

Canadian Baton Twirling Federation

# COMPETITION DIRECTOR'S HANDBOOK



**2016 REVISION**

**A USER-FRIENDLY GUIDE FOR THE  
NEW COMPETITION DIRECTOR**

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## 1.0 INTRODUCTION

For most Baton Twirling athletes, participation in competitions is a very important part of the sport. Competitions provide challenge, a testing and training ground, education, inspiration and opportunity for the special camaraderie of shared interest.

The Canadian Baton Twirling Federation (CBTF) encourages Competition Directors, competition committee members and hosting organizations to strive for the best possible competitions – well organized, well managed, of benefit to athletes of all levels and a credit to our entire organization. Current CBTF Rules and Regulations are to be in effect and strictly enforced at all CBTF – sanctioned competitions.

Upon signing and submitting an Official CBTF Sanction Request Form, a Competition Director, the competition committee and the hosting organization are bound to abide by the Laws, Rules and Regulations of the Canadian Baton Twirling Federation. Requests for consideration of any flexibility within these Laws, Rules and Regulations must be submitted well in advance of the competition date. Written permission of the CBTF President and CBTF Technical Chairperson outlining any changes or special considerations must be obtained prior to the competition and must be available for viewing at the competition in question.

## DEDICATION

This Manual is dedicated to all the unsung volunteers who work tirelessly behind the scenes, planning, preparing and implementing competitions. We tip our hats to you!

## ACKNOWLEDGEMENTS

This manual has been prepared for the Canadian Baton Twirling Federation and its members.

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\*\*Note: this manual is intended to be a user-friendly guide with general procedures and knowledge. All rules, regulations regarding the procedures in place for running a competition should be obtained from the CBTF Rules and Regulations manual, and Policy Manual, and by accessing our website [www.cbtf.ca](http://www.cbtf.ca)

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## 2.0 COMPETITION TYPES

Although some procedures are constant in the running of CBTF-sanctioned baton competitions in Canada, many decisions and arrangements will depend upon the type of the competition. The CBTF recognizes three (3) types of competitions:

### TYPE “A”

- Provincial Winner/Championships
- Provincial Team Trials
- Multi-Provincial (2 or 3 provinces or more)
- Canadian Winner/Championships
- International Cup Qualifier
- Canadian Team Trials
- International Cup
- World Championships

### TYPE “B”

- Open competitions

### TYPE “C”

- Closed competitions – local, invitational, practice, recreational, studio, school competitions

Procedures and the “tone” of the event will vary according to the type of competition. A competition held for pre-events or younger athletes would likely be informal with the focus on fun. A fund-raising competition will probably include “novelty” events (e.g.: parent divisions). Provincial Team Trials will have a smaller number of athletes and be a more serious and formal event.

Consider the type of the competition and the specific goals to be achieved. Careful planning and good organization are essential to a smooth running competition regardless of the type.

For the purpose of this manual, the focus will be on **Type B**.

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## **3.0 FIRST STEPS – 6 TO 9 MONTHS PRIOR TO COMPETITION**

### **3.1. CHOOSING A DATE**

The very first step of organizing a competition would be to choose the date. There are several points to consider:

- Proximity in time to other competitions in your area. Respect for other competition directors is critical if each competition is to be well attended and supported by the membership. It is also advised NOT to run competitions on back to back weekends, as this can result in a reduction of participants, as competitors may not wish to compete on consecutive weekends, and further it is important to allow time between competitions for reporting and processing of advancements.
- Potential conflict with major competitions in other provinces. Provincial team trials and championships have priority for judges contracts, so these dates should be avoided to ensure all events have adequate number of judges
- The date should match the atmosphere of your competition. i.e. an individual event competition could be held at any time, however, it may be wise to hold group competitions later in the season allowing time for clubs to complete routines, etc.

Choose your date as early as possible to allow your participants lots of time to put it on their calendars, find your facility, hire your judges and reserve your volunteers!

### **3.2. CHOOSING A FACILITY**

Once a date has been selected, the process of finding and reserving a facility begins. This can be a challenging task due to lack of availability of facilities that are both acceptable for your event and priced within your budget. For most competition directors, the venue is a school gym. Make sure that you familiarize yourself well in advance of the procedure in place to facilitate gym rentals as they vary from region to region. It is important to actually visit the school gym selected and ensure that it meets your requirements:

- Main gym should have adequate ceiling height for the type of events you are offering, an acceptable floor area (50'x84'...size of the standard basketball court) and surface (please refer to CBTF flooring policy), and seating area for spectators (bleachers, or ability to place chairs).
- Practice gym is not mandatory, but strongly recommended. Again, adequate ceiling height and acceptable floor surface is desirable.
- Adequate number of change rooms for your competitors, including separate change room for male competitors.
- Lunchroom/cafeteria.

