



Canadian Baton Twirling Federation

La Fédération Canadienne de Baton Sportif

2019 Canadian Winner/Championship Report

The 2019 Canadians was an extremely well-attended competition, and was hosted wonderfully by the SBTAs with Nancy Lightheart being the Host Province Coordinator. Nancy was also the Entry Processor, Terry Stewart was the Competition Treasurer, and Cindy Dietrich was Chief Tabulator.

Overall, the committee worked well together and did a wonderful job in ensuring their portfolios were on track and competition-ready. Special thank-you's go to Nancy and her entire Local Organizing Committee and the many volunteers.

The purpose of this report is to document how the 2019 Canadians event was organized and run, primarily for the benefit of future organizers of this, and similar, competitions.

Summary of Action Items & Other Recommendations

1. Update the CBTF Roles & Responsibilities document appendices with the 2019 metrics
2. A province's entries for Canadians need to be reviewed for accuracy before they are submitted to the Entry Processor. Strictly enforcing the existing official policy may not be the right answer, as that policy was written in the days of physical mail only, payment by cheque, and concerns about overdraft payments. But, the current practice of accommodation, combined with the tight timelines, is not sustainable.
3. The rule regarding substitutions of group members after Provincials should be clarified, as there is a possibly contradiction between the Technical Rulebook and the Motion Handbook. Some motion clean-up may be necessary.
4. Consider a standardized CBTF medal for the Canadian Winner/Championship. This would eliminate the over-ordering that is currently necessary, as well as eliminate the delivery issues and pressures.
5. Consider implementing a per-track penalty for music that is not submitted by the deadline, or music submitted that does not conform to the CBTF Music Labelling and Tagging Protocol. A penalty of \$25 per violating track is suggested.
6. Some changes to the CBTF Music Labelling and Tagging Protocol are recommended (attached), to assist with the sorting and organization of the music in the music player.
7. Give serious consideration to the new Conflict of Interest policy proposed. The current policy is difficult to enforce and relies very heavily on a self-assessment and self-reporting model – and the evidence suggests that this self-assessment is applied inconsistently between judges.
8. Establish a 'freeze date' for athlete status levels in the Maple Leaf Open. Two approaches are obvious:
 - Freeze ALL status levels, as of a province's Provincial Winner/Championship. Currently, only those entering the Canadian Winner/Championship have their status level frozen.
 - Prohibit any Open competition, after the last Canadians entry deadline.
9. Any Special-T-Group merchandising contract needs to be developed early, no later than January 1. It needs to be developed in consultation with the Local Organizing Committee, so that:
 - CBTF does not make commitments an LOC cannot meet,
 - CBTF is not unnecessarily hindering an LOC's own merchandising strategy, and
 - Any obligations (for Special-T-Group or the LOC) are clearly identified and penalties for noncompliance clearly identified

Recent Metrics

| | | 2017 | 2018 | 2019 | | |
|---------------|-----------------|------|----------------------------------|---------------------------|-------|-----|
| Location | Saint John, NB | | Winnipeg, MB | Regina, SK | | |
| Venue | Harbour Station | | U of M Investors Athletic Centre | U of R Kinesiology Centre | | |
| Date | July 3 – July 6 | | July 2 – July 6 | July 1 – July 4 | | |
| # Athletes | NB | 47 | NB | 20 | NB | 17 |
| | NS | 12 | NS | 1 | NS | 1 |
| | QC | 0 | QC | 0 | QC | 0 |
| | ON | 31 | ON | 18 | ON | 42 |
| | MB | 12 | MB | 55 | MB | 42 |
| | SK | 46 | SK | 59 | SK | 90 |
| | AB | 23 | AB | 62 | AB | 64 |
| | BC | 0 | BC | 4 | BC | 2 |
| | Total | 171 | Total | 219 | Total | 258 |
| Profit (Loss) | (5,979) | | 14,012 | ~10,000 | | |

The 2019 attendance took a significant jump when compared to 2017 and 2018, and it would be easy to draw the conclusion this was due to the CBTF policy change that required IC athletes attend Canadians.

However, the 258 total athletes was in line with the last

time Canadians were held in Regina – in 2012 the total athlete count was 242 athletes. Attendance from most provinces was similar in 2019 as it was in that 2012 event, although there was a noticeable jump in attendance from Ontario athletes in 2019 when compared to recent years and also 2012.

