

Bye Policy

Revision 5: December 2018

Providing all entry requirements have been met, the application time frames have been met, and the necessary documentation has been satisfied & submitted, the following may apply for a Bye:

- **PROVINCIAL WINNER/CHAMPIONSHIPS OR PROVINCIAL TEAM TRIALS TO CANADIAN WINNER/CHAMPIONSHIPS OR CANADIAN TEAM TRIALS**
 - Athletes who are unable to compete at Provincial Winner/Championships or Provincial Team Trials due to injury, illness, bereavement or other extenuating circumstances may apply for a BYE to the next level of competition.
 - An athlete granted a BYE does not count towards the number of berths available to his/her province.
- **INTERNATIONAL CUP QUALIFIER TO INTERNATIONAL CUP AND GRAND PRIX**
 - This medical bye procedure is only applicable in cases where the ICQ division has less than the maximum number of athletes Canada is allowed to send to IC and GP.
 - Athletes who are unable to compete at the International Cup Qualifier due to injury, illness, or bereavement may apply for a Bye to the next level of competition.
- **CANADIAN TEAM TRIALS TO WORLD CHAMPIONSHIPS**
 - This medical bye procedure is only applicable in cases where the Canadian Team Trial division has less than the maximum number of athletes Canada is allowed to send to Worlds.
 - Athletes who are unable to compete at the Canadian Team Trials due to injury, illness, or bereavement may apply for a Bye to the next level of competition.

CBTF BYE REQUEST COMMITTEE (“COMMITTEE”)

There shall be a separate Bye Request Committee for each national (ie. International Cup Qualifier, Canadian Winner/Championships, Canadian Team Trials) and international (ie: International Cup, World Championships) event. The Bye Request Committees shall be composed of the CBTF Executive plus that event's Competition Directors (National and Host Province).

The Technical Chairperson shall act as Committee Chair and shall only vote to break a tie or defeat a motion. The CBTF President shall be an “ex officio” member of the Committee in an advisory capacity with no voting rights.

If a conflict of interest exists with any Committee member(s), the member(s) shall withdraw from the Committee and CBTF Board members shall be selected by the Technical Chair in consultation with the President to fill the vacancy/ies.

Each BYE request shall be submitted, reviewed and voted upon separately.

Each Bye Request must be considered on its own merits – no previous Bye Request decision shall be construed as setting precedent. In general, Bye Requests submitted on a good faith basis, exemplifying due care, consideration and forethought from the Applicant, should be approved.

CBTF “BYE” POLICY PROCEDURES

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1. The athlete's coach shall provide a letter, and all supporting material, requesting a Bye for their athlete to the CBTF Technical Chair as soon as possible but no later than 5 days following the close of the Provincial Qualifying Competition
2. The following information must be provided in the Bye Request before the application will be acted upon:
 - Athlete's name, Date of Birth and CBTF membership number
 - Coach's name, CBTF membership number, email address and phone number
 - Provincial Technical Chair's email address and phone number
 - Parent/Guardian's name, email address and phone number
 - The date(s) & location(s) of the Provincial Team Trials and/or Provincial Winner/Championships
 - A list of the age division(s)/level(s)/event(s) the athlete missed due to injury, etc.
 - The Canadian competition(s) for which the athlete is requesting a Bye
 - Any additional information the coach or athlete may wish to provide
3. The letter shall be accompanied by documentation to support and validate the reason for the Bye request. The nature of the documentation shall be considered on a case-by-case basis, but Bye Requests for medical reasons must always include:
 - Medical or health issue:
 - The date of examination
 - A full description of the athlete's illness or injury
 - The doctor's recommendation as to when the athlete may resume baton activities
 - Other circumstances:
 - The need for written certification shall be considered on a case-by-case basis
4. Upon receipt of all documentation, the Committee Chair shall contact the members of the Bye Committee and provide each with all the submitted documentation. Committee members must treat all documentation as private and confidential.
5. If necessary, the Technical Chair may contact the Provincial Chair, Provincial Technical Chair, the coach, or other persons as may be necessary and appropriate, to verify the request or obtain further information.
6. Once the Committee has completed its review in a time-sensitive manner, a conference call shall be organized to allow for discussion among the Committee members. Then, each member shall vote to approve or deny the BYE request.
7. Immediately following the Committee's decision, the Technical Chair shall contact the coach of the athlete and the Provincial Technical Chair with the results of the Committee vote and provide a written approval or denial letter. A copy shall be forwarded to the CBTF President and the respective Canadian Competition Director.

NOTE: Electronic copies of all documentation and letters at all stages of the process are acceptable.

By admin at Tue, 04/21/2015 - 11:10

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