

WBTF JUDGES

WORLD BATON TWIRLING FEDERATION

WBTF JUDGES MANUAL INTRODUCTION SECTION 1

WBTF POLICIES- PROCEDURES JUDGES SECTION SECTION 14



2018

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2018 Updates are in Red Text

THE WBTF JUDGES' COMMITTEE SUPPORTING AND ENFORCING THE WBTF PHILOSOPHY

WBTF Judges must follow and reinforce the philosophy of the WBTF including:

1. The focus of proper technical skill development is the number one priority of athletes, coaches and judges.
2. WBTF judges must understand/use/enforce the following elements when using the subjective judging process:
 -
 - Recognizing, Analyzing, and Interpreting the athlete's base of skills of proficiency
 - Understanding that technique is a combination of smoothness, strength, flexibility, and control and no one element alone constitutes good technique.
 - Understanding the rationale for crediting and teaching technique (safety of the athlete, proper development, and aesthetic value)
 - How to recognize proficiency
 - How to evaluate exposure situations
 - How to work with range descriptions in the five ranges which represent: Participation (Fair), Growth (Average), Special Achievement (Good), Outstanding achievement (Excellent), and Mastery (Superior).
 - Expectations for each level are progressive
 - Methods of measuring the Overall Degree of Excellence against a standard rather than comparing athletes against each other
 - Understanding the importance of the use of Role Model Tapes to establish our Standards. In using the standard, not giving full credit for moves that are not "perfected" (awarding lesser degrees of credit for various degrees of technique)
 - How to make composite assessments and deal with extremes
 - How to employ levels of tolerance
 - a. How to deal with drops and other errors
 - b. Analyzing and assessing the importance of the severity of the error
 - The importance of the interface between captions/criteria
 - The importance of simultaneous blending of baton and body
 - The Iceberg Theory - (what can be assumed in relation to the athlete's base of skills as well as selectivity, understanding proficiency, understanding skills prerequisite to moves selected.)
 - The Sausage Theory - (Lack of selectivity in the moves chosen relative to the athlete's base of skills, undermining proficiency and performance skills)
 - Recognizing, Analyzing, and Interpreting the design concepts of the program
 - a. Understanding the concepts of compositional difficulty and inherent difficulty
 - b. Understanding that creativity must be within the bounds of good technique and with adherence to the requirements and priorities of our sport

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- Necessity of assessing and rewarding the design in regard to the appropriateness of the design for the ability level of the athlete and for the event.
- Recognizing, Analyzing, and Interpreting the degree of success the designer has achieved
- Recognizing, Analyzing, and Interpreting the demands of the music
- Recognizing, Analyzing, and Interpreting the factors of mental and physical stamina
- Recognizing, Analyzing, and Interpreting the adjustment potential factors of an aerial
- Recognizing, Analyzing, and Interpreting the risk frequency displayed in the programing
- Recognizing, Analyzing, and Interpreting the athlete's performance skills
 1. Importance and demands of articulation and detailing of movement
 2. Importance of recognizing flaws and errors that are instantaneous to the performance as opposed to technical deficiencies
 3. Importance of Visual Musicality
 4. Importance of recovery from error and professionalism
- Assessing the Overall Degree of Excellence
- Accountability
- Whatever the judge chooses to reward will be perpetuated
- The importance of making our decisions consistent with the WBTF philosophies

WBTF JUDGES' CREDO

***"TO ERR IS HUMAN.
BUT TO GO ON WITHOUT LEARNING FROM THAT ERROR IS UNFORGIVABLE".***



WBTF 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.

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WBTF JUDGES' ETHICS

ETHICS: is the department of human behavior relating to morals or the principles of human duty. The word is derived from the Greek and means "manners" - the manners of people, their way of life. In its more academic sense it is usually understood as the study of wisdom conduct, of the right conduct.

WBTF Judges' Ethics:

PURPOSE - to promote a high standard of professional conduct.

This code is broad in scope and general in application. These prescribed rules of ethical conduct generally apply to professional relationships and problems rather than to personal morality of the individual's non-professional pursuits.

GENERAL AXIOMS OF PROFESSIONAL CONDUCT -

The judges conduct shall be such as will:

- keep oneself physically and mentally fit
- be a worthy example for athletes, coaches, and parents
- bring no reproach on oneself
- bring no reproach on the judging profession or the WBTF
- contribute harmony and mutual advantage in all professional relationships

CONDUCT STANDARDS PERTAINING TO JUDGE-ATHLETE RELATIONSHIPS -

Character building is a direct result of all judgments. Therefore, it is a primary responsibility of the WBTF judge. A judge's efficiency, determined by his/her influence on athletes, depends not only on judging skills but also on his/her conduct and reputation outside the judging situation.