Financial results will come from the CBTF Treasurer, but preliminary indications are that the competition was profitable for SBTA and CBTF. All components for the week (Technical Social, Athletes Party, competition entries, etc) are included within the competition budget with the exception of the Pride of Canada Open Clinic. That item is separated from the general budget – any profit is transferred to the Canadian Contingent to the International Cup/Grand Prix and any loss is covered by the CBTF. Preliminary indications are that the standalone Open Clinic also showed a profit.

Organizing Committee Schedule

The Local Organizing Committee began holding monthly meetings in January. These took advantage of CBTF's GotoMeeting platform, which worked very well as there were committee members in Regina, Saskatoon and Toronto. The January start date for meetings was sufficient time in terms of planning – initially meetings were monthly, in May they moved to semi-monthly, and in June they were weekly. This was sufficient for our LOC.

The print deadline is one of the details that requires attention early. It is important when determining entry deadlines for the set system and medal orders, but it is also critical in terms of setting deadlines for sponsorship donations and program ads. Part of the package that sponsors can receive is advertising in the program and acknowledgment on sponsor boards and in a couple of circumstances, sponsors came on board too late to be included.

Volunteer Management

Volunteer sign up was simplified by using an on-line platform (SignUpGenius, <https://www.signupgenius.com>). This made it easy for all SBTA members, regardless of their location, to see what positions and timeslots were available to sign up for at any time. We were very pleased to see members from all Saskatchewan clubs step up and volunteer in many capacities, some going above and beyond to help out where needed – Thank You!

There were a large number of volunteer positions needing to be filled. The most challenging to fill were the clerking positions for Maple Leaf Open and the videotaping positions (particularly on Winner/Championship days when 4 cameras were operating all day long).

Entry Process

The entry deadline was split, with May 12 being the deadline for provinces that had an early Provincials (BC, AB, MB) and May 19 for the rest. This was a slight deviation from the standard rule, which is that each province must submit its entries within one week of their Provincial Winner/Championship. Following the standard rule has not been practical for the past several years because this would delay the receipt of all entries until early June – which is not enough time to order medals, publish Event Registers, prepare the Set System, and still meet the printing deadline for the Official Program. The deadlines for the 2019 competition were:

- May 12: Deadline for BC/AB/MB
- May 19: Deadline for NB/NS/ON/QC/SK
- May 21: Medal order deadline (with this date, the medals were scheduled for delivery June 25)
- May 31: Event Registers were published on www.cbtf.ca.
- June 7: Deadline for corrections to the Event Register
- June 18: Deadline for Official Program

The standard CBTF policy is for each province to submit a single package with all entries and a single payment. The Provincial Technical Chair is expected to review the entire provincial package for accuracy, and to ensure all athletes and groups have met the qualification criteria. In recent years, 2019 included, we have made accommodations for various provinces and have deviated from this standard CBTF policy – we have accepted entries submitted from clubs and, in some cases, even individuals. In 2019, we received multiple entry packages and payments from AB and ON.

This has led to an increasing number of errors in the entries. In particular, Ontario's entries were submitted by club and the entries had clearly not been verified or reviewed as there were many errors, on both the entry forms and in the payments received. The most common errors were:

- entering both the Open and the W/C for the same event... This delayed the Set System until the incorrect entry could be corrected (it did not delay the Register, we published that with both entries), plus it caused an error in the payment amount which necessitated a refund.
- including both MLO and W/C Gym Fees, when the athlete entered both competitions... This didn't affect the Register or Set System but it also caused an error in the calculated payment amount which always necessitated a refund.

These are both very basic errors which would be easily avoided with even a cursory review of the entry forms before they are sent to the Entry Process. A great deal of communication was required to get payments and entries to match – at a club or even family level, because the entry package was not for the entire province. The extremely tight timelines after the entry deadline do not allow for any significant back-and-forth to review, verify and correct entries. The practice of having all entries reviewed for correctness before being submitted is critical and needs to be followed moving forward.

