

WORLD BATON TWIRLING FEDERATION

**WBTF COMPETITION
ENTRY
REGISTRATION
PROCESS
SECTION 5**



2021

WBTF Entry Process



2019 Updates are in Blue Text

2020 Updates are in Red Text

WBTF ENTRY PROCESS

Entry and Registration Process

- Payments for Competition Entry Fees and the International Clinic are made to the WBTF.
- Payments for all other items (badges, programs, practice gyms, etc.) are made to the Host country.
- The policy regarding ordering Official Programs was clarified... Countries are *not* obliged to purchase programs for their Athletes, Judges, Officials or others. However, it is beneficial to the Athletes/Judges/Officials to order these in advance (since they are purchased at a reduced rate) and to the Host Country (since they have a better idea of how many to print). Any programs that are not ordered in advance must be purchased at the full rate.
- WBTF Entry Form: Coach Certificate column in spreadsheet... This field is used to identify those coaches that have athletes *competing in the competition*. It is used to generate the Coach Certificates that are presented during the Closing Ceremony and should **not** be checked for someone that is a coach but does not have athletes competing at the WBTF event.

ENTRY DEADLINE:

Competition Document Submission Deadlines

The deadline for WBTF Competitions for the entry form, passport, badge & program photos:

- 6 (six) weeks before the Championship Events Opening Ceremony
- 8 (eight) weeks before the Cup Events Opening Ceremony

PENALTY FOR MISSING ENTRY DEADLINE will result in a US\$100 per day fine to a maximum of 10 (ten) days. After that time the entry is denied.

Payment for entry fees must take place within 10 (ten) business days of receiving the WBTF Entry invoice. Entries will be denied if payment is not received in time.

No refunds are given for withdrawals.

Draw for the Order of Appearance will be completed 3 (three) weeks before a Championship.

WBTF Entry Process

Draw for the Order of Appearance will be completed 4 (weeks) before a Cup Competition

The closing date for ALL other required documents, including music, must be lodged in the Country's ShareFile folder by 11:59 PM ET BEFORE the Draw for the Order of Appearance:

- 3 (three) weeks before a Championship.
- 4 (weeks) before a Cup Competition

All other required documents and supporting information must be in place by the draw.

Failure to comply results in disqualification. **NO EXCEPTIONS !**

WBTF will collect all penalty fees which will be paid to the host country, Penalty fees must be paid by the draw for order of appearance or entry will be denied.

ENTRY REQUIREMENTS FOR ATHLETES TO COMPETE IN ALL WBTF COMPETITIONS:

ALL ATHLETES & JUDGES MEMBERSHIP STATUS:

All athletes & judges must be members of the organization whose Association/Federation is a member of the World Baton Twirling Federation. **Exceptions:** Official invitation to a non-member federation.

WBTF PASSPORT REQUIREMENT POLICY

All athletes must hold a valid passport in their own name from the **nation** he/she represents, as proof of their citizenship.

UPDATE AUGUST 2014:

Athletes from European countries are allowed to use an official National Identity Card instead of a Passport if the competition is organized in a country within Europe.

For passport check, the country representatives must submit a photocopy of each athlete's passport. The copy of the passport must show the picture and data. The Passport copies must be submitted digitally to the country's secure ShareFile System for submission for the Registrar and the host country's registration team. Passports should be submitted in alphabetical order by last name for easier checking by the registrar.

No contestant will be officially entered into the competition until a valid passport copy or valid National Identity Card has been received.

PLEASE SUBMIT ALL PASSPORT COPIES TO SHAREFILE IN .JPG FORMAT and should be named using SURNAME_Given Name_Country

WBTF Entry Process

ATHLETE PASSPORT REQUIREMENT POLICY

UPDATE August 2017:

Athlete Eligibility:

- 1) Championship Events: World Championship, European Championship
 - Athlete must hold 'citizenship' from the nation they represent
 - Athletes with dual/multiple citizenship must make a choice on which nation they will represent. This election will apply for a period of 4 years from the date of election.
 - National Federations may establish *additional* eligibility requirements on athletes.
- 2) Cup Events: International Cup, European Cup, Pan-Pacific Cup
 - Athlete must hold 'citizenship' or 'residency' in the nation they represent
 - Athletes with dual/multiple citizenship/residency must make a choice on which nation they will represent. This election will apply for a period of 4 years from the date of election.
 - National Federations may establish *additional* eligibility requirements on athletes.
- 3) The policy includes the requirement that the athlete's nation election applies to all WBTF events held within the 4-year period.
- 4) All entry forms must include nation of residency.
- 5) Where an athlete's nation of residency is different than their nation of citizenship the WBTF must have a nation declaration form on file.
- 6) Penalty for false statement on nation declaration form shall be a prohibition of participation at any WBTF competition for a 4 years period.

CLARIFICATION:

'citizenship' and 'residency' ... as defined by each nation's own citizenship legislation

PASSPORT REQUIREMENT FOR WBTF OFFICIALS AND COACHES:

Passports are not required for officials or coaches.

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 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.