Do not assume that tables and chairs will be provided. Most facilities require these to be included on any rental agreement and there can be additional charges for these items.

It is critical to review the contract/rental agreement carefully to ensure that you have included every space and piece of equipment you require, and that the date and times are correct! Pay attention as well to any specific restrictions that the contact includes (e.g.: some facilities may not allow food in the gym, etc.)

### **3.3. CREATING YOUR BROCHURE**

Your next step is to create a brochure for your event which will act as both advertising and information to your participants.

***The CBTF Sanction Officer provides each Provincial Sanction Officer with a Sanction Package which outlines and explains the following information in more detail. Should you require assistance in preparing your Brochure and Entry Form, please contact your Provincial Sanction Officer.***

#### **GENERAL INFORMATION REQUIRED ON AN ENTRY BROCHURE**

a) Sanctioning organization and sanction number:

*“SANCTIONED BY: CANADIAN BATON TWIRLING FEDERATION” and clearly state the CBTF SANCTION NUMBER. “SANCTIONED BY: (PROVINCIAL) BATON TWIRLING ASSOCIATION” and clearly state the PROVINCIAL SANCTION NUMBER.*

b) **TITLE OF COMPETITION** - usually the name of any official event being held (“Manitoba Provincial Team Trials”) or a Host name (e.g.: “Sunshine Baton Club Spring Fling”). This should appear at the top of the first page of the entry brochure (or on the cover).

c) **DATE(S) OF THE COMPETITION**

d) **“HOSTED BY:”** (eg: Alberta Baton Twirling Association, Sunshine Baton Corps, etc.).

e) **“DIRECTED BY:”** (indicate the name(s) of the Competition Director(s).)

- f) **The following statements** MUST be shown on every CBTF Entry Brochure:
- *“CANADIAN BATON TWIRLING FEDERATION (CBTF) RULES AND REGULATIONS EFFECTIVE JANUARY 1, \_\_\_\_\_(current year) WILL BE IN EFFECT AND STRICTLY ENFORCED.” (This is an all encompassing statement)*
  - *“JUDGES’ DECISIONS ARE FINAL.”*
  - *“TABULATION RESULTS ARE CONSIDERED 48 HOURS AFTER ANNOUNCEMENT OR POSTING.”*

g) **AGE DIVISION CLARIFICATION**

It is recommended that you include the following statement in your brochure:

*“Competition director reserves the right to divide or combine age divisions as entries warrant. The broadest divisions used are 7-8, 9-11, 12-14, 15-17, 18 and over and in no case will a division be run with ages combined beyond these limits.”*

h) **TIMES**

Doors Open at \_\_\_\_\_

Competition begins with opening ceremonies at \_\_\_\_\_

i) **TIME SCHEDULE**

Strong suggestion to keep any information about timeline for the day very general. Many competition directors will provide a somewhat more detailed timeline AFTER entries are received, but it is wise not to lock into a timeframe before you have collected entries

j) **ORDER OF EVENTS**

To state the day's Order of Events, you may wish to use the following sample statement:

*“Order of Events: Pompom Team, Dance Twirl Team, Twirl Team, Pre-Competitive Groups, Solo, 2-Baton, 3-Baton, Medley, Solo Dance, Duet. Pre-Competitive individual events will precede the full competitive event they represent”*

You are not under any rule or obligation to follow a specific order of events, however, the competitors and clubs in your area are probably used to a general flow of the day, so if you are going to do something different, it is wise to prominently display this in the brochure.

An **advertised** Order of Events must NEVER be changed or altered, unless the following statement (or one like it) accompanies it: “Competition Director reserves the right to change the order of events to facilitate the flow of the day.”

k) **DEADLINE DATE**

Determine a date approximately one month prior to your competition date.

l) **LATE ENTRY POLICY**

It is good practice to maintain a firm policy that late entries will not be accepted. Respectful participants and clubs who have received your brochure well in advance of the entry deadline will adhere to this. Accepting late entries in turn, is disrespectful to those who made the effort to get their entry in on time. It also opens the proverbial “can of worms”...if you accept an entry one day late, why not two, etc.