Group Roster Substitutions

The rules regarding substitutions in group members after the Provincial W/C should be clarified. At the 2019 Canadians, we had a situation where an athlete was brought in to substitute for another athlete in a group. The Technical Rulebook, Group Rosters section reads (emphasis added):

Alternate members' names and information must included on the Group Roster in order to receive any award presented to his/her group (refer to Awards - All Competitions) ***or to be eligible to replace a regular member and compete.***

The names listed on a provincial competition's Group Roster shall be the members who will also compete at the Canadian Group Winner/Championships. Group Rosters from Provincial Winner/Championships must be included in the Provincial Technical Chair's review of all provincial entries which are then sent to the Canadian Entry Processor.

But there is also a 2004 Motion regarding Alternates:

That CBTF adopt the following Policy regarding Alternates for all declared Teams and Corps:

- ***Alternates do not have to be listed on CBTF Group Declaration Forms.***
- ***If needed, an alternate member may be drawn from within the group's own club or province providing there is no form of solicitation of athletes.***
- The group's status level must remain the same.
- The age of the alternate cannot change the age division of the group.
- The rule regarding the maximum number of alternates that a group may have (40% of regular members) still applies.
- An alternate must be a current CBTF Type A member."

The 2004 motion has been interpreted to mean that:

1. Alternates don't have to be listed on the Roster
2. Alternates (unlisted) can be drawn from the club or province, at any time

But that seems to conflict with the Technical Rulebook statement that ***the names listed on a provincial competition's Group Roster shall be the members who will also compete at the Canadian Group Winner/Championships.***

This (apparently) conflicting set of rules led to delays and confusion resulting from the back-and-forth with the coach, the Provincial Technical Chair, and the National Technical Chair – all of which could easily be avoided.

Music Submissions

The 2019 Canadians involved 264 music tracks, beyond the standard CBTF Music CD. Most clubs conformed to the CBTF Music Labelling and Tagging Protocol. A handful did not – their deviations ranged from a complete disregard for the protocol to minor variations. Of note, even minor differences require the music to be imported and re-labelled track-by-track, rather than as a large group.

A few changes to the CBTF Music Labelling and Tagging Protocol are suggested – these would help sort and find tracks in the music player more easily. A stiff, official penalty for violations of the Protocol might also encourage better compliance which would, in turn, save competition staff a lot of time.

Competition Schedule & Operational Procedures

The Canadian Winner/Championship generally requires 12 judges at its peak, although the 2019 Canadians used 14 judges through the week (2 were USTA judges and the other 12 were CBTF judges). At this Canadians, two judges 'platooned' and we needed a 14th judge in a handful of situations because of conflicts:

- **Day 1:** The CBTF Individual/Duet preliminary rounds and Maple Leaf Open ran with 7 lanes (5 W/C and two MLO) and 13 judges. Three judges reported conflicts.
- **Day 2:** The CBTF Individual/Duet final rounds ran with 4 lanes and 13 judges. Again, three judges reported conflicts.
- **Days 3 & 4:** The Group and WBTF events both ran with 2 lanes and 8 judges. Depending on conflicts, it is possible to run these two days with only 7 judges (possibly just 6).

The basic competition schedule was very similar to that used in 2018 – the only significant variation being that we were able to schedule all W/C Group events on the Wednesday (Day 3) and all Maple Leaf Open Group events on the Thursday (Day 4).

All competition days were quite full, but generally consistent with the 2018 Canadians:

| | <i>Schedule</i> | <i>Events</i> |
|---------------------|--|--|
| <i>Day 1</i> | 8:30 am – 6:40 pm Predicted: 6:45 pm Shorter than 2018 | <u>Preliminary round and Maple Leaf Open</u> - 3Baton - 2Baton - Solo - Duet |
| | | - Medley - SoloDance - Compulsory Moves - Short Program |

| Schedule | Events |
|--|--|
| Day 2 8:30 am – 7:15 pm Predicted: 7:15 pm Longer than 2018 | <u>Final round</u> - 3Baton - 2Baton - Solo - Duet - Medley - SoloDance Awards & Grand Nationals |
| Day 3 8:30 am – 6:45 pm Predicted: 6:30 pm Shorter than 2018 | W/C Group events: - Artistic Group - Twirl Team - DanceTwirl Team - Freestyle Team W/C Group Awards, Group Grand Nationals WBTF events preliminary round: - Pair - Freestyle (group 1) |
| Day 4 8:30 am – 5:15 pm Predicted: 5:30 pm Same as 2018 | WBTF events preliminary round: - Freestyle (group 2) Maple Leaf Open Group events: - PomPom Team - Twirl Team - DanceTwirl Team WBTF events final round: - Pair - Freestyle Freestyle/Pair Awards Closing Ceremony |