WELFARE OF THE ATHLETE -

The judge's paramount concern. All interactions, whether written, verbal or demonstrative, should be protective of the athlete's self-esteem.

RESPECT FOR INDIVIDUALITY -

It is important to respect individual differences and to deal with each athlete according to his/her own performance and behavior is a matter of both ethics and methodology. It is a positive challenge to the judge to relate to each athlete's individual performance when the task involves a mass of athletes in a single day of judging.

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WBTF JUDGES ETHICS (Continued - Page 2)

OBJECTIVITY -

Not by word, deed, or attitude should a judge impair the right of the athlete to fair and impartial treatment. There should be no trace of prejudice or preference because of style, previous accomplishments (or lack of), background or country. Each and every athlete must be judged open mindedly with consideration to the new, the old and the unusual in material, techniques and styling.

TO JUDGE OR NOT TO JUDGE -

REASONS TO DISQUALIFY YOURSELF FROM JUDGING AN ATHLETE (division):

- Relative
- Current or former student
- Emotional bond you are unable to sever
- Conflict situation that you are unable to resolve or forget. Anything positive or negative, for or against an athlete, that will, to any degree, distract you from rendering an unbiased placement for that athlete.
- Anything, positive or negative, for or against an athlete that will to any degree distract you from rendering an un-biased placement for that athlete.
- Just as it is un-ethical to judge an athlete for the reasons listed above, it is also unethical to refuse to judge for the reasons below:
 - A division that appears to be difficult to decide placement
 - A division that includes an athlete whom you have heard dislikes your decisions,
whom you fear their reacting to your decision.

ROLES AND RESPONSIBILITIES OF A WBTF JUDGE -

- To remain professional at all times.
- To enable athletes to measure their progress through accurate scoring
- To attend all judges' meetings promptly
- To attend any extra judges' meetings or discussions which may be called
- To continue one's education as a judge
- To keep an open mind
- To avoid discussions leading to confrontation with fellow country judges
- To keep rule book, regulations, and criteria updated and be fully aware of WBTF rules
- To support and enforce the judges' philosophy
- Whatever you choose to reward shall be perpetuated
- To remain accountable for all scores/feedback and placing given

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Adjudicators' Code of Conduct & Standards of Ethics

1. Preamble

As we work towards our goal of becoming an Olympic Program sport, it is now more important than ever that we preserve and enhance the reputation upon which the World Baton Twirling Federation was built. Our reputation demands that we conduct our business ethically and legally, and that our conduct always reflects the values and principles enshrined in the *Olympic Charter*.

This *Code of Conduct and Standards of Ethics* (“the *Code*”) is intended to provide a framework of standards for conduct and ethics for adjudicators. It has been developed as an Operating Policy of the WBTF Board of Directors in recognition of the fundamental and overriding responsibility of all adjudicators to maintain the integrity, competence and effectiveness of judging panels as a whole.

The rules and standards set out in the *Code* are intended to assist adjudicators to establish appropriate standards of conduct in order that they have the confidence of their peers, the competitors they are judging, the WBTF and WBTF member federations utilising their services, other sports administration bodies including IOC, and the sports media and general public.

It must be recognised that the *Code* cannot anticipate all possible situations in which adjudicators may be called upon to exercise judgement. In all cases, it remains the ultimate responsibility of each individual adjudicator to consider the intent as well as the letter of the standards, which have been set, to conduct himself/herself in an ethical and professional manner, and to ensure all competitors are judged on their merits free from any bias or coercion.

Adherence to the standards reflected in the *Code* is essential to WBTF’s future success. All adjudicators must become familiar with the contents of this Operating Policy.

WBTF expects every adjudicator to take personal responsibility for complying with the *Code* and acting in a manner consistent with WBTF and IOC values and principles.

The *Code* applies to all adjudicators and Chairmen (hereinafter referred to collectively as “adjudicators”) licensed by the WBTF.

The *Code* may be amended from time to time by the WBTF Board of Directors.

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2. Conflict of Interest

A Conflict of Interest is any interest, relationship, association or activity that is incompatible with an adjudicator's obligations to ensure that all competitors are judged on their merits, free from any bias or coercion.

Conflicts of Interest arise in particular when the personal interests of an adjudicator influence that adjudicator's judgement or ability to act in the best interest of the WBTF, which is the same as the best interest of the competitors.

An adjudicator must adhere to the rules set out in this **Code**, and shall retire from the panel where any potential Conflict of Interest arises.

3. Rules for Adjudicators

(a) An adjudicator shall not judge in any event and shall retire from the panel, if s/he knows or believes that his/her physical or mental condition does not allow him/her to perform the job properly without any limitations.