WBTF Entry Process

MEDICAL EXAMINATION FORM:

MEDICAL Certification of Athletes is the responsibility of the Member Country.

WBTF transfers responsibility for medical certification of its athletes to each country. Each country federation must establish their own criteria for 'fitness to compete' and must take responsibility for its own athletes and certify to the WBTF that its athletes are fit to compete.

A form will be provided for the Member country President to sign and return to the WBTF with Entry.

NOTE: The country should submit a copy of their country's requirement to WBTF so WBTF knows exactly what the country's requirements are.

WBTF Entry Process

ENTRY FEES WORLD CHAMPIONSHIPS: (Approved January 2016)

World Championship Events

Freestyle	\$55.00 (US) per athlete, includes alternates
Pairs	\$55.00 (US) per athlete, includes alternates
Team	\$55.00 (US) per athlete, including 2 alternates

This includes Groups if applicable for European Cup.

WBTF will rebate the Host Country 70% of the entry fees (net of any associated bank, PayPal, or Credit Card fees.)

International Cup Events

Artistic Twirl	\$30.00 (US) per athlete
Artistic Pairs	\$30.00 (US) per athlete, includes alternates
Solo	\$30.00 (US) per athlete
2-Baton	\$30.00 (US) per athlete
3-Baton	\$30.00 (US) per athlete
Team	\$25.00 (US) per athlete, including 2 alternates
Group	\$25.00 (US) per athlete, includes 2 alternates

The Rebate to the WBTF and Host Country will be 50/50 (net of any associated bank, PayPal or Credit Card fees.).

Effective from January 31st, 2016

World and European Championships:

The Athletes' Entry fee for both the World and European Championships will be USD 55 per athlete included all the reserve athletes

European Cup:

The Athletes' Entry Fee will be USD 30 per soloist, 2 & 3 Baton, USD 35 for Freestyle and USD 25 per pair, team & group athletes, including all the reserve athletes

The Majorette Corps Entry fee is \$125 USD per corps entry.

WBTF Entry Process

ENTRY PROCESS:

The WBTF Share File System is the instrument to collect the all entry, picture and passport documents and order forms for WBTF Events:

- Official Entry Form (**Share File**)
- Pictures for Badges (head shot, **in jpg format only**. See more information below)
- Picture for Event Program (**Share File**)
- Passport Copies **in jpg format only**.
- Federation's Health Certification Form signed by President (**Share File**)
- Music Files (IC Teams & Groups / WC All Events) (**Share File**)

The WBTF Website is the instrument to submit Waiver of Liability, Athletes & Adjudicator Code of Conduct Consent Forms and Media Release Forms

- Waiver of Liability Forms (online at WBTF website under Resource Library "Forms")
- Athlete & Adjudicator Code of Conduct Consent Forms (online at WBTF website under Resource Library "Forms")
- Media Release Forms (online at WBTF website under Resource Library "Forms")

WBTF SHAREFILE SYSTEM: All member country's President (or official representative) Technical Advisors and Judges Representatives will receive an invitation to a shared folder for your Country. To receive access to your country's folder it is necessary to receive your log-in information to the Sharefile system on the internet. This is absolutely necessary to be able to upload the official documents needed for entry information listed above.

To register for use of your country's Sharefile Folder, the President will send an invitation to "join" the shared folder.

ENTRY FORM REQUIREMENTS AND INSTRUCTIONS FOR ALL WBTF EVENTS:

- 1. ENTRY REGISTRATION FORM:** Official Entry Forms are to be downloaded from the WBTF ShareFile system and follow the instructions.

After downloading and completing all information on the official entry form, countries are asked to change the **xxxxxxxx** on **the file name** to their country name and the date submitted. This can be done by using "Save As" on the file menu.

The Official Entry Form must be used. Nothing else will be accepted. The Entry form is a Microsoft Excel Document.

ENTRY REVISION FORM: If it becomes necessary to make changes on your entry form: (example: 1) athlete withdrawal or replacement of a pair/team member 2) an official is added or deleted). You must use the ENTRY REVISION FORM. Please do NOT submit an updated entry form. The registration staff will be in charge of making any changes to your original entry form.

Example shown on next page:

WBTF Entry Process

Example: Official Entry Amendment Form

OFFICIAL ENTRY AMENDMENT FORM													
Country:													
Name of Event:													
Date:													
Authorized by:													
ATHLETE/DELEGATE WITHDRAWAL		Any soloist, pair, team or group member who withdraws from the competition in a Championship or Cup must also submit the INTENT TO WITHDRAW FORM to the WBTF through his/her country.											
Discipline Name or Official Title	LAST_NAME	First_Name	Country	Birth Year	Reserve	Pair_Name	Team_Name	Group_Name	Corps_Name				
Solo B Juv. 9-11 Women or Coach	SMITH	Mary	USA	2010	yes/no								
1													
2													
3													
4													
5													
6													
7													
8													
ATHLETE/DELEGATE ADDITION		No new athletes may be added after the final entry date											
Discipline Name or Official Title	LAST_NAME	First_Name	Country	Birth Year	Reserve	Pair_Name	Team_Name	Group_Name	Corps_Name	Music_Title	Album	Composer	Coach_Certificate(X)
Solo B Juv. 9-11 Women or Judge	SMITH	Mary	USA	2010	yes/no								
1													
2													
3													
4													
5													
6													
7													
8													
OTHER CHANGES		Music, Team Name, Birth Year, Reserve, etc.											
Discipline Name or Official Title	LAST_NAME	First_Name	Country	Birth Year	Reserve	Pair_Name	Corps_Name	Team_Name	Music_Title	Album	Composer	Coach_Certificate(X)	
1													
2													
3													
4													
5													
6													
7													
8													