Should your competition wish to create a Late Entry Policy to handle entries received after the deadline date, it is recommended that the penalty be severe (e.g.: double the entry fee).

m) **REFUND POLICY**

It is wise for Competition Directors to state a policy with regards to whether or not refunds will be issued and under what circumstances. Most Directors will request that a medical certificate signed by a physician and stating the injury/illness be presented in order to receive a full refund. It is recommended that refunds for withdrawing from single events not be given.

n) **CONTACT INFORMATION**

A name and email address should be included so that participants know who to contact in case of questions. A phone number may also be included at your discretion.

o) **MAILING ADDRESS**

Indicate the correct and full address to MAIL entries to. If you are accepting scanned entries, be sure to indicate the correct email address to send the entries to.

p) **PAYMENT INFORMATION**

Indicate whom to make the payment to (e.g.: “Make cheque or money order payable to Ontario Baton Twirling Association.”).

List the forms of payment the competition will accept. (e.g. cheque, interact e-transfer, credit card)

Strong suggestion to indicate that cash will not be accepted.

q) **MEMBERSHIP REQUIREMENTS**

Familiarize yourself with the CBTF Membership Types:

TYPE A - Athlete can enter all events

TYPE B - Athlete can enter all Pre-Competitive Events

TYPE G – Athlete can enter all group events

- r) You should state *“All athletes and their coaches must be registered current members in good standing of their own provincial organization and the CBTF. In order to compete, athletes must be coached by a certified L2, currently registered coach.”*

s) **AWARDS**

Awards that are presented must be within the guidelines and policies of your provincial association and the CBTF. Entry brochures must state a brief description of the awards that will be presented. Having said that, most provinces are open to having unique awards at open competitions as something fun and different for the participants. Aside from the standard placement, grading awards, you might also consider special awards.

t) **ADMISSION/PROGRAM FEES**

Indicate whether Admission/Program Fees will be charged and what the rates are. The current common practice is to NOT charge an admission or program fee at the door, and instead charge an up front “gym fee” with the entry, which is a flat fee paid by all participants.

u) **CONCESSION**

Indicate whether a concession and will be available on site. If a concession is not available, you may wish to indicate the name and location of the closest

restaurant or suggest athletes bring a lunch or snack. Be aware of any contractual conditions of your facility regarding selling food, and where food and drink can be consumed.

v) **FIRST AID REQUIREMENT/INJURY POLICIES**

CBTF rules state that registered first aid personnel must be on site at all CBTF-sanctioned competitions. Be sure that the person you hire for this position fulfills or exceeds the CBTF Recommendations. Failure to do this could result in your being denied coverage or insurance coverage defence in any claim/suit against you should an incident occur. **THE FOLLOWING STATEMENT MUST APPEAR ON YOUR BROCHURE:** *"All athletes and groups must declare any medical support/brace worn for the prevention of injury as deemed necessary by a physician. Copy of medical certificate must accompany this entry."*

w) **COMPETITION SITE LOCATION**

Include the complete address of the competition site, and any special instructions that would be helpful to the participants (e.g.: access through west side door).

x) **PRACTICE/WARM UP AREA**

CBTF rules state that you must indicate on your brochure as to whether a practice/warm-up area will be available. There are specific guidelines for the number of athletes and groups allowed in the official warm-up area. See your Provincial or National Technical Chair for current rules. The practice site should be monitored to ensure the safety of the competitors.

y) **CBTF EVENTS INFORMATION**

**CBTF Minor and Major Events** are generally offered at all competitions. These include all current individual and group competitive events, as well as all group and individual pre-competitive events.

**Unofficial Events** are those deemed as "novelty-type", held for fund-raising purposes or new events that are being considered as future Minor or Major Events (also called "pilot projects"). Your brochure must indicate that these will be offered, when they will run, and whether there is an entry fee. (Note: if an Unofficial Event is being run as a fund-raiser, be sure to indicate this fact on your brochure). Examples: Aerial Contest, Elimination Contest, High Point award, Twirler of the day. Any extra event may be held to add fun to the day

as long as it is safe in essence, and conducted in safe manner.

**Team Trial Events** - Compulsories, WBTF Freestyle, and WBTF Pair may be offered, and in fact are generally included in most open competitions. Placement of these events is entirely up to the competition director.