Unreported Judging Conflict

During the course of the competition, it became apparent that at least one of the judges had an attachment to an athlete that gave the appearance of a conflict of interest (if not an outright conflict of interest). Once this became obvious, the upcoming judging assignments were reviewed – under the circumstances, if that judge had been assigned to that athlete's division there would have had no choice but to re-assign, despite the impact of such last-minute changes. Fortunately, and completely by luck, no re-assignment was necessary.

With this in mind, the Technical Committee and the Board of Directors should review the existing Conflict of Interest Policy and take a significantly different approach – one that is both easier for the judges to adhere to, and also easier for CBTF to administer and enforce.

Tabulation

Within the tabulation department, everything ran quite smoothly. There were some judging conflicts, but they were anticipated and there were enough judges to accommodate the conflicts. A special 'Thank You' goes out to Terry Stewart, Alberta Yam and Denise Treleaven for their work in Tabulation throughout the week.

An earlier entry deadline would be beneficial in helping to get the set system created and finalized a bit earlier. However, the earlier deadline must also be accompanied by a 'freeze' in status levels – this applies particularly to athletes entered in the Maple Leaf Open. We received changes in status levels for

athletes in the Maple Leaf Open late in June for competitions that happened mid-June, all of which changed the set system long after it had gone to print. So long as athletes continue to enter Open competitions after the entry deadline, the Canadians Set System is at risk of change.

Vendors

There were some challenges with vendors this year. Because of the CBTF arrangement with Special-T-Group, there were many limits to what other interested vendors could sell and where they could set up. This did create a conflict with one of our vendors. In the future, a best practice would be to provide a layout of the facility to the vendors with the areas available to them clearly indicated (ie. space for Special-T-Group, or other major sponsors blocked out). Perhaps charge different rental amounts for more desirable locations? Then when a vendor signs on, they could pre-select their location and there would be no miscommunication or misunderstandings.

Additionally, with Special-T-Group, communication with them is always a challenge. They are not very timely in many of their responses. We had issues with both delivery of their storage locker and pick up of their locker that created difficulty with the University Parking Services and Facilities departments. Going forward, the host committee will need to ensure that delivery details are communicated well in advance of delivery and that pick up dates are confirmed. We also recommend including penalty amounts if the locker pickup is delayed.

And, more generally, the commitment from Special-T-Group and any contract terms between them and CBTF needs to be conveyed to the LOC by the beginning of January. This is necessary to allow the LOC to adjust their own vendor acquisition strategy.

Social Events

Both the Technical Social and Athletes Social were kept “on site” at either the host hotel or competition venue – this made transportation to both events very easy and we were able to keep costs down. Having the Athlete’s Party on the final day of competition continues to be a positive change. All the athletes were able to relax and enjoy themselves at the party.

Respectfully submitted,

Jeff Johnson, 2019 Canadian Winner/Championship Competition Director

Nancy Lightheart, 2019 Canadian Winner/Championship Host Province Coordinator & Entry Processor

Cindy Dietrich, 2019 Canadian Winner/Championship Tabulation Coordinator

Protocol for Music Labelling for all music: Local to National Competitions

It is important that all music files are labelled correctly, both the general name, and the deeper, advanced properties.

This standard was introduced to allow any music technician to locate your files easily, with main title using the same protocol as the announcer, but will also allow for easy reference, contact (each piece of music will be identifiable by province and club, should any problems arise)

To be labelled properly, **both** the music FILE NAME and the deeper PROPERTIES must use the protocol described below.

1. EDITING A BASIC MP3 FILE IN ITUNES

The file name and properties can also be edited directly in iTunes. When you are in iTunes, click on songs, choose the song you want to edit, right click on it and click **"Song Info"**. The panel shown below will display.