WBTF Entry Process

PAYMENT INSTRUCTIONS

There are 4 types of payment options available:

- 1) Credit Card
- 2) PayPal
- 3) Veem Payment System in U.S. Dollars
- 4) Bank Wire to U.S. Account in U.S. Dollars
- 5) Bank Wire to Euro Account in Euros

1) **CREDIT CARD:** If you wish to pay via Credit Card, please notify and you will receive an invoice. *Please note that Credit Card payments will incur a 3.5% administrative service fee on the balance due.*

2) **PAYPAL:** If you wish to pay via PayPal, please notify and you will receive an invoice. *Please note that PAYPAL payments will incur a 4.4% international transaction fee plus .30 cents on the balance due.*

3) **VEEM PAYMENT SYSTEM:** If you wish to pay via VEEM, please notify and you will receive an invoice. *VEEM is a global electronic transfer payment system that transfer payments at low currency exchange rates and no transfer fee.*

NOTE: VEEM WILL SEND TO AND FROM THESE COUNTRIES

Australia	France	Slovenia
Belgium	Germany	Spain
Bulgaria*	Hungary*	Sweden*
Canada	Ireland	Switzerland
Croatia*	Italy	United Kingdom
Czech Republic*	Netherlands	United States
Estonia	Poland*	
*Can only send payments if bank account is in Euros.		

4) **BANK WIRE INFORMATION FOR U.S. ACCOUNT IN U.S. DOLLARS:**

Please note: You must include \$50.00 USD Bank Wire Fee with your payment

INCOMING INTERNATIONAL US DOLLAR WIRE INSTRUCTIONS

Receiving Bank	Bankers Bank of Kansas
SWIFT CODE	KAASUS41
Beneficiary Bank	United Bank & Trust, Marysville, Kansas 66508 USA
United Bank & Trust Account (ABA Number)	101115030
Beneficiary Account Name:	World Baton Twirling Federation
WBTF Account Number	1430266308
IMPORTANT: PLEASE PUT THE NAME OF YOUR COUNTRY AND WHAT THE PAYMENT IS FOR ON THE BANKWIRE SO THAT YOU CAN RECEIVE CREDIT FOR THE PAYMENT !	

You must follow the above instructions exactly as written and include everything in the right hand column or the bank wire will fail.

WBTF Entry Process

Do not alter the official document in any way.

Example: Tab for Individual Entry –

WORLD CHAMPIONSHIPS ENTRY FORM									
COUNTRY / FEDERATION :					Use 'Paste Special Values', Not 'Paste', to preserve formatting 123				
Count	Event Name	LAST NAME (CAPITALIZE)	First Name (Title Case)	Country (France)	Birth Year (Ex: 2002)	Entry Fee \$ 55.00	Music Title (Name of Song(s))	Album (Name of Album(s) or CD(s))	Composer (Who Wrote Music)
1	JUNIOR WOMEN					\$ -			
2	JUNIOR WOMEN					\$ -			
3	JUNIOR WOMEN					\$ -			
4	JUNIOR WOMEN-RESERVE					\$ -			
5	SENIOR WOMEN					\$ -			
6	SENIOR WOMEN					\$ -			
7	SENIOR WOMEN					\$ -			
8	SENIOR WOMEN-RESERVE					\$ -			
9	JUNIOR MEN					\$ -			
10	JUNIOR MEN					\$ -			
11	JUNIOR MEN					\$ -			
12	JUNIOR MEN-RESERVE					\$ -			
13	SENIOR MEN					\$ -			
14	SENIOR MEN					\$ -			
15	SENIOR MEN					\$ -			
16	SENIOR MEN-RESERVE					\$ -			
17	JUNIOR PAIR					\$ -			
18	JUNIOR PAIR					\$ -			
19	JUNIOR PAIR-RESERVE					\$ -			
20	SENIOR PAIR					\$ -			
21	SENIOR PAIR					\$ -			
22	SENIOR PAIR-RESERVE					\$ -			
23	TEAM MEMBER					\$ -			
24	TEAM MEMBER					\$ -			
25	TEAM MEMBER					\$ -			
26	TEAM MEMBER					\$ -			
27	TEAM MEMBER					\$ -			
28	TEAM MEMBER					\$ -			
29	TEAM MEMBER					\$ -			
30	TEAM MEMBER					\$ -			
31	TEAM MEMBER-RESERVE					\$ -			
32	TEAM MEMBER-RESERVE					\$ -			
						\$ -			

