



CBTF Contingent Package

2018 World Championships – Kissimmee, Florida, USA

Canadian Baton Twirling Federation

La Fédération Canadienne de Baton Sportif

CBTF Contingent Schedule

Date	
Saturday, July 28	Athletes and Coaches depart for and arrive in Florida Transfer and check-in at Embassy Suites
Sunday, July 29,	Contingent Practice Canadian Contingent Welcome Reception, Location TBD
Monday, July 30	Contingent practice
Tuesday, July 31	Contingent practice Music tests WBTF Athletes Pizza Party
Wednesday, August 1	Contingent practice VIP Reception Official Opening Ceremony
Thursday, August 2	Compulsories Short Program Pair Preliminary Round
Friday, August 3	Freestyle Preliminary Round
Saturday, August 4	Freestyle Semi-Final Round Team Preliminary Round Twirl Nations Clinic
Sunday, August 5	All events, Final Rounds, Awards and Closing Ceremony
Monday, August 6	Departure

Transportation to/from practice facilities will be by bus arranged by CBTF

Transportation to/from the competition venue will be by shuttle booked through CBTF, provided by the host country

Venue Information

Competition Site: Silver Spurs Arena: This is approximately a 25 minute drive from our hotel when traffic is good. As we are there in high season, expect delays. There are also numerous toll roads and you can only pay with coins.

The competition and some practices will be held at the arena. There is wifi at the arena. Other practices will be at a separate sports hall. For more information on the arena, see: <https://www.worldbaton2018.com/arena>

CBTF is not organizing a group transport from the airport to the hotel and back. As this is in North America, transportation is familiar for all of us. You can take an arranged bus or taxi with Mears, Super Shuttle, take a taxi, or use Uber or Lyft.

Ground transport contact information is:

Mears Transportation: 1-407-423-5566

Super Shuttle Orlando: 1-407-888-9220

UBER: <https://get.uber.com/>

LYFT: <https://www.lyft.com/cities/orlando-fl>

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Contingent Hotel: Embassy Suites by Hilton Orlando Lake Buena Vista South, 4955 Kyngs Heath Road, Kissimmee, <https://www.worldbaton2018.com/hotels>

The hotel is a suite-style hotel. The rooms have a separate bedroom with two beds and a sink, a bathroom, a living room with a table and sitting area/sofa bed, small kitchen-type area, microwave, coffee maker, small fridge and a safe in each. The hotel has all of the normal amenities you would expect. There is a restaurant in the hotel. The nearest grocery store is not walking distance, but is a short drive. There is a car rental facility at the hotel. You can also use Uber or Lyft quite easily. The hotel has a pool and gym. There is free wifi in the hotel. Breakfast is free and included with your room price. There is also an evening reception with free appetizers and beverages from 5:30 to 7:30. Canada is organizing group buffet meals at the hotel, but you must prepay for those if you wish to be included. It is mandatory for all official contingent members.

There are restaurants and shopping nearby. Kissimmee is near the Florida theme parks and attractions. There is information about the city at www.worldbaton2018.com. CBTF is not organizing a tour after the competition, as there are so many options for people to choose from, and it would be difficult to organize the entire group and satisfy everyone's interests. Discounted park passes can be ordered through the website at www.worldbaton2018.com, but to get the discount you must order before July 20, 2018.

Please note that CBTF is doing things differently starting this year. We are no longer taking responsibility for parents, spectators, other family members, and are tending to the requirements of the official contingent members only, with a few exceptions. As such, parents/spectators are to make their own arrangements with the exception of the following items that CBTF will arrange on their behalf because of the host country requirements: shuttle bus from the hotel to the venue, pre-paid buffet lunches during competition days, pre-paid buffet meals at the hotel, and extra event programs. We will also collect money from you for the welcome reception. If you are going to stay at the headquarters hotel, we will give them your name with your team's rooming list. Canada has reserved a block of rooms at the hotel, and payment for them is being made through CBTF. We will collect for the athletes and coaches. If any other family members are staying in the room, they can sort out internally how they will cost share on the room. We will not be preparing any reconciliations of money collected. The fees are set and payment is as indicated in this form.

Parents/spectators must order their own event tickets through the [worldbaton2018](http://worldbaton2018.com) website.

Remember to bring some US currency.

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CBTF Contingent Package – 2018 World Championships

1. Getting to the World Championships

To get to this year's World Championships, you must make your own travel arrangements.