(b) An adjudicator shall not judge any event, and shall retire from the panel, where any person competing in that competition is a member of his/her immediate and extended family, including de facto relationships, or where s/he has a personal relationship to any competitor in the competition which makes it inappropriate for him/her to serve as an adjudicator.

For greater clarity, the words "immediate and extended family" include anyone to whom that judge is related by blood or marriage, to the degree of first cousin or closer, or adoption order, or with whom the judge lives or cohabits.

(c) An adjudicator shall not accept money, awards, articles or things of substantial material value, or favours or promises of any future consideration, whether as gift or as payment for services, from any competitor or organiser, or from any other third party, who may be or may have been affected directly or indirectly by the adjudicator's decision.

(d) An adjudicator shall not make any false representation in respect of his/her accreditation level or experience and in relation to his/her adjudicators licence.

(e) Once an adjudicator is engaged to officiate at a particular event s/he can only act as an adjudicator throughout the event and this Code applies to the event as a whole.

(f) An adjudicator shall not coach, teach, or give any advice to any participating competitor during an event at which he/she is judging/working. This includes all judges, officials and individuals who are in possession of information that is shared with the judging panel and exercise influence over the judges' panel.

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- (g) An adjudicator shall not threaten to mark a competitor in a particular way.
- (h) An adjudicator shall not in any way threaten a competitor during the conduct of a competition s/he is judging and in which the competitor is competing.
- (i) An adjudicator shall refrain from publicly taking any partisan position in respect of any competitor he/she may judge in any competition.
- (j) An adjudicator shall not seek by any means to improperly influence, or to intimidate, another adjudicator.
- (k) An adjudicator who is not a member of the judging panel for an event, shall not discuss with any adjudicator who is a member of the judging panel for that event the merits of the performance of a competitor in that event or any previous performances or results, before the completion of the event.
- (l) An adjudicator shall not discuss the merits of a competitor's performance with the competitor before the end of the event in which s/he is judging.
- (m) An adjudicator shall not seek to influence the outcome of a competition other than by marking all athletes in the competition on their merits
- (n) An adjudicator when appointed to judge an WBTF event has to judge strictly according to WBTF rules and policies.
- (o) An adjudicator shall not engage in any conduct that is intended to gain an advantage for any competitor
- (p) An adjudicator shall not falsely claim to officially represent WBTF in any capacity.
- (q) If an adjudicator converses with fellow adjudicators, spectators, competitors or coaches during an event, s/he may not discuss the performance of any competitor s/he is judging or any of their previous performances or results, until after the end of the event.
- (r) An adjudicator shall not use a mobile telephone or portable digital-information device of any kind in or near the competition floor during judging with the exception of using the device as a stop watch for timing if necessary. .

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4. General Behaviour of Adjudicators

Adjudicators shall comply with the following rules of conduct so as to uphold the highest standards of behaviour:

- (a) An adjudicator's behaviour both on and off the competition floor must be consistent with the principles of good sportsmanship. An adjudicator must not behave in a questionable or unseemly manner in public or at any WBTF related function or occasion where members of the public (including competitors, spectators and the media) are present in any capacity.
- (b) An adjudicator must be consistent, objective and neutral in his/her decisions. Biased judging undermines the whole basis of competition.
- (c) An adjudicator must not publicly question his/her fellow adjudicators' judgement, honesty or good faith.
- (d) Where an adjudicator is permitted by this **Code** to judge the athletes s/he coaches or has coached in the past, the adjudicator should not allow this relationship to influence his/her judgement.
- (e) An adjudicator must maintain and develop his/her judging skills by keeping himself/herself informed on developments in technique and style, and any changes in WBTF rules and policies on judging.
- (f) Where judging responsibilities have been assigned to an adjudicator for a competition, regardless of the status of that competition, the adjudicator shall not consume any alcoholic beverage or recreational drugs before and during any period of the event, until the end of the event.
- (g) An adjudicator shall not otherwise act in any way that may bring the image of WBTF or WBTF into disrepute.

It is a basic requirement of the adjudicator's licence that any adjudicator engaged to judge at a competition shall

- (a) Arrive on time at the venue in reasonable physical and mental condition.
- (b) Report his/her presence to the organiser and Chair of Adjudicators.
- (c) Ascertain the timetable of the competitions.
- (d) Be available to perform the duties of an WBTF adjudicator as scheduled.
- (e) Behave in such a way during the competition as to preserve the good reputation of WBTF and the WBTF.