The screenshot shows the iTunes 'Song Info' window. At the top, there's a music note icon and the song title 'FREE JR B Jane Doe', artist 'Airdrie Sky High Twirlers', and album 'ABTA 19'. Below this are tabs for 'Details', 'Artwork', 'Lyrics', 'Options', 'Sorting', and 'File'. The 'Details' tab is selected. It contains fields for 'song' (FREE JR B Jane Doe), 'artist' (Airdrie Sky High Twirlers), 'album' (ABTA 19), 'album artist' (Airdrie Sky High Twirlers), and 'composer' (empty). There's a checkbox for 'Show composer in all views'. Below that is a 'grouping' field, a 'genre' dropdown set to 'Sports', a 'year' field set to '2019', and 'track' and 'disc number' fields with 'of' indicators. A 'play count' field shows '0' and a 'Reset' button. At the bottom are 'rating' (5 stars), 'bpm' (empty), 'comments' (empty), and navigation buttons '<' '>', 'Cancel', and 'OK'.

Song name:

FOR FREESTYLE: THE WORD **"FREE"**, FOLLOWED BY **AGE DIVISION, STATUS LEVEL, then FIRST AND LAST NAME.**

Eg: **FREE JR B Jane Doe**

FOR PAIR: THE WORD **"PAIR"**, FOLLOWED **AGE DIVISION, STATUS LEVEL, then BOTH LAST NAMES.**

Eg: **PAIR SR B Jones-Smith**

FOR GROUP EVENTS: THE EVENT **ABBREVIATION** ("**PPT**" for POMPOM TEAM, "**DTT**" for DANCETWIRL TEAM, "**TT**" for TWIRL TEAM, "**AGRP**" for ARTISTIC GROUP, or "**FST**" for FREESTYLE TEAM), **TEAM NAME, then 4-CHARACTER CLUB NAME** (NOTE: AGE, SIZE, STATUS IS NOT NEEDED, AS THESE FACTS CAN CHANGE OVER SEASON)

Eg: **DTT Shake It Off ASHT**

Artist: The name of your club.

Eg: Airdrie Sky-High Twirlers

Album Artist: The name of your club

Eg: Airdrie Sky-High Twirlers

Album: your provincial Association and the last 2 digits of the year

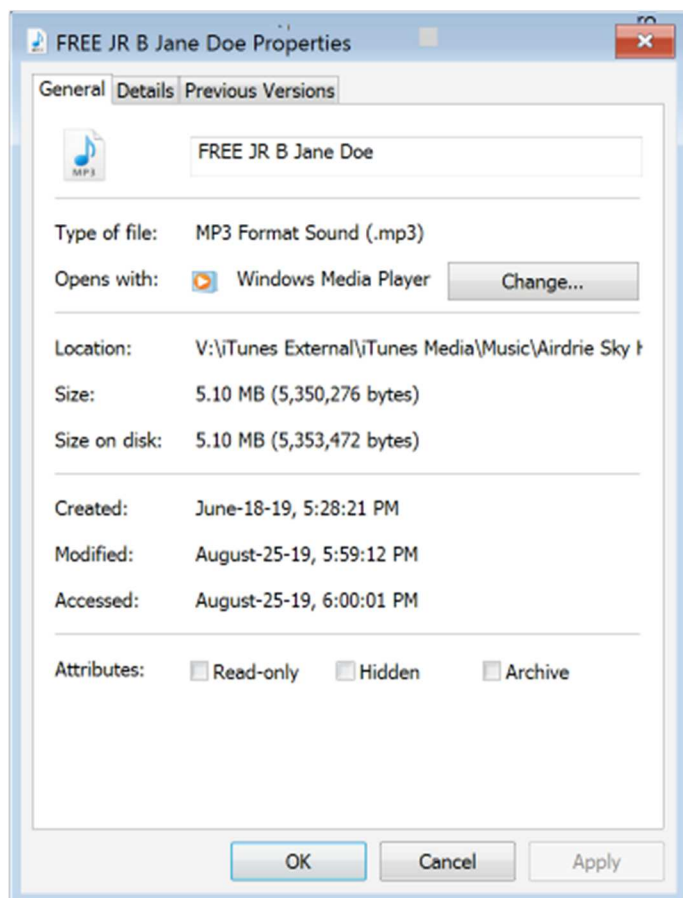
Eg: ABTA 19

Year: the current year

Eg: 2019

2. EDITING A BASIC MP3 FILE IN WINDOWS EXPLORER

There are 2 basic ways that music files are kept, and file properties seen. The first is just a general MP3 music file/folder. The first editable screen is the GENERAL screen that you will see if you right-click on the file:



File name (the top title, opposite the file icon) should be set as follows:

FOR FREESTYLE: THE WORD “FREE”, FOLLOWED BY AGE DIVISION, STATUS LEVEL, then FIRST AND LAST NAME.