WBTF Entry Process

Example: Official Delegation Entry –

COUNTRY / FEDERATION : 						Use 'Paste Special Values', Not 'Paste', to preserve formatting 123					
Enter number of athletes for allotment number: /5 = 0 COMPLIMENTARY BADGE ALLOTMENT (maximum of 6)											
						ALL QUALIFYING	BADGE ALLOTMENT	FAMILY ACCESS			ALL OTHER
						COUNTRY OFFICIALS	OTHER COUNTRY OFFICIALS	UNDER 6	AGE 6-12	OVER 12	DESIGNATED OFFICIALS
#	Official_Title_Name	LAST_NAME	First_Name	Country	Coach Certificate	Complimentary	Complimentary	Complimentary	Discounted	Full Price	Full Price
	(OFFICIAL, JUDGE, COACH)	(CAPITALIZE)	(Title Case)	(France)	(Example: X)	** See denotation below	**** Compute number above				***** See denotation below
1						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REMEMBER: that after you fill out your entry form to please “save as” with the name of your country and the date submitted on the file in place of all of the x’s.

Original Blank Entry Form: XXXXXXXXXXXXOfficial_World_Championships_Entry_Form May 1, 2016.xlsx

First submission: USA_Official_World_Championships_Entry_Form May 14, 2016.xlsx

After changes: YOU MUST USE THE ENTRY REVISION FORM with the date of change

NOTE: ALL PAYMENTS FOR EXTRA BADGES AND PROGRAMS MUST BE PAID TO THE HOST COUNTRY. THE WBTF ONLY ACCEPTS PAYMENTS FOR ENTRY FEES.

The host country will send you an invoice to pay extra badges and programs. Any changes to the number of programs ordered after the registration date must be handled directly through the host country.

WBTF Entry Process

Example: Entry Fee Totals

There are separate tabs for Bank Wire in U.S. dollars, Veem Payment system, Credit Card in U.S. Dollars, and PayPal in U.S. Dollars.

This is the tab where entry fees are totalled. Here is an example of the form for payment with the VEEM PAYMENT System:

EUROPEAN CUP			
COUNTRY / FEDERATION :			
YOU MUST SELECT A PAYMENT METHOD. PAYMENTS TO THE WBTF MAY BE MADE BY BANK WIRE, VEEM, PAYPAL, OR CREDIT CARD			
IF YOU ARE PAYING WITH VEEM, CHECK THE BOX BELOW FOR ENTRY FEE TOTALS			
ENTRY FEES:	in US \$		
	No. of Entries	Fee	Sub Total
Solo Women	0	\$ 30.00	\$ -
Solo Men	0	\$ 30.00	\$ -
2 Baton Women	0	\$ 30.00	\$ -
2 Baton Men	0	\$ 30.00	\$ -
3-Baton Women	0	\$ 30.00	\$ -
3-Baton Men	0	\$ 30.00	\$ -
Freestyle Women	0	\$ 35.00	\$ -
Freestyle Men	0	\$ 35.00	\$ -
Junior Pairs	0	\$ 25.00	\$ -
Senior Pairs	0	\$ 25.00	\$ -
Junior Team	0	\$ 25.00	\$ -
Senior Team	0	\$ 25.00	\$ -
Junior Artistic Group	0	\$ 25.00	\$ -
Senior Artistic Group	0	\$ 25.00	\$ -
All Corps	0	\$ 125.00	\$ -
		SUBTOTAL	\$ -
VEEM Fee	<input type="checkbox"/>	\$0.00	\$ -
		TOTAL	\$ -

Pair Fee is PER ATHLETE, not per Pair. Reserves must also pay the fee.
 Pair Fee is PER ATHLETE, not per Pair. Reserves must also pay the fee.
 Team Fee is PER ATHLETE, not per Team. Reserves must also pay the fee.
 Team Fee is PER ATHLETE, not per Team. Reserves must also pay the fee.
 Group Fee is PER ATHLETE, not per Team. Reserves must also pay the fee.
 Group Fee is PER ATHLETE, not per Team. Reserves must also pay the fee.
 Corps Fee is PER CORPS

Check box only if paying with VEEM

WBTF Entry Process

Example: Badge and Program Totals

This is the final tab where you can order extra badges and Event Programs. Here is an example:

COUNTRY / FEDERATION :						
THIS TAB IS ONLY FOR PAYMENTS IN EURO BY BANK WIRE TO FRANCE FOR BADGES & PROGRAMS : PAYMENTS TO HOST COUNTRY (FRANCE): in Euros						
Note: The badge numbers below should match the table on the 'Intl Entry Officials' tab.						
Number of Badges Required:						
			Number	Price	Subtotal	
All Qualifying Country Officials, (includes qualifying judges) =			0	Complimentary	0.00 €	
Badge Allotment (15 max.) See Officials Entry tab for allotment =			0	Complimentary	0.00 €	
TOTAL COMPLIMENTARY BADGES (15 MAX. + JUDGES) =			0	Complimentary	0.00 €	
Family Access (under 6) =			0	0.00 €	0.00 €	
Family Access (6-12) =			0	55.00 €	0.00 €	
Family Access (over 12) =			0	110.00 €	0.00 €	
# of other Extra Badges Needed at Full Price =			0	110.00 €	0.00 €	
GRAND TOTAL OWED ALL BADGES =			0		0.00 €	
NOTE: See Badge policy included in Share File						
Event Programs:						
Note:						
Host country MUST provide a program for each REGISTERED athlete, board member, technical advisor, and judges at a reduced charge. The charge may not be more than 5.00 per program for each REGISTERED athlete, board member, technical advisor, and judge. All other delegation members (coaches, additional staff members and travel party pay full price for programs.						
			Number	Price Euro	Subtotal	
# of Programs Needed:						
In Euros						
	Athletes =		0	5.00 €	0.00 €	
	Judges =		0	5.00 €	0.00 €	
	Up to 18 Officials =		0	5.00 €	0.00 €	
	TOTAL =		0		0.00 €	
# of Additional Programs Needed:						
In Euros						
	Additional Officials =		0	12.00 €	0.00 €	
	Additional Coaches =		0	12.00 €	0.00 €	
	Spectators in Travel Party =		0	15.00 €	0.00 €	
	TOTAL =		0		0.00 €	
GRAND TOTAL ALL PROGRAMS =			0		0.00 €	
SUBTOTAL FOR ALL BADGES AND PROGRAMS:						0.00 €
Bank Wire Fee =				30.00 €	0.00 €	
TOTAL OWED TO HOST COUNTRY (FRANCE) =						0.00 €
Programs purchased on-site at the competition will cost €15						
Note: EXTRA BADGES & PROGRAMS MUST BE PAID TO THE HOST COUNTRY, NO LATER THAN JUNE 30th DO NOT PAY WITH ENTRY FEES!						

WBTF Entry Process

BADGE PHOTOS: Badge Pictures are to be submitted to the country's WBTF ShareFile System.

Individual Photo submission Photos for ID Badge and photo for WBTF Official Program:

BADGE PHOTOS MUST BE SUBMITTED IN .JPG FORMAT OR THEY WILL NOT BE ACCEPTED.

Each athlete must submit a passport style electronic colored photo of the athlete alone. These photos will be used for ID purposes at the competition. They should be facing front ("mug shots"). Do not cut off top of the head. Do not include body below shoulders. It should be 144 pixels exactly X 144 pixels maximum. Do not use photo from contestant's passport.

What to wear: Athletes should wear their team uniform for their individual pictures. Separate Pairs and Teams photo's not required for International Cup.

Submit badge photos for each athlete, coach, judge and official in your delegation.

All country delegation members who require a badge must also have their picture submitted by the required deadline.

Each photo submitted to the website should be named in the following manner:

Name of Country (Canada)_ **Name of Person**

(LAST NAME, First Name - **Position** (Athlete)

- a. France_BATON_Marie_Athlete
- b. USA_STRUTTER_Sally_Coach
- c. France_LeSPINNER_Sandrine_Official
- d. Germany_AUGHTGARTEN_Joseph_Judge

IMPORTANT NOTE: PHOTOS MAY BE GROUPED TOGETHER AND PLACED IN COMPRESSED ZIP FILES UP TO 10 MB IN SIZE TO UPLOAD.

This method saves time from uploading pictures one at a time.

4. COUNTRY DELEGATION PROGRAM PHOTO:

Photo Policy for Event Programs – Approved Summer Meeting 2015

All federations must send in one group photo of the country's official delegation for the program book (including Athletes, Coaches, Technical, Judges and Board representatives). The photo is to be submitted to the WBTF ShareFile System.

Picture must be accompanied with a written description naming the people in the photo by row from left to right.

The dimensions of the photo must be minimal of 1280x820 pixels.

If a country does not send a photo, then only the flag of the country will be printed in the program book

For the program book, it is no longer necessary to send photos of the soloists, pairs, teams and groups. (The countries must still send a passport photo of all delegation members for credential badges. See description in the manual "Each athlete must submit a passport style electronic colored photo of the athlete alone, facing front ("mug shots"). It should be 144 X 144 pixels.)

WBTF Entry Process

IMPORTANT REMINDER:

5. MEMBER COUNTRIES RESPONSIBILITIES

INFORMATION REQUIRED (Approved 2004 Summer Meetings)

ALL member countries must notify the Host Country and President of the following:

1. Whether or not a member country plans to attend and participate in meetings, World Championships and International Cup events.
2. Approximate number of athletes and what divisions they will be participating in
3. Approximate number of judges attending

The Host Country and President **MUST RECEIVE** notification of the above by no later than MAY 1ST.

ENTRY DEADLINE

The Website Personnel (President and Webmaster) will submit a progress report/update every week to the Host Country from May 15 to June 15 regarding the entries that have been posted.