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During the conduct of a competition, the adjudicators on the judging panel shall:

- (a) Adjudicator's will judge from the prescribed seating area.
- (b) Adjudicator's will judge independently and not compare notes with the other adjudicators.
- (d) Mark and sign their paper score cards in ink, including their signature, and initial each and every alteration s/he makes to the scoring papers.
- (e) Follow any instruction given by the Chair.
- (f) Concentrate on judging only and not have any communication with the audience, fellow adjudicators or athletes and not do anything that might distract him/her, including by the use of any electronic device or camera.

5. Complaints about Adjudicators during a Competition

During a competition the Chair nominated or confirmed by the WBTF is authorized and obliged to observe the compliance of all WBTF licensed adjudicators with the **Code**, whether they be engaged in the competition or not.

Any complaints regarding the breach of **Code** during the competition, should be made by an official representative of an WBTF Member body in writing and shall be addressed to the Chair, provided always that anyone may make such a complaint to the Chair when an official representative of an WBTF Member body is unable or unwilling to do so.

If the Chair has reason to believe that there has been a breach of the **Code** by an adjudicator on the panel of which s/he is Chair, then s/he is empowered and obliged to notify such adjudicator of the complaint against him/her, hear him/her in reply, and then take appropriate action immediately according to the terms of the **Code**.

The Chair shall have the power to reprimand or replace the adjudicator by an appropriate substitute for the remainder of the competition.

The Chair shall document any incident or observation of alleged or suspected misconduct by an adjudicator, and any reprimand or replacement of an adjudicator, and include it or them in the competition report to the WBTF Sport Administrator who shall decide whether there is the need to initiate a further investigation. The WBTF Sport Administrator shall refer each such case to the WBTF Board of Directors, with or without recommendations, for consideration.

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6. Other Complaints about Adjudicators

Any other complaints about an alleged breach of the **Code** after the results of the competition have been announced must be submitted by an WBTF Member body or another person in writing to the WBTF Sport Administrator.

A complaint shall not be considered unless the following lodgement criteria are met:

(a) The complaint must be made in writing and signed by the complainant, and must be lodged with the WBTF Sport Administrator within ten (10) days of the date of the alleged breach together with any supporting documentation.

(b) The complainant must specify the full name, address and contact details of the complaining person or persons and must agree in writing to give evidence and to take all steps in its power to require persons with knowledge of the matter of the complaint to be cross examined on that evidence.

If a complaint meets these criteria, the WBTF Sport Administrator shall forward the complaint to the WBTF Presidium for further consideration. If these criteria are not met, the WBTF Sport Administrator shall write to the complainant immediately advising that s/he has failed to meet these criteria and inviting a revised complaint that meets these criteria.

Nothing in this rule shall prevent the WBTF Sport Administrator from initiating an investigation at any time where the WBTF Sport Administrator believes there has been a breach of this **Code** or any rule or policy of the WBTF, and referring it to the WBTF Executive Board for consideration.

The WBTF Executive Board shall consider any complaint made under this section. The Executive may give a complaint lesser weight or no weight based on the degree to which that complaint is based on hearsay rather than direct evidence.

7. Disciplinary Actions against Adjudicators

If an adjudicator

(a) Manifestly contravenes the **Code**, or otherwise commits gross misconduct;

(b) Wilfully infringes any of these rules; or

(c) Is found to have engaged in any conduct which in the opinion of the WBTF Executive Board is prejudicial to the interests of WBTF; then the WBTF Executive Board shall have the power to reprimand or impose a disciplinary action on the adjudicator, or otherwise to suspend or cancel or revoke the adjudicator's WBTF license, provided always that no disciplinary action shall be taken unless such adjudicator shall by notice, in writing, be notified of the complaint against him/her before

WBTF JUDGES

the Executive takes any action. The adjudicator has a right to appear before three Members of the Executive who are chosen by the Managing Committee, to defend his/her case, be represented by another person or send his/her comments in writing, provided always that this right shall not restrict or delay the Executive from acting prior to such appearance if in the Executive decides that it is in the best interests of Baton Twirling to do so. The adjudicator must pay the costs of attending before the Executive. The Executive will use its best efforts to help the adjudicator to minimize such costs. All complaints made under this **Code** shall be considered and decided by the Executive according to its absolute discretion and its decision shall be final, provided always that it shall give written reasons for its decision.

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REQUIREMENTS OF ALL WBTF JUDGES

(Approved Summer 2008)

Judges are required to sign and return the official WBTF Adjudicator's Code of Conduct-Consent Form and Judges' Contract for the World Championships and International Cup to the WBTF Judges' Chair by [May 1st](#). Penalty for not attending assigned meetings would mean judge is not eligible at WBTF for the following 2 years.

January 2014

Judges for all WBTF Championships and WBTF Cup Competitions are required to [attend all judges review meetings when scheduled](#).

WBTF JUDGES



ADJUDICATORS' FORM

The ensuing data and signatures are valid for the 2 following forms.
You must complete and sign both.