## z) ENTRY FORMS

- *Individual Entry:*

Each athlete must complete an Individual Entry Form and provide the following information:

- athlete's name, address, phone number/email, current CBTF membership number
- coach's name(s) and current CBTF membership number(s)
- choreographer's name(s)
- birthdate and age of the athlete as of Dec 31<sup>st</sup> of prior year
- the event and status level

- *Pairs Duet:*

Each member of the Pair must complete a Pairs Entry Form and indicate the following information:

- the athlete's name, address, phone number, current CBTF membership number
- the athlete's partner's name, current CBTF membership number
- the Pair/Duet coach's name(s) and current CBTF membership number(s)
- choreographer's name(s)
- birthdates and ages of both athletes as of Dec 31<sup>st</sup> of prior year
- the event and status level

- *Group Entry:*

The Group Entry Form is to be completed by the Club Director or designate and indicate the following:

- Club Name and Team Name
- Name and email or phone # of contact person
- Team Members' names and current CBTF membership numbers
- coach(es) name(s) and current CBTF membership number(s)
- event team is entering including event, size, status
- number of members

**THE FOLLOWING STATEMENT MUST APPEAR ON THE GROUP ENTRY SECTION/FORM:**

*"Each competing group must submit a copy of their roster, indicating names, CBTF membership numbers, birthdates and ages of each athlete."*

aa) **WAIVER** is no longer necessary, due to the implementation of the CBTF general waiver submitted with membership.

### **3.4. SANCTIONING YOUR COMPETITION**

Once you have your facility booked, and your brochure complete, you are ready to sanction your competition.

Sanctioning is basically getting the provincial and national organizations stamp of approval for your event, and confirmation that you have satisfied all the basic requirements.

Sanction forms can be obtained from the CBTF website (cbtf.ca) or most Provincial Websites.

The form is very basic, easy to fill out, including information about your event name, date, time, location, event director. The form should be signed by the event director.

After the form is completed, the signed sanction request form, brochure, and payment should be forwarded to your Provincial Sanction Officer. This can be done by paper/mail, or by email (scan, with accompanying e-transfer).

The event as a whole will be approved by the Provincial Sanction Officer, who will then forward to the National Sanction Officer for approval. Once this is done, you will receive a provincial, and national sanction number, which must be added to the first page of the brochure.

### **3.5. INSURING YOUR COMPETITION**

Virtually every venue at which you might hold your competition will require a certificate of insurance naming the venue and owners as certificate holder.

The process to obtain this Certificate of Insurance is via the CBTF Website. The online fillable form is on the site (under useful links) and once you fill it out, it will automatically be sent to the CBTF insurance company. You should receive an email confirmation of your request. The actual certificate of insurance should arrive via email within 48-hours of your request.

### **3.6. ADVERTISING YOUR COMPETITION**

You have done all of your preliminary work and planning, now its time to let people know you are hosting a competition and invite, encourage them to come!

There are a variety of methods to do so:

- Send your brochure to CBTF (via the “submit your event”) link. It will be posted on the CBTF site
- Submit your brochure to your Provincial association, for posting on your Provincial website
- Utilize all social media! Tweet your event, and definitely post to any and all Facebook sites (yours, your provincial Facebook page). Don’t just do it once, plan on frequent updates leading up to key events (such as deadline for entry submission)
- Lastly, email your brochure, along with a welcoming invitation to the members of your province. Follow the guidelines for email correspondence in your province.
- In your own community, source local newspapers, magazines, or online event pages and have your event posted as a unique sports event that the community should attend.

### **3.7. HIRING YOUR JUDGES**

The last essential preliminary step is to contract your judges!

A list of all certified judges can be found on the CBTF website. If a judge is on this list, CBTF is thereby acknowledging their fitness to judge. There are many considerations:

- Number of judges required to comfortably run all the events you wish to offer. For most competitions the magic number is 5, and of the 5, 4 should be M3 certified, and one or two should additionally be master judges (if you are running WBTF events). This enables the 2 lane system for groups and freestyle/pair events, with the 5<sup>th</sup> judge doing timing and penalties, and 5 lanes to run for individual events.

- Geographical location. Most open competition directors require most of their judges to be reasonably local, for budgetary reasons.
- Conflicts, both actual and perceived that exist between judge and competitors. In our unique sport, several judges also wear the hat of coach/choreographer. While a judge who has a small number of conflicts can be worked around, a judge with conflicts in several divisions across the board often prove to be unworkable.
- It is wise to send out a preliminary email to the judges on our short list, asking for a reply as to interest and availability. It is also wise to include in the preliminary email a request that the judge provide you with an indication of conflicts (since you will be contracting your judges prior to receiving your entries).
- Once you hear back from these judges as to their interest, availability and conflict situation you can make your final choice. The next step is to send each judge an official contract. The CBTF Judges contract is available from the CBTF website. There are a couple of decision you must make regarding the contract:
  - Do you prefer to contract via half day and full day flat rate, or hourly?
  - Who are you choosing as head judge (the list of eligible judges is available on the CBTF website).
  - Simply complete the information and send it to the judge (common practice is to email the contract). Generally, a friendly, invitational email should accompany the contract.
  - Be sure to indicate when and how you want the contract returned (again, email has become common practice).
  - The judge should return the contract to you within the timeline. If she/he does not, you should remind them by email. If they still do not, you should consider replacing them with another choice.
  - When you receive the returned contract, read it carefully for any details that could be an issue that the judge has noted.