EG FREE JR B Jane Doe

FOR PAIR: THE WORD “PAIR”, FOLLOWED BY AGE DIVISION, STATUS LEVEL, then BOTH LAST NAMES.

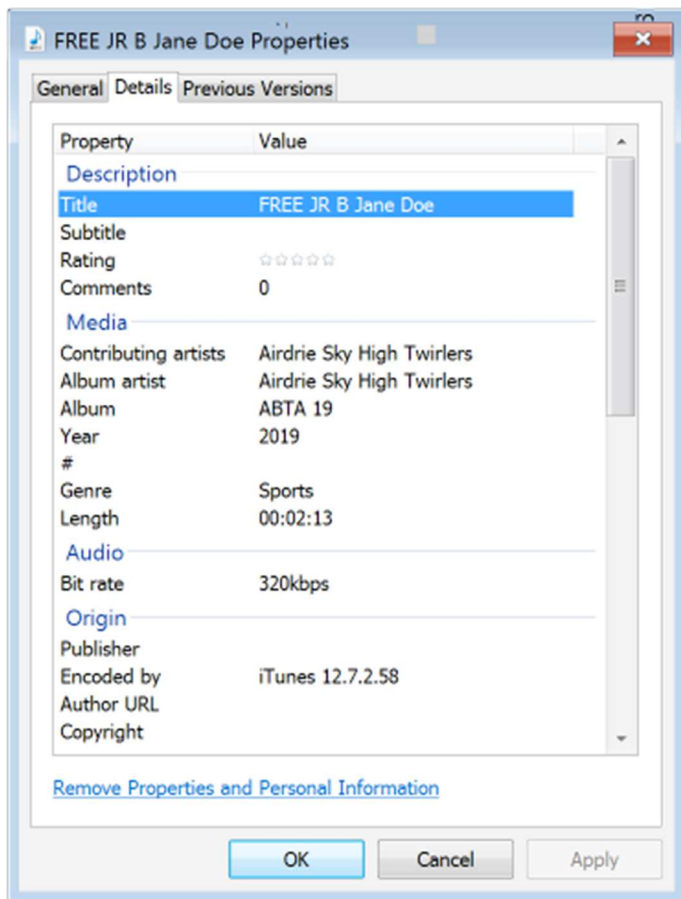
EG PAIR JR B Jones-Smith

FOR GROUP EVENTS: THE EVENT ABBREVIATION (“PPT” for POMPOM TEAM, “DTT” for DANCETWIRL TEAM, “TT” for TWIRL TEAM, “AGRP” for ARTISTIC GROUP, or “FST” for FREESTYLE TEAM), TEAM NAME, then 4-CHARACTER CLUB NAME (NOTE: AGE, SIZE, STATUS IS NOT NEEDED, AS THESE FACTS CAN CHANGE OVER SEASON)

EG DTT Shake It Off ASHT

** ON THIS PAGE, ENSURE “READ ONLY, OR HIDDEN” ARE NOT CLICKED (IF ANY ERRORS HAVE BEEN MADE, THEY PREVENT EDITING)

CLICK APPLY, AND GO BACK UP TO THE TOP AND CLICK “DETAILS”



ON THE DETAILS PAGE, RE-ENTER THE **TITLE** TO MATCH THAT WHICH WAS TYPED ON THE GENERAL PAGE, IF NECESSARY (but it will usually default to the value from the General page)

CONTRIBUTING ARTIST IS THE FULL NAME OF YOUR CLUB
Eg: Airdrie Sky-High Twirlers

ALBUM ARTIST IS AGAIN, YOUR CLUB. Eg: Airdrie Sky-High Twirlers

ALBUM IS YOUR PROVINCIAL ASSOCIATION AND THE LAST TWO DIGITS OF THE YEAR. Eg: ABTA 19

YEAR IS THE FULL YEAR. Eg: 2019

CLICK APPLY, AND CLICK OK!