Name:

Address:

City:

State/Province/Region:

Country:

Email:

Telephone:

Select the Competition (check all that apply) * European Cup European Championships International Cup World Championships

WBTF ADJUDICATORS' STANDARDS OF ETHICS FORM AND CONSENT FORM

I, the adjudicator listed above as a member, license holder, of my National Baton Twirling Organization and/or as a participant (in whatever capacity) in an International Baton Twirling competition, hereby acknowledge and agree as follows.

1. I agree to the terms of the WBTF ANTI-DOPING CODE, WBTF COMPETITION RULES and the WBTF ADJUDICATORS CODE OF CONDUCT AND STANDARDS OF ETHICS and agree to submit to the terms of these codes, rules and regulations. I am aware that if I violate any of these codes and rules, I may be subject to severe disciplinary sanctions as set out in the respective code or rules. Copies of the WBTF ANTI-DOPING CODE, WBTF COMPETITION RULES and the WBTF ADJUDICATORS CODE OF CONDUCT AND STANDARDS OF ETHICS have been made available to me. Applicable law is Swiss law.

2. I accept the STATUTES of the WBTF, in particular that the WBTF and my National Baton Twirling Federation have jurisdiction to impose sanctions as provided in the WBTF ANTI-DOPING CODE, WBTF COMPETITION RULES and the WBTF ADJUDICATORS CODE OF CONDUCT AND STANDARDS OF ETHICS as well as the exclusive competence of the Court of Arbitration for Sport (CAS) in Lausanne, Switzerland, which will resolve definitively the dispute in accordance with the Code of sport related arbitration. Applicable law is Swiss law.

(a digital signature is accepted if the box below is checked)

Important - by checking this box * Under penalties of perjury, I certify that:

1. I am the Adjudicator
2. I consent to the use of electronic records.

Digital Signature:

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OFFICIAL WBTF JUDGES' CONTRACT

This contract is to serve as an Agreement between the selected WBTF Judge(s), representing the WBTF at the WBTF-sanctioned events selected above.

Check each box below to indicate your agreement:

- * I hereby agree to uphold all WBTF rules, regulations and policies as a World Judge.
- * I hereby agree to conduct myself in a professional and dignified manner throughout the competition and meetings.
- * I will adhere to the WBTF Judges Creeds and Codes of Conduct.
- * I will prepare well in advance and review all rules and procedures pertaining to the WBTF events.
- * I will attend all judges' meetings as scheduled before, during or after the competition.
(Note: these meetings usually include the judges focus meetings prior to the competition.)
- * I will be properly attired and groomed while acting in an official capacity.
- * I will score accurately each and every athlete, so that I may participate in the growth of each country's athletes.
- * I will be accountable and able to substantiate my scores to the WBTF.
- * I agree that total unbiased judging is expected from WBTF Judges at all times.
- * I will maintain a professional attitude and respect other judges throughout the competition.
- * I agree to judge all events assigned to me.

- (a digital signature is accepted if the box below is checked)

Important - by checking this box * Under penalties of perjury, I certify that:

1. I am the Adjudicator
2. I consent to the use of electronic records.

Digital Signature:

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JUDGES' SECTION

Updates for 2018 are in Red Text

REFER TO JUDGES MANUAL FOR INFORMATION PERTAINING TO JUDGING

WBTF INTERNATIONAL CUP

JUDGING ELIGIBILITY FOR WBTF CUP COMPETITIONS

Approved August 2015:

Judging at European Cup, Pan Pacific Cup, Caribbean Cup:

Nationally-certified judges (certified in any international cup disciplines) are eligible to judge at WBTF Cup Competitions.

WORLD BATON TWIRLING CHAMPIONSHIPS

JUDGES SELECTION PROCESS:

Approved Winter Meeting January 2017 / Effective 2018

In a continued effort to improve the quality of judging at the World Championships and to have quality control in the process the following selection process has been established:

1. All Full & Associate Member Federations will receive an invitation to send the names of their WBTF Master Judges who have been proposed for participation in the selection process.
2. A panel of three Master Judges who are not judging the World Championships (one from Japan, one from North America, and one from Europe) will be selected by the Executive Technical Committee to do the initial selection test assignments to determine the selection test key.
3. On February 1st, the assignments will be sent to all judge candidates to complete.
4. On March 1st, all judges will be the sent the results of their selection test.
5. The Technical Director, Judges Chair, and Coaches Chair will review the results and evaluate the applicant's history and experience, along with the results of the selection test to determine the final assignments.
6. There will be 5 to 7 judges per panel. Only one judge per federation on each panel.
7. Panels will be selected for each discipline: Compulsories, Short Program, Freestyle, Pair and Team (and for both age divisions in Junior/Senior categories and gender categories).
8. Results will be announced and assignments will be sent by March 15th

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WORLD CHAMPIONSHIPS

PRACTICE JUDGING

A practice judging area must be available at all WBTF World Championships.