***ONCE JUDGES ARE HIRED, IT IS THE RESPONSIBILITY OF THE COMPETITION DIRECTOR TO ADVISE THE CBTF NATIONAL JUDGES REPRESENTATIVE OF YOUR JUDGING PANEL! THIS IS GENERALLY DONE BY E-MAIL TO [judgesrep@cbtf.ca](mailto:judgesrep@cbtf.ca), AND IT IS GOOD POLICY TO REQUEST ACKNOWLEDGEMENT OF YOUR NOTIFICATION.***

### **3.8. SUMMARY FIRST STEPS**

So at this point you have:

- Chosen your date
- Found a facility
- Completed your brochure
- Had your brochure sanctioned and insured
- Published and advertised your event nationally, provincially, locally and by

- utilization of social media
- Hired your judges

Well congratulations! You have completed all of the preliminary steps and are well on your way to hosting a great event!

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## **4.0 SECONDARY STEPS – 1 WEEK TO 2 MONTHS PRIOR TO COMPETITION**

### **4.1. COLLECTING ENTRIES AND FEES AND INITIAL PROCESSING STEPS**

After your brochure has been distributed, and before the entry deadline, you will receive the actual entries.

These may come individually, but more commonly, one package will arrive from one club.

\*\*It is the hope and expectation that CBTF is developing either a Data Entry Service (in which case, all entries could be submitted to one central person for processing) or that a Data Entry Program will be developed for use by competition directors. Regardless, the following are the steps and procedures that must be accomplished:

#### **INDIVIDUAL ENTRIES (COMPETITIVE)**

- Ensure that all data on the athlete (CBTF number, membership type A, competing age, status level of events entered) is correct and matches the data on file within the CBTF Database. This is essential since athletes competing in an event/division/status that is incorrect could not only nullify the results but also put you as the Competition Director at risk for liability should an incident occur. CBTF Database information is available from CBTF and/or through your provincial membership registrar.
- Ensure, as per CBTF policy, that each competing athlete has a currently registered, certified L2 coach listed.
- Ensure that the money paid matches the cost of the events entered.

#### **INDIVIDUAL ENTRIES (PRECOMPETITIVE)**

- Ensure that basic data on the athlete (CBTF number, membership minimum type B) is correct and matches the data on file within the CBTF Database.
- Ensure as per CBTF policy, that the athlete has a currently registered, certified L2 coach listed.
- Ensure that money paid matches the cost of the events entered.

## GROUPS

- Ensure that the money paid matches the cost of the events entered.
- Ensure that the team ROSTER (as per CBTF policy) accompanies each team entry.
- Ensure that all team members data: CBTF number, membership type (type A, or G) and age matches the CBTF database.
- Ensure that as a whole that the team is entered in the correct size division and age division as per CBTF rules.
- Ensure that the team has a currently registered, certified L2 coach.

## DISCREPANCIES FOUND IN ANY ENTRIES

- If there are any discrepancies, contact the person who submitted the entry immediately to rectify, and develop a system that works for you for logging entry discrepancies to keep the entry flagged until the problem is resolved.
- KEEP IN MIND THAT ANY TEAMS ALLOWED TO COMPETE IN THE WRONG AGE, SIZE, STATUS DIVISION OR INCORRECT MEMBERSHIP TYPE WILL NULLIFY RESULTS.

### **4.2. CREATING EVENT REGISTERS**

Once the entry has been verified as above, the task of starting your event registers begins.

There are several different methods to be used ranging from computer programs specifically designed, to excel spreadsheets, to hand written notebooks. The end result however, stays the same: to develop lists for every individual event, broken down into age division\*, and status level and for every team event to be listed by event, age, size, and status.

\*regarding age: CBTF Individual precompetitive events do NOT have to be divided by age.

*TIP most people will have as a minimum an excel program. Using excel (if no other specific program is available) can be most helpful because of its sorting ability. IE: all "solos" could be entered as received without sub-sorting, because eventually the "sort" feature of the program could be used to divide the athletes into their specific divisions.*

### **4.3. NOTING CONFLICTS**

As you are creating your event registers, it is wise to develop a method of identifying athletes who have a conflict with one of the judges that you have hired.

