developing legislation and notions of human rights.
 - F. Nothing in these guidelines is intended to undermine in any way the requirement to comply with the World Anti-Doping Code and the WADA International Standards.
 - G. These guidelines are a living document and will be subject to review in light of any scientific or medical developments.

In this spirit, the IOC Consensus Meeting agreed the following guidelines to be taken into account by sports organisations when determining eligibility to compete in male and female competition:

1. Those who transition from female to male are eligible to compete in the male category without restriction.
2. Those who transition from male to female are eligible to compete in the female category under the following conditions:
 - 2.1. The athlete has declared that her gender identity is female. The declaration cannot be changed, for sporting purposes, for a minimum of four years.
 - 2.2. The athlete must demonstrate that her total testosterone level in serum has been below 10 nmol/L for at least 12 months prior to her first competition (with the requirement for any longer period to be based on a confidential case-by-case evaluation, considering whether or not 12 months is a sufficient length of time to minimize any advantage in women's competition).

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2.3. The athlete's total testosterone level in serum must remain below 10 nmol/L throughout the period of desired eligibility to compete in the female category.

2.4. Compliance with these conditions may be monitored by testing. In the event of non-compliance, the athlete's eligibility for female competition will be suspended for 12 months.

2) Hyperandrogenism in female athletes

In response to the interim award dated 24 July 2015 in Chand v AFI and IAAF CAS 2014/A/3759, the IOC Consensus Meeting recommended: _____

- Rules should be in place for the protection of women in sport and the promotion of the principles of fair competition.
- The IAAF, with support from other International Federations, National Olympic Committees and other sports organisations, is encouraged to revert to CAS with arguments and evidence to support the reinstatement of its hyperandrogenism rules.
- To avoid discrimination, if not eligible for female competition the athlete should be eligible to compete in male competition.

PICTURE & VIDEO / DVD's

WORLD CHAMPIONSHIPS / INTERNATIONAL CUP

WBTF CAMERA & VIDEO POLICY:

Host countries are required to include this policy in the event program and in all other forms of communication leading up to the competition. This policy is also posted on the WBTF Website and will also be posted in the venue:

At all WBTF Competitions it is suggested that limited filming from spectators exist. As a courtesy to the event, spectators whom choose to video may use personal phone, tablet or small camera that should not distract from the viewing public of the event.

- ***The use of lighting, flash, tripods, selfie sticks and large video camera equipment in the spectator area will be prohibited.***
- ***These spectator videos should only be used for personal use.***
- ***WBTF reserves the right to remove videos posted on social media. This is for the protection of the athlete, quality of the video representing the sport of baton twirling and to avoid any conflict with the promotion and sales of official WBTF event video.***
- ***No video may be sold without prior permission from WBTF.***
- ***The WBTF Host Country has the rights to sell videos of the event.***

The rules and policies of the contracted facilities by the WBTF Host Country will supersede the above limited filming policy.

At WBTF Competitions, each country may pay a fee for a limited number of video passes that authorize the recording of performances from a designated video area. These passes may only be used to record performances of athletes from their own country. These videos may only be used for instructional purposes.

Host country will be responsible for providing VIDEOS of the ENTIRE World Baton Twirling Competition and International Cup. Host country may sell these VIDEOS. VIDEOS do not necessarily have to be taken by a professional videographer.

HOST COUNTRY RESPONSIBILITIES:

A copy of the VIDEOS must be given to the following individuals, at the conclusion of the World Baton Twirling Championships or International Cup Competition or no later than one month following the World Baton Twirling Competition or International Cup: WBTF President, WBTF Technical Chair, and WBTF Judges Chair

The VIDEOS are to be converted by the Host Country to VHS, Pal, etc. if required. Costs of conversion will be at the expense of the Host Country.

The Host Country must ensure that member countries, who have pre-paid to purchase VIDEOS of the World Baton Twirling or International Cup Competition, following the

completion of the World Baton Twirling championships or International Cup or no later than 1 month following the competitions.
Updated Winter Meeting 2016

EVENT PICTURES

Host Country will be responsible for providing a CD of all Awards Pictures, Country Delegation Pictures, Officials, Board, Technical and Judges and any action shots taken during the competition at the conclusion of the competition. Host Country will be responsible for providing a CD of all Awards Pictures, Country

WBTF PROMOTION VIDEO

The WBTF from time to time may have a WBTF promotional video operator at the World Baton Twirling Championships. The individual is to be allowed anywhere on the floor, however, must not obstruct the judges' view or that of the host country's organization video operator. The promotional video is for the use of the WBTF and member countries only. The promotional video is not to be sold for commercial purposes.

MEDIA RELEASE FORM

The Media Release Form must be signed annually by athletes and parents of athletes who are minors when video or images are going to be used publicly. The media release form in the General Policies & Procedures Section is included as part of the registration process, but you may use this form to inform coaches and parents that WBTF wishes to use athlete video performances and images for teaching and learning purposes. Parents need to read and sign this annually PRIOR to distribution of video or images on the internet or in other media. All member countries are responsible for having these forms signed to submit with the country's entry form.

WBTF RECORD BOOK

(Approved 2017 Winter Meeting)

The WBTF Record Book is to be published on the WBTF Website.

WBTF COMPUTERIZED TABULATION PROGRAM

Approved August, 1999 - Effective September 1, 1999

1. That the WBTF purchase the USTA computerized program designed to tabulate the world baton twirling championships results at a cost of \$2,000 (US).
2. Any upgrading required to the program will be discussed with the USTA to determine an appropriate price for upgrading to the program.
3. An invoice must be provided by the USTA and given to the WBTF Treasurer before payment is made.
4. The program may not be changed without the consent of the WBTF Chairs of Technical and Judges' Committee, plus the President's authorization is required.
5. Sole owner of the program will be the World Baton Twirling Federation, however, the sources of the program will reside with the United States Twirling Association.
6. The USTA must provide the WBTF with detailed documentation pertaining to the computerized tabulation program.
7. The USTA will provide the WBTF with the computerized tabulation program on a CD ROM.

WBTF COUNTRY FLAGS

The WBTF country flag will be given to the next year's host country at the end of the World Baton Twirling Championships or International Cup, to be transported home by the new host country. Should it be necessary to ship the WBTF flag, the new host country shall be responsible for the total shipping costs.

(Approved 2005 Summer Meeting)

The WBTF banner will be given to the President immediately following the closing ceremonies, to take back home. At the appropriate time, the President, will ship the banner to the delegate who is organizing the next International Cup or World Baton Twirling Championships. The recipient of the flag must inform the President that he/she has received it. The following options are available for notification (1) e-mail; (2) facsimile; (3) written letter sent by mail.

Should the county of next year's International Cup or future year, World Baton Twirling Championships wish to take the International Cup Flag or the World Baton Twirling Flag with them, the next host country will be responsible for the flag. Should it be lost, the host country will be responsible to purchase a new WBTF International Cup or World Baton Twirling Championship flag.

WORLD CUP

A "World Cup" will be presented to the country with the highest number of points based on the placement of their contingent.

The World Baton Twirling Federation "World Cup" will remain the property of the Federation who wins the honour.