Practice judges, selected by their country, should attend judges meetings and re-cap meetings if scheduled.

The practice judging activity will not be criteria for selection for the choice of judges.

CHIEF JUDGES FOR WORLD CHAMPIONSHIPS

CHIEF JUDGE SELECTION FOR WORLD CHAMPIONSHIPS

The two Chief Judges shall be chosen by the Judges Committee with the consent of the Board of Directors of the WBTF.

CHIEF JUDGE - CLARIFICATION OF THE ROLE & RESPONSIBILITIES.

The Chief Judge is the scoring mark controller for judges at all Freestyle, Pair, & Team Championship events. The Chief Judge should have NO students nor a connection to any athletes and be assigned/hired by ETC.

The Chief Judge is to be seated in the immediate judging area for each category of competition.

REGARDING THE WORLD CHAMPIONSHIPS:

The role and responsibilities of the Chief Judge are:

- The Chief Judge is a master judge who is knowledgeable in all rules and regulations related to the judging and related to the competition.
- The ODE is no longer used
- The Chief Judge checks the seating assignments to make sure all judges are sitting in the correct order.
- The Chief Judge must assist all judges with any mechanical issues and ensure they have the correct paperwork.
- The Chief Judge may stop the competition if there are issues related to the judging panel to confer with the Judges Chair and Technical Advisor.
- The Chief Judge checks that the scores written by the judges are the scores they flash (or key in to laptop/tablet) for display.
- Is responsible for recording all scores on spread sheet to be used at the evaluation meetings at the end of the day.
- The Judges Chair should NOT also serve as the Chief Judge.

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REGARDING THE EUROPEAN CHAMPIONSHIPS:

The role and responsibilities of the Chief Judge are:

- The Chief Judge is a master judge who is knowledgeable in all rules and regulations related to the judging and related to the competition.
- The Chief Judge checks the seating assignments to make sure all judges are sitting in the correct order.
- The Chief Judge must assist all judges with any mechanical issues and ensure they have the correct paperwork.
- Immediately following the competitive performance of each athlete, the Chief Judge is to gather the marks of all judges and records them to determine the average score given. This is referred to as the “Overall Degree of Excellence” or “ODE”.
- When the ODE mark has been determined, the Chief Judge then presents the mark to all of the judges on the panel.
- The Chief Judge is then responsible to ensure that the judges score within the established range.
- If a judge displays a mark that is not within the established range, the Chief Judge informs the judge that he/she must change their mark.
- Is responsible for recording all scores on spread sheet to be used at the evaluation meetings at the end of the day.
- The Judges Chair should NOT also serve as the Chief Judge.

CLARIFICATION OF THE JUDGES CHAIR ROLE & RESPONSIBILITIES AT WBTF COMPETITIONS

The guidance for the judges at WBTF competitions for any reason (ONLY IF A NEED ARISES) will be by the Judges Chair.

Here is the present Job Description of Judges Chair during the competition with clarifications, as stated in the WBTF Policies/Procedures Manual – Section 2 GOVERNANCE:

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 be listed as a competitor’s coach for reasons of transparency. (this should be a requirement for the technical chair as well. While serving in these roles they should not also be coaching during the events.

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- Shall address judging issues or grievances. He/she shall be responsible for implementing disciplinary action, if required, with the approval of the Technical Chair.
- Interact with the Tabulation staff regarding results and issues during the competition

The Chief Judge must meet with the WBTF Judges' Chairperson to review his/her duties before the competition.

REQUIREMENTS OF ALL WBTF JUDGES (continued)

All judges must attend the judges focus meetings scheduled PRIOR to the WBTF International Cup AND World Championships. Any judge, who does not attend, except for illness, will not be eligible to judge that year

Judges are also required to attend the judges review meetings when scheduled. The penalty for not attending will mean that the judge is not be eligible to judge a WBTF competition for the following two (2) years.

A "waiver" may be granted by the Judge's Chair for very special circumstances, regarding the signed contract".

Judges are to be prompt for all official duties and to execute the course of their duties with as much speed and efficiency as possible.

Judges will restrict their consumption of food and beverages during the competition to the time(s) and place(s) specified by the Competition Director.

CONDUCT OF ALL JUDGES FOR WBTF

All judges are expected to maintain a dignified neutral appearance. Judges should refrain from discussing the performances with anyone while adjudicating (except for discussion of Chief Judge and judges during the compulsory competition). Nor should they enter into conversation or controversies with athletes, coaches or other involved individuals except those recognized as having an official status in the competition management.