Following the June 15 deadline, the Website Personnel, (President and/or Webmaster) will import the entries into the Competition Registration Database Program, and export the following information into Microsoft Excel Format files to forward to the appropriate responsible persons:

1. Host Country:

- a. Lists of athletes competing in each Event, Level, Category and Age Group to Host Country's Competition Director and Tabulation Director to import into Official Tabulation Programs.
- b. Completed picture files of each athlete and delegation official to Host Country's Registration Coordinator for Badges and Event Program.

2. Confirmation Invoice:

- a. A confirmation invoice for **International events** will be generated from the Competition Database for Entry Fees Due by each participating country, with the total amount due to be paid to WBTF.
- b. A confirmation invoice for **European events** will be generated from the Competition Database for Entry Fees Due by each participating country, with total amount due to be paid to WBTF.

A copy of all lists from the Competition Registration Database Program will then be sent to the Host Country. The Host Country will then utilize the lists to:

- a. Prepare Registration for Badges and credentials
- b. Prepare Athlete's World or International Cup Participation Certificates
- c. Prepare Coaches' World or International Cup Participation Certificates

WBTF Entry Process



DECLARATION OF MEDICAL CERTIFICATION WBTF Championships & Cup Competitions

This is to certify that all athletes competing in this competition have been examined according to the medical standards of this country/federation for eligibility to compete and found to be in adequately good health to be permitted to compete in the following athletic event (barring any unforeseen emergency situations):

Name of Competition	
Date of Competition	
Name of Federation	
Name of Federation President	
Full Address of Federation	
Phone	
Email	

Check all competitions that apply:

This form must be submitted by the President, along with all other entry forms.

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

*

Important - by submitting my digital signature under penalties of perjury, I certify that:

1. I am the Parent/Legal Guardian or athlete 18 years of age or older
2. I consent to the use of electronic records.

WBTF Entry Process

PERFORMANCE MUSIC

MUSIC SUBMISSION POLICY

(Approved 2013 Winter Board Meeting)

Beginning International Cup 2013

Music policy for all WBTF events:

Music at WBTF events will be played through a computer.

Music for all athletes, pairs and teams will be submitted electronically with each country's entry form via the WBTF ShareFile System.

Each music file must be labeled, indicating the athlete, pair, team or group's name, country, category, division and should include the time code.

The specific guideline is as follows:

Naming file: Name of Country_Name of athlete/pair/team/group_Divison_Category

Example for World Championships:

France_Bridgette Bardot_Sr Women

Example for International Cup:

France_Toulouse Twirlers_A Level Team

Following the entry deadline, the host country will download all the music files from the country's WBTF ShareFile System to prepare for music tests and competition. If there is any change in a competitor's music prior to the competition, it may be re-submitted to the sharefile website and notification must be sent to the host country no later than 10 days prior to the first day of the competition. All music files must be submitted in .mp3 or AAC format. - these are both compressed formats.

All athletes should bring a 2nd copy of their music with them to the competition on a flash drive or CD, in case of any unforeseen circumstances that would call for the need to replace the original copy.

WBTF Entry Process

WBTF ATHLETE FORMS

EXAMPLE FORM ONLY – THIS FORM MUST BE FILLED OUT ONLINE AT
<https://www.wbtf.org/Library/Forms>

PERSONAL INFORMATION

The ensuing data and signatures are valid for the 3 following forms. Parent or guardian must complete and sign if the athlete has not reached the age of 18 years.

Athlete (please print name):	
Birthdate:	
Athlete Signature:	
Parent/Legal Guardian (please print name):	
Address / Postal Code / City:	Country:
Email:	Dated:
Phone:	Coach:

Check all competitions that apply:

- 2021 European Cup
- 2021 World Championship

PLEASE NOTE: YOU MUST COMPLETE ALL INFORMATION ON ALL 3 FORMS BELOW:

WBTF Entry Process

EXAMPLE FORM ONLY – THIS FORM MUST BE FILLED OUT ONLINE AT
<https://www.wbtf.org/Library/Forms>

1. WBTF ATHLETES' STANDARDS OF ETHICS FORM AND CONSENT FORM:

I the undersigned _____ (*name of athlete*) as a member, license holder, of my National 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 and WBTF COMPETITION RULES 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. Copies of the WBTF ANTI-DOPING CODE and WBTF COMPETITION RULES 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 Federation have jurisdiction to impose sanctions as provided in the WBTF ANTI-DOPING CODE and WBTF COMPETITION RULES 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.
3. I Understand that by signing this form I am granting my consent to a urine or/and Blood sample being taken from me. I understand that the urine or/and blood sample is to be taken so that it may be analyzed to determine whether it discloses the presence of any substances prohibited under the WBTF ANTI-DOPING CODE, and that if the analysis of the sample reveals the presence of any such substance, or deviations from the normal range in the case of endogenous substances, I may be subject to disciplinary sanctions under the rules of the WBTF ANTI-DOPING CODE.

I also understand that the analysis of my sample might reveal evidence of disease. In such an instance I have the right to be informed, however only on my own request, after a confidential notice by the laboratory. Such information will be in all events remain confidential to the laboratory and myself.