Your event registers are the base for your eventual set system and group lineup, so noting conflicts at the earliest entry point is wise.

*Tip: colour coding. Assign each judge a colour, and highlight any athlete who has a conflict with a judge in that colour.*

#### **4.4. ADVANCEMENTS**

Unless your competition is the first of the season, it is possible and in fact likely that status advancements will take place prior to your competition. Your province should have a system in place by which advancements are distributed immediately after the competition. It is wise practice to make these changes in your event registers immediately.

#### **4.5. DISTRIBUTION OF EVENT REGISTERS**

Once your entry deadline has arrived, and you have completed your event registers, it is a wise practice to distribute the registers to the participants. This will allow them an initial look that all athletes are listed, and entered with correct events, age, and status. These registers should be distributed with a note to the recipients that omissions and errors should be reported by a given date.

#### **4.6. PROCURING YOUR SOUND SYSTEM**

Every competition requires a sound system that has sufficient power and quality to allow the music and announcements to be heard throughout the venue with clarity.

Some facilities might have a sound system on site. That is worth investigating, but important to note that most facilities would require additional specific permitting request for this equipment, and that an additional charge would in most cases be incurred.

If the facility does not have a sound system, renting a sound system is the best option. Find an audio rental company in the area of the competition, and visit it well before your competition date to speak to a customer service representative to go over your specific requirements so that they can make a recommendation for the type of equipment you will need. Ensure that you share with the customer service rep the equipment by which you will be playing music (ipad, ipod) and ensure that any auxiliary cables, etc, are included. In most cases, the equipment can be reserved ahead of time. Some companies will offer delivery and set up services which you might want to take advantage of if you do not have the manpower and vehicle requirement, and if you do not have a volunteer familiar with set up.

If you are picking up/dropping off the equipment, it is wise to pick it up a day or two in advance and if possible, have a set up trial run. Few things are more stressful on a competition morning than having to assemble a sound system if you are not familiar with the process.

*Tip: if you are not familiar with the set up process for your sound system, have the sales rep on site show you how to connect the cables, adjust the volumes, etc. right at the shop. Using your smartphone to record the process as the technician is verbally explaining it, and physically doing it is an easy way to create an example, thereby making competition morning less stressful!*

#### **4.7. MUSIC**

Various music will be played at the competition. At this point in time (2017) the favoured method is via ipad/ipod. All music should be loaded onto your device and played from that one device.

CBTF music will be used for all individual events. CBTF Music is available through the CBTF website.

Additionally, all teams, freestyle, and pair will need to submit their own music. Your competition brochure will have instructions on how and when you would like to receive the music.

*Tip/Note: many provinces are moving towards creating provincial playlists that can be used by all competition directors in the province. This certainly simplifies the process because one provincial representative will provide all the music. If this is not available in your province, your participants will have to get their music to you via email, dropbox, or portable drive (e.g.: usb stick). In this case, you should be extremely clear on how you expect the music to be labelled, as consistency is key if you want to avoid confusion at your competition.*

#### **4.8. CREATING YOUR SET SYSTEM AND LINEUPS**

Again, the hope and expectation is the CBTF is developing a Data Entry Service, or create a data entry program that could be used by competition directors, but regardless, it is time to create your set system and lineups for your competition.

As stated regarding the creation of your group registers, this can be done in any way, whether by a specifically created program, an excel spreadsheet, or even by hand.

##### **INDIVIDUAL SET SYSTEM**

The process starts of course with the number of lanes you are running (a judge on each lane) and each lane will have its own column.

Refer to your brochure to see the “order of events” that you have established, and start with that first event.

Move divisions from your event register onto a column. When all is said and done, at the end you are aiming for approximately the same number of competitor sets on each column.

*\*remember to leave a blank set between each division, so the judge has a break to prepare for the next division.*

Repeat this process for each division in your event register until all the event register divisions are shown on your set system.

#### **4.9. CONSIDERATIONS FOR LANE ASSIGNMENTS AND PLACEMENT**

**Conflicts:** Usually the judge stays on his/her own lane for the duration of the individual competition. Therefore, it's wise from the point of initial placement to keep an eye out for your previously highlighted conflicts and try to keep at least one or two lanes entirely free of any potential conflicts.

**Variety of judges:** Athletes and coaches appreciate having a variety of judges throughout their day. While it is not always possible to vary every event, it is reasonable for any athlete to expect at least SOME variety as to who their judge is.