DRESS CODE

Judges must always keep in mind to look professional!

(Approved 2005 Summer Meeting)

Effective January 1, 2008, WBTF Competitions: Female Judges will be required to wear a black suit with white shirt or blouse, black shoes. Male Judges will be required to wear black suite, white shirt, tie and black shoes.

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JUDGE'S RESPONSIBILITY

1. Judging Duties:
 - Short Program-to analyze and evaluate either the eight elements or composition and performance and assign a numerical score on the short program score sheet. The scores are not displayed but posted after the competition.
 - Freestyle, Pairs and Teams – To analyze and evaluate the athletes, pairs and teams based on role model tapes and assign a score on the Olympic scale for each appropriate caption. Scores will be flashed.
 - Attend all Focus Meetings and Review Meeting as scheduled.

2. Athlete's Costume/Make-up:

If a Judge feels that a costume/make-up is in poor taste, they must inform the Technical Chairperson, immediately. The Technical Chairperson will present the concern at the Judges meeting following the division. If it was felt inappropriate, the Technical Advisor of the country involved will be informed and it will be their responsibility to inform the coach/athlete involved.

QUALIFICATIONS - JUDGE

All judges must hold a valid passport or certificate of citizenship from the nation they represent.

PASSPORT REQUIREMENT FOR WBTF JUDGES

WBTF Certified Judges must be a member of the WBTF Member Country Federation in which they reside. A naturalized citizen passport from the nation he/she represents is not required.

Exceptions:

- a. WBTF certified judges may apply to the WBTF for a waiver on the passport requirement if they are temporarily or permanently residing and working in another country.
- b. If the waiver is approved, the certified judge must then become a member of the national association/federation where he/she resides or works. Judges must meet the federation's representation requirement for consideration as a judge in that nation's selection process for the World Championships
Exception (1): There is no national representation requirement to judge the International Cup.
Exception (2): A Judge who is residing or working in a non-member federation of the WBTF may apply for waiver and upon approval, make payment of an exceptional individual membership fee to WBTF to retain their license.

Judges must be familiar with the rules, procedures and goals of the WBTF International Cup and World Championship competition.

WBTF JUDGES

Judges should be selected on the basis of their reputation for: knowledge of baton twirling and related activities (dance, gymnastics, etc.); ability as a judge, based on experience; and integrity and impartiality.

Only those judges, who successfully pass the World Baton Twirling Federation's Judges Examination will be qualified to judge at the World Baton Twirling Championships.

Eligible and qualified individuals will be selected by their country.

Each country is to provide the WBTF Judges Chair the names of their judges for the International Cup and World Championships by **May 1st** of each year.

A master score sheet is kept of the initial score submitted by the judges and copies given to **ALL** Technical Advisors in the packages they receive at the end of the completion. This is the responsibility of the Chief Judge.

Judges may elect to give tenths of points. Scores are flashed to audience after athlete's performance. Judges score technical merit first and then artistic expression. No score sheet is given to the athletes. A recap sheet will be given.

A score form for free style will be used to help verify the judges' scores. This will be in triplicate - one copy for tabulator, one for judge and one for Chief Judge.

DROP PENALTIES *Effective 2012*

DROP PENALTIES – FREESTYLE

A 1% penalty which equals 0.75 point penalty per drop is deducted from the FREESTYLE PERCENTAGE SCORE. Drops are recorded by the Timing/Penalty Judge on the Official Timing/Penalty Sheet

DROP PENALTIES – PAIRS & TEAM

A 1% penalty which equals 1.0 point penalty per drop will be deducted from the JUDGES AVERAGE SCORE for Pairs and Teams. 2 Judges are used to record drops in teams. If the number of drops count differs between the judges, then the average number of drops between the 2 judges will be used.

WBTF JUDGES

RANGE FINDING FOR WORLD CHAMPIONSHIPS

FREESTYLE COMPETITION

Beginning 2018 World Championships: This procedure will only be used on the first athlete in each division. (Approved March 2018)

- a. An actual score is submitted by each judge to the Chief Judge in order to establish the sub range in free style, e.g. 6.3, 5.0, etc.
- b. The high and low scores are disregarded (dropped) prior to establishing the sub range.
- c. To establish the sub range: total all remaining scores and divide by the number of judges minus two.
Translate this number into the corresponding sub range.
- d. ODE Clarification – (Effective January 2013)
The Judges Committee clarified the Master Judges Manual, Section 1.4, “Submitting the Overall Degree of Excellence Score at World Championships”, as follows:
 1. Individual judges ODE score submitted is the Average of the Technical Merit and Artistic Expression scores
 2. The average result that is returned to the judges will have a range possibility of -0.5 to +0.5

For example:

Range Find comes back as 5.0: judge may flash between 4.5 and 5.5 and may not go outside that range for either Technical Merit or Artistic Expression. Judges who have submitted an ODE already in that range **may not** deviate from their submission.