Rules of Conduct (Please read and initial each statement to signify you understand and agree:)

<input type="checkbox"/>	Athlete acknowledges WBTF jurisdiction over his/her membership.
<input type="checkbox"/>	Athlete agrees to not make any false statement in relation to his or her competition licence.
<input type="checkbox"/>	Athlete agrees to not make any false statement in relation to his or her application to compete in any competition.
<input type="checkbox"/>	Athlete agrees to abide by the WBTF Athlete Code of Conduct, and the WBTF and WADA Anti-Doping Policies.
<input type="checkbox"/>	Athlete agrees to be registered in the WBTF Registered License System, and understands that it is his/her responsibility to report to the WBTF and the Anti-Doping Director their intention to become inactive or retire from competition.
<input type="checkbox"/>	Athlete agrees to abide by the standards of ethics that are set forth in the Athlete's Code of Conduct.

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

*

Important - by submitting my digital signature under penalties of perjury, I certify that:

1. I am the Parent/Legal Guardian or athlete 18 years of age or older
2. I consent to the use of electronic records.

WBTF Entry Process

EXAMPLE FORM ONLY – THIS FORM MUST BE FILLED OUT ONLINE AT
<https://www.wbtf.org/Library/Forms>

2. WAIVER OF LIABILITY

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.

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

 *

Important - by submitting my digital signature under penalties of perjury, I certify that:

1. I am the Parent/Legal Guardian or athlete 18 years of age or older
2. I consent to the use of electronic records.

ADDITIONAL WAIVER

For pregnant 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. FORM MUST BE SIGNED.

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

 *

Important - by submitting my digital signature under penalties of perjury, I certify that:

1. I am the Parent/Legal Guardian or athlete 18 years of age or older
2. I consent to the use of electronic records.

WBTF Entry Process

EXAMPLE FORM ONLY – THIS FORM MUST BE FILLED OUT ONLINE AT
<https://www.wbtf.org/Library/Forms>

3. PARTICIPANT MEDIA RELEASE FORM

I hereby give my permission, as the parent/legal guardian of the participating named below, to the World Baton Twirling Federation (WBTF) for the use and reproduction of the video footage, photographs, voice recordings, or writing of, and/or created by this participating athlete, including posts on website/social media sites. I understand that the use of the participant's image and voice will be primarily for the purposes of education and/or promotion by The World Baton Twirling Federation (WBTF).

I hereby waive any right that I may have to inspect or approve the finished athlete product that may be used in connection herein.

By signing this video release form, each Athlete and Athlete's Parent/Legal Guardian hereby assigns, transfers, or otherwise conveys all rights, titles, and interests in and to the video created for submission to the World Baton Twirling Federation (WBTF), including without limitation all copyrights and other intellectual property rights therein.

This video footage may be used for the following purposes:

- Presentation in public theater(s) or public locations
- Educational presentations
- Informational presentations at conferences
- Promotional video for The World Baton Twirling Federation (WBTF) sponsored programs that may be included in a television or Internet broadcast.

There is no time-limit on the validity of this release nor is there any geographic specification of where these materials may be distributed.

Athlete and Athlete's Parent/Legal Guardian represents and warrants that the video, audio, photography and text created is original and does not infringe upon the copyright, trademark, patent or other intellectual property rights of any third party. If the content created for submission becomes the subject of a claim, suit or allegation of copyright, trademark or patent infringement, the World Baton Twirling Federation (WBTF) shall have the right, in its sole discretion, to reject or otherwise disqualify the submission.

Coach, Athlete and Athlete's Parent/Legal Guardian agree to indemnify and hold harmless the World Baton Twirling Federation (WBTF), its officers, employees and agents from and against any and all claims, actions, costs, judgments or damages of any type relating to the production or distribution of the video submitted. Participating athletes 18 and under in age must have parental permission.

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

*

Important - by submitting my digital signature under penalties of perjury, I certify that:

1. I am the Parent/Legal Guardian or athlete 18 years of age or older
2. I consent to the use of electronic records.

WBTF Entry Process

EXAMPLE FORM ONLY – THIS FORM MUST BE FILLED OUT ONLINE AT
<https://www.wbtf.org/Library/Forms>

WBTF ADJUDICATORS REQUIRED FORMS

1. WBTF ADJUDICATORS CODE OF CONDUCT & CONSENT FORM:



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

Adjudicator (please print name):	
Address / Postal Code / City:	Country:
Email:	Dated:
Phone:	Coach:

Check all competitions that apply:

- 2020 European Cup
- 2020 World Championship

I the undersigned _____ (name of adjudicator) 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 submitting my digital signature under penalties of perjury, I certify that:

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

WBTF Entry Process



EXAMPLE FORM ONLY – THIS FORM MUST BE FILLED OUT ONLINE AT <https://www.wbtf.org/Library/Forms>

2. OFFICIAL WBTF JUDGES' CONTRACT

JUDGE GIVEN NAME ((Prénom)	
SURNAME (nom de famille)	
COUNTRY	

Check all competitions that apply:

- 2021 European Cup
- 2021 World Championship

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:

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

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

*

*Important - by submitting my digital signature under penalties of perjury, I certify that:

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

WBTF Entry Process



WORLD BATON TWIRLING FEDERATION

INTENT TO REPLACE TEAM OR GROUP MEMBER FORM

Changing of Team Members

Any team or group chosen to compete in a WBTF Competition, wishing to change a member or an alternate at any time between the entry deadline and the competition must submit the change in writing on this form to the WBTF.