We ask you to arrive on July 28, 2018. Practices begin July 29, 2018. You cannot leave earlier than the morning of August 6, 2018. If you are in an event where you are certain that you will qualify, go ahead and book your flights now.

2. At the World Championships

The **Canadian Contingent Welcome Reception** will be held on Sunday, July 29 (date tentative). This event is mandatory for athletes, coaches and officials and is open to all members of the Contingent – especially friends and family. In fact, this Welcome Reception is a special occasion to show our support for all of the athletes that are representing Canada at the World Championships.

All coaches and athletes will be registered for the **WBTF International Clinic**.

The **WBTF Athletes' Party** will be held Tuesday, July 31. Athletes and Coaches attend this event. Further details will be provided once we receive them.

The **World Championship Spectator Ticket Package** provides tickets to the event. Any spectators interested in attending the World Championship competition should purchase their tickets from the [worldbaton2018](http://worldbaton2018.com) website. Athletes, Coaches and Officials do not need to purchase tickets – their competition credentials give them access to the venue on all competition days.

Official World Championship Programs are available for pre-purchase – supplies may be limited or unavailable at the competition itself. All Athletes, Officials and Coaches will receive a Program Book with their credentials package. Interested Spectators can choose to pre-purchase their own Program by selecting this option.

3. After the World Championships

As stated above, there will not be an official post-competition tour, as there are plenty of options available. We recommend that you purchase your discounted theme park tickets in advance through the [worldbaton2018](http://worldbaton2018.com) website. The hotel has been reserved for additional days post-competition for anyone who chooses to stay longer and enjoy the theme parks.

Completing the Forms

The complete Contingent Package consists of three forms:

1. Traveler Payment Form – Each traveler, adult or child, must complete this Traveler Payment Form
2. Hotel Worksheet – Each group of travelers staying together should complete a single Hotel Room Worksheet. This Worksheet is used to calculate the 'per person' hotel cost, which is transferred to the Traveler Payment Form

Please note that all payments received in advance of the event are considered *payments* and will not be reconciled after the completion of the World Championships.

All forms, and the initial payment, will be collected at the Contingent Meeting on May 21, 2018.

All payments should be made payable to "CBTF Inc.". We will also accept etransfers. Etransfers can be emailed to: treasurer@cbtf.ca. The answer to the security question **must** be: Florida.

Final Payments can be sent by postal mail to:

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Michelle Bretherick, CBTF Treasurer
1262 Eldorado Avenue
Oshawa, ON
L1K 1G3

Or, payments can be made by e-transfer to: treasurer@cbtf.ca, again with the same mandatory security question answer as above.

Please clearly indicate the traveler's name on each payment.

Traveler Payment Form

Each person must complete the Package Payment Form. The Package Payment Form is used to calculate the per person cost of the package and it defines the schedule of payments. Optional components such as transportation, Team Canada Welcome Event and group meals can be selected on a per person basis.

- Registration Information
 - Name and contact information for each person
- Per Athlete/Coach Hotel Cost
 - Complete the Hotel Worksheet to calculate the Per Athlete/Coach Hotel Cost
- Canadian Contingent Welcome Reception
 - Required for Athletes, Coaches and Officials
 - Optional for Family/Friends, but strongly encouraged
- Hotel Arena Shuttle
 - return trips from the hotel to the arena daily
- Official World Championship Program
 - Already included for Athletes, Coaches and Officials
 - Optional for Spectators/Fans
- Athlete Fee
 - Mandatory for all Athletes, includes:
 - Practice Gym Rental and bus
 - Shared contingent rental car
 - Official Program
 - Cost-share for Team Manager and 2nd Judge
 - Team wear
 - Competition badges, clinic
- Coach/Officials Fee
 - Mandatory for all Coaches and Officials, includes:
 - Official Program
 - Team wear
 - Shared contingent rental car
 - Badges, clinic
- Group meals
 - * Group buffet meal at the hotel - no group meal July 31
 - * Lunches on competition days

We will be arranging group meals for practice and competition days. We will book buffets at the hotel. Breakfast is included with the cost of the hotel. You must notify the contingent coordinator AND the Team Manager if you have any food allergies or meal restrictions. *We do not know what you do not tell us.* Please send the information to Joanne Moser at president@cbtf.ca. This applies to athletes, coaches, and parents - anyone who will be part of any group meals.