If a Judge’s ODE is outside the range they must flash the score to the lowest or highest of that range for **both** Technical Merit and Artistic Expression

- e. A master score sheet is kept of the initial score submitted by the judges and copies given to **ALL** Technical Advisors in the packages they receive at the end of the completion. This is the responsibility of the Chief Judge.

Judges may elect to give tenths of points. Scores are flashed to audience after athlete's performance. Judges score technical merit first and then artistic expression. No score sheet is given to the athletes. A recap sheet will be given.

A score form for free style will be used to help verify the judges' scores. This will be in triplicate - one copy for tabulator, one for judge and one for Chief Judge.

Drops are taken by the Timing/Penalty judge. .75 point per drop is deducted from the Average Freestyle Percentage Score,

WBTF JUDGES

PAIR and TEAM COMPETITION FOR WORLD CHAMPIONSHIPS

The same procedure will be used for pair and teams as is for freestyle.

Beginning 2018 World Championships: This procedure will only be used on the first athlete in each division. (Approved March 2018)

VIDEO TAPES/DVD's PREVIOUS YEAR'S CHAMPIONSHIPS

Approved Summer 2000 – Effective January 1, 2001

In order to develop the judging program, video tapes or DVD's of the previous year's world baton twirling championships may be used the following year, in the judges' meeting

WBTF JUDGES

WORKSHOP FOR JUDGES WBTF MASTER EXAM

JUDGES' WORKSHOPS – LANGUAGE:

When the WBTF hosts a Judges Workshop, the workshop will be conducted in English and the written portion of the exam will be printed in English.. A translator may attend to assist participants.

When a member country offers the WBTF Judges Examination, the workshop and exam may be translated into country's language.

JUDGES WORKSHOP - SANCTION FEE

REVISION

A \$75.00 (US) sanction fee is to be paid to the WBTF for the rights to hold a WBTF Mater Judges Workshop.

Clinicians may have access to all materials necessary to teach the workshop on the WBTF Website once the sanction fee has been paid.

Role Model videos may be accessed for viewing via the WBTF website.

All new applicants must have a current copy of the WBTF Judges Manual in their possession at the workshop in order to have their tests processed and receive certification status. The cost of the WBTF Judges Manual is \$35.00 USD. A current copy of the WBTF Judges' Manual may be downloaded via the WBTF Website payable via PayPal. Applicants may request a password to log in by emailing admin@wbtf.org. As an alternative, a current copy of the WBTF Judges' Manual may also be downloaded via the WBTF Website by certified clinicians for sale & distribution to their workshop applicants. Payment collected for the manuals sold should be included with the \$75.00 USD workshop sanction fee payable to the WBTF via PayPal or Bank Wire.

The country is responsible to pay workshop clinician's fee, grading fee and travel expenses:

- 1) Clinician Workshop Fee is: \$300 USD stipend per day for Workshop Clinician
- 2) Clinician Grading Fee is: \$20 USD per test
- 3) Clinician Travel Expenses: Three (3) nights lodging expenses, meals, and airfare or transport (whichever is applicable.)

WBTF JUDGES

RESULTS ARE NOT TO BE GIVEN OUT IF THE MANUALS FOR NEW JUDGES AND SANCTION FEE HAS NOT BEEN PAID.

Workshop for the WBTF Judges' Master Exam Workshop (continued)

Revision:

WBTF TO HOST A JUDGES' MASTER EXAM WORKSHOP:

(effective August 2011)

The WBTF will host a Judges' Master Exam Workshop at each International Cup on the odd numbered years.

There will be a \$300 USD stipend per day for Workshop Clinician(s) at the International WBTF Workshop.

If there is more than one clinician involved in conducting the workshop, the 300 USD stipend per day is to be divided by the number of clinicians as determined by the workshop organizer.

In addition:

- \$20 USD per test grading fee is received and paid to the examiner of the tests
- \$30 USD per diem is paid to the clinicians for full day of teaching (excluding WBTF Judges' Chair)
- Three (3) nights hotel expenses (only if clinician teaches the full workshop and only if their expenses are not covered by a third party.)

MASTER JUDGES WORKSHOP APPLICANT FEE:

The fee for attendees at the International Cup Master Judges Workshop will be determined by the costs to operate the workshop. This fee will be published by January 15 of the year of the workshop.

If there is an insufficient number of applicants to cover the cost of the workshop, the WBTF has the right to cancel the workshop by May 1st.