TEAM OR GROUP DECLARATION:

Athlete's Name (please print or type):			
Country:		Date of Birth:	

Will be replaced in the (circle one)

- WBTF International Cup
- World Championship
- WBTF European Cup
- WBTF European Championship

With the following athlete:

Replacement Athlete's Name (please print or type):			
Country:		Date of Birth:	

NAME OF TEAM OR GROUP:

Team or Group Name (please print or type):			
Country:		Date of Birth:	

Date:	
Representative's Name (please print or type):	
Signature of Representative:	

WBTF Entry Process



WORLD BATON TWIRLING FEDERATION

INTENT TO WITHDRAW FROM COMPETITION FORM

Any soloist, team or group member who withdraws from the competition in the World Championships or International Cup must submit the INTENT TO WITHDRAW FORM to the WBTF through his/her country's representative. .

ATHLETE'S DECLARATION:

Athlete's Name (please print):			
Country:		Date of Birth:	

I hereby declare that I will **NOT COMPETE** in the (circle one)

- WBTF International Cup
- World Championships
- WBTF European Cup
- WBTF European Championships

I fully understand that with this declaration, I am released of any and all responsibilities and privileges of being a competing athlete in the competition. Should I change my mind and wish to compete, the above named organizations are under absolutely no obligation to reinstate me.

Signature of Athlete:	
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PARENT'S DECLARATION (if athlete is less than 18 years of age):

This will acknowledge that I support my son/daughter's decision to withdraw from the above named competition. Furthermore, I hereby absolve the World Baton Twirling Federation and agents thereof of any and all responsibilities for my son/daughter concerning the competition.

Date:	
Parent's Name (please print):	
Signature of Parent:	

WBTF Entry Process

SUMMATION OF DOCUMENTS AND FORMS TO SUBMIT:

WORLD & EUROPEAN CHAMPIONSHIP

SUBMIT TO SHAREFILE SYSTEM	Deadline Date	Athlete	Coach	Officials
1) Entry Form 2) Badge Photo / Program Photos	6 (six) weeks before the Championship Opening Ceremony	X	X	X
3) Passport Copy	6 (six) weeks before the Championship Opening Ceremony	X		
4) Submission of Music Files 5) Waiver of Liability Form 6) Media Release Form 7) Code of Conduct/Consent Form (Athletes) 8) Health Certification Declaration Form	6 (six) weeks before the Championship Opening Ceremony	X		
9) Code of Conduct/Consent Form (Adjudicators)	6 (six) weeks before the Championship Opening Ceremony			Judges Only
Team/Group Member Replacement Form	When applicable	X		Submitted by Official
Athlete Intent to Withdraw Form	When applicable	X		Submitted by Official
SUBMIT VIA CREDIT CARD, PAYPAL, VEEM OR U.S. BANKWIRE	Deadline Date	Athlete	Coach	Officials
Entry Payment	Upon receipt of Confirmation Invoice			Submitted by Official

WBTF CUP COMPETITIONS

SUBMIT TO DROPBOX	Deadline Date	Athlete	Coach	Officials
1) Entry Form 2) Badge Photo / Program Photos	8 (eight) weeks before the Championship Opening Ceremony	X	X	X
3) Passport Copy	8 (eight) weeks before the Championship Opening Ceremony	X		
4) Submission of Music Files 5) Waiver of Liability Form 6) Media Release Form 7) Code of Conduct/Consent Form (Athletes) 8) Health Certification Declaration Form	6 (six) weeks before the Championship Opening Ceremony	X		
9) Code of Conduct/Consent Form (Adjudicators)	6 (six) weeks before the Championship Opening Ceremony			Judges Only
Team/Group Member Replacement Form	When applicable	X		Submitted by Official
Athlete Intent to Withdraw Form	When applicable	X		Submitted by Official
SUBMIT VIA CREDIT CARD, PAYPAL, VEEM OR U.S..BANKWIRE	Deadline Date	Athlete	Coach	Officials
Entry Payment	Upon receipt of Confirmation Invoice			Submitted by Official

NOTE: All PDF FORMS IN SHAREFILE ARE FILLABLE AND THE INFORMATION MAY BE TYPED IN ON THE COMPUTER. CHECKING THE DIGITAL SIGNATURE BOX IS MANDATORY.

METHOD TO SUBMIT ALL REQUIRED FORMS IS THROUGH THE ONLINE ELECTRONIC SUBMISSION FORM ON THE WBTF WEBSITE.