Hotel Worksheet

Complete one Hotel Room Worksheet per room. The form does not have to be duplicated for each guest – simply copy the 'Per Person Hotel Cost' calculated at the bottom of the page to each guest's Payment Form.

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The base hotel package includes 9 nights – from the athlete/coach arrival date through to the end of the competition. An extended stay option is available for those choosing to stay at that property after the completion of the event. Late arrivals and early departures can be accommodated on a case-by-case basis. Contact Joanne Moser at president@cbtf.ca for guidance.

Enter the names of your roommates and select the appropriate rate for your occupancy. Add any Extension Nights.

Any questions about completing these forms should be directed to Joanne Moser by email at president@cbtf.ca.

CBTF Contingent Package – Payment Form

Complete one Package Payment Form per person

Registration Information (one person per form)

Circle One: Athlete Coach Official Spectator/Fan

Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____

(Home) _____ (Work) _____ (Cell) _____

Email: _____

Price Calculator

<input checked="checked" type="checkbox"/>	Per Athlete/Coach Hotel Cost (complete Hotel Worksheet)	_____
		From Hotel Room Worksheet
<input type="checkbox"/>	Canadian Contingent Welcome Reception	_____
		Enter 45 if selected
<input type="checkbox"/>	Hotel Arena Shuttle Transportation Package	_____
		Enter 75 if selected
<input type="checkbox"/>	Official World Championship Program	_____
		Enter 20 if selected
<input type="checkbox"/>	Athlete Fee (mandatory), includes welcome reception and program (may be reduced once size of contingent is known)	_____
		Enter 700 if selected
<input type="checkbox"/>	Group meal package - July 30 - August 5 (excl. July 31) Competition lunches - August 2 - August 5	_____
		Enter 192 if group meals selected Add 88 if adding competition lunches
<input type="checkbox"/>	Coach/Officials Fee (mandatory), includes welcome reception and program	_____
		Enter 250 if selected
Add	Entry fee per event you qualified for: \$75.00 per event	_____
		Enter exact entry fees
Add	Fan shirt - size: _____ men's/women's (circle)	_____
		Enter 30 if selected

Grand Total \$ _____

Payment Schedule

Initial Payment	Due <u>May 21, 2018</u>	\$1,000.00
Final Payment	Due <u>June 15 2018</u>	

Complete one Hotel Room Worksheet *per room*.

Transfer the Per Athlete/Coach Hotel Cost calculated below to the Hotel line of each person's Price Calculator.

Room Reservation Request - Cost will be split equally between two athletes or coaches, unless a single occupancy is booked

Roommate 1: _____ Roommate 3: _____
 Roommate 2: _____ Roommate 4: _____

<input checked="" type="checkbox"/>	Base Hotel (9 nights July 28 – Aug 5, 2018)		\$ _____
			Enter amount from table
✓	<input type="checkbox"/> Single 2025.00	✓	<input type="checkbox"/> Triple *
	<input type="checkbox"/> Double 1012.50 each		<input type="checkbox"/> Quad *
<hr/>			
<input type="checkbox"/>	Hotel Extension Option		
	1. Circle Extension Nights: July 27 Aug 6 Aug 7 Aug 8		
	2. Choose Daily Rate (same Room Size & Occupancy as Base):		
✓	<input type="checkbox"/> Single 225.00	✓	<input type="checkbox"/> Triple *
	<input type="checkbox"/> Double 112.50		<input type="checkbox"/> Quad *
	3. Calculate Extension Cost:		
	_____ X	_____ =	\$ _____
	# days (Step 1)	Daily Rate (Step 2)	

Total Hotel Cost \$ _____

Per Person Hotel Cost \$

Copy this amount to the Hotel line of each athlete/coach Price Calculator

As this is a new process this year, please let us know if you have any questions. For more explanation, we will book two athletes or coaches, or a coach and athlete per each room. A coach can book a single room. We will collect payment for that. We do not want any athletes staying in a room alone.

Each room can fit four people (up to six actually but if that is the case then additional charges apply and you will be very tight for space and uncomfortable). If two parents want to stay with two athletes, for example, we only need the parent's names. We will include them on the hotel rooming list. We will not collect payment from the parents for the room cost, as they will have paid it up front with the athlete's costs. However you choose to cost share the rooms is up to you.