**Order of Athletes:** There is no specific rule, but it is nonetheless good practice to vary the order in which the athletes compete. Set a criteria and then vary it among the events, e.g.: alphabetical order A-Z for solo, reverse alphabetical order Z-A for 2-Baton. It is important that there is no suggestion of favouritism for any athletes, and following a transparent method for deciding order of appearance supports that. Having said that, it is also important to ensure that an athlete is not scheduled too closely for two events.

*Tip: providing a 5 minute break between events can be helpful, both for eliminating the need to check for athletes having enough of a break between events, but also a chance for the judges, athletes and volunteers to catch their breath for a moment during what will be a busy day.*

#### **4.10. INSERTING COMPULSORIES**

Many if not most competitions offer compulsories. Generally, most competition directors insert these on one or two lanes at the start of the individual competition (while the other lanes are running the regular individual events).

Try to time it out so that the compulsories will be completed at the start of a new event (generally estimate at least 2 regular sets to one compulsory set). Even with the best of planning, you may have a delay in the competitive action while you wait for the compulsory competition to end.

#### **4.11. GROUPS AND FREESTYLE/PAIR LINEUPS**

Much of the methodology used to create your individual set system is also used when creating your group, and freestyle/pair line ups, the main difference being that within each group line up and freestyle pair line up, only one routine is taking place at a time.

The usual methodology is to use a 2 lane method, with a judge, or set of judges on each lane, with the performances alternating between the lanes.

Again, the crux of the process is to participants from your event register only a lane, with the aim being to have approximately the same number of competitors in each lane. Again, it is vital to recognize conflicts between the competitor and judge in advance, and not place a competitor on a lane with a judge with whom they have a conflict.

By far at this time (2017) the biggest challenge to creating your group line up will be to give teams from the same club adequate time between performances, since clubs often have overlap of members amongst their teams. Try to create your group lineup in a way that gives as much time as possible to these teams, however even with the best of intentions, be prepared that on competition day, you may have to accept that delays may be unavoidable!

Once your preliminary set system and lineups are complete, they should be distributed to your participants and judges. The most efficient way to do so is via email. Inevitably, the participants will find errors, or conflicts, and you will need to be prepared to make changes.

Be very specific to your participants on WHEN errors or omissions need to be provided!

Once you receive these errors and omissions and correct them, you will need to send out the revised lineups again – because your edits may have inadvertently caused a problem for another competitor.

#### **4.12. CONSIDERATION OF SPECIAL NEEDS ENTRIES**

As an inclusive organization, CBTF can and will make accommodation and arrangements for athletes having special needs. The general phraseology is “Special needs lane will be made available upon request”.

Should you receive such a request, it is wise to contact the athletes’ representative to further investigate the specific situation and what accommodations are required, so that the request can be filled in the most practical, yet most sensitive way.

#### **4.13. ESTABLISHING APPROXIMATE SCHEDULE TIMELINES**

Your participants will appreciate being told in advance the approximate timeline for your events.

*TIP: People generally are quite pleased if a competition is on schedule, or somewhat ahead of schedule, but tensions rise when events take longer than planned. With that in mind, approach your timelines in a conservative way.*

Generally, a safe rule of thumb is to take the maximum event time and double it. As an example, if you have 10 Dance Twirl Teams, and each dance twirl team's maximum time is 3 minutes, allot 6 minutes for each and estimate that Dance Twirl Teams would take 60 minutes.

\*the time in between is of course used for clearing of the floor, announcing the new competitor and giving them time to take the floor, and in the case of individual events, allowing time for judges scoring.

*TIP: while it is wise to use a conservative approach, it is also a smart idea to provide "not before" times for different segments of your competition. For example, if your competition schedule is Teams, followed by Individual, followed by Freestyle, it would be helpful to state "the individual competition will not commence prior to 11 am". Make that not before time approximately 30 minutes before your actual time estimate.*

#### **4.14. ORDERING AWARDS**

Awards are an important part of any competition. When you are preparing your brochure, you will indicate what the awards will be and who will receive them. Guidelines are in place by CBTF as to appropriate awards, but each competition director has a reasonable amount of latitude in choosing awards that will be both well received, and reflective of YOUR specific event providing that the Province approves, and always bearing in mind sporting image. Below are some general guidelines.

##### Pre-Events – Individual Events and Group Events

Each Pre-Competitive participant and each member of a Pre-Competitive team receive a ribbon commensurate with the grade they receive: A, B, C, D.

Each province is responsible for creating a pre-event ribbon that can be used at all provincial competitions. These can be ordered through the Provincial Board of Directors. However, a competition director should be encouraged to develop a competition-specific set of pre-event ribbons, as this will provide a great variety of ribbons throughout the season for the participants, a more specific memory, and therefore help to create a more special experience for our youngest participants.

## Graded Events – Level C & BN Primary & Juvenile Individual/Duet Events

All competitors in the graded events receive a medal commensurate with the grade received: bronze, silver, gold, diamond. There is no latitude here; all participants receive the CBTF approved medal. Open competition directors can purchase these medals from their Provincial Board, who in turn order in advance of the competition season from CBTF.

- A new design for these medals will be ordered by the CBTF every 1-2 years for use in all provinces.
- Provinces will, however, have the option of using up old inventory when a new design is introduced.
- Medals shall be attached to a long ribbon - color of ribbon to be province's choice

## Competitive Events – Individual, Duet, Group

- It is the decision of the competition officials and/or province as to the type of award presented at their competitions providing that a sporting image is maintained.
- It is the decision of the competition director as to how many placements receive awards in all open individual/duet/group divisions (example: 1st – 3rd; 1st – 4th; 1st - 5th, or number of placements dependent upon the number of entries in a division).
- Declared & paid Group Alternates (i.e.: those listed on the Group Roster) shall also receive an award.

No placements/awards shall be presented to athletes who enter Critique Events.

### **How Many of Each?**

For full competitive individual divisions, it is fairly straightforward. For each competitive division, you will need one first place award. For every division that has at least 2 competitors, you will need that many second place awards, and so on. Do bear in mind that your duet/pair divisions will require 2 of each placement.

For full competitive teams, you will follow the same procedure as individuals, however, the quantity must be determined by each division's team with the largest number of competitors. For instance, if you have a dance twirl division with three teams, one with 3 members, one with 4 members and one with 5 members, you must order based on the fact that the team with 5 members could earn a first place, second place, or third place award.

For precompetitive individual events, and competitive graded events, your quantities need to be determined based on EVERY competitor receiving an award, and the fact that every competitor could earn ANY grade.

In addition to the standard awards, consider adding something to add to the uniqueness or fun of your event. Stickers, dollar store treats can go a long way

with your younger competitors, certificates or trophies can be well received for more prestigious divisions.

Additionally, incentive awards such as prizes for no-drop performances again can be both fun and special

Whatever you decide to order, source an awards company that meets your needs, and order well in advance of your competition. EG: once your event registers are finalized upon receiving entries. In all cases, order sufficient quantity to ensure that no shortfall could occur. Generally, award prices per award are reduced if higher quantities are ordered, therefore consider ordering sufficient quantity to cover 2 to 3 years, if you anticipate your competition becoming an annual event.

#### **4.15. MANPOWER**

Any competition requires enthusiastic volunteers who are well aware of all of their responsibilities and come with the knowledge and tools to do their job confidently and effectively.

The number of people required to organize and run a CBTF competition will depend upon the Type of the competition. Listed below are the positions and job descriptions necessary to successfully run a competition, however, in several instances, one person may assume more than one job at a small or average-sized competition.

##### *PERSONNEL POSITIONS*

1. Competition Director
2. Judges' Coordinator
3. Competition Officials' Coordinator
4. Entry Processing Coordinator
5. Program (Set System) Coordinator
6. Tabulating Crew
7. Treasurer
8. Awards Coordinator
9. Awards Presentation Coordinator
10. Concession Coordinator
11. Sound/Music Coordinator
12. Announcer
12. Ceremonies Coordinator

13. First Aid Personnel
14. Welcome Table Personnel
15. Set Up Committee
16. Clean Up Committee
17. Photographer (optional)
18. Video Camera Operator (optional)
19. Group Declaration Monitor (Canadian W/C only)
20. Practice Area Monitor

## **JOB DESCRIPTIONS & RESPONSIBILITIES**

### **1. COMPETITION DIRECTOR**

- The Competition Director is responsible to manage and oversee all aspects of the competition. He/she must not assume additional duties the day of the competition (e.g. tabulating, announcing, etc.) and cannot judge at the competition where he/she is the designated Competition Director. He/she must:
  - Work and communicate effectively with committee members, volunteers, judges, athletes, facility personnel, parents, media and spectators.
  - Be familiar with CBTF Rules, Regulations and Policies
  - Organize and chair all meetings with competition personnel. Be kept informed regarding all aspects of the competition.
  - Obtain all necessary sanctions.
- It is strongly recommended that, if you are a first-time Competition Director, you consult your Provincial Technical Chairperson, the National Technical Chairperson, and an experienced competition director in your area for assistance and advice.

### **2. HEAD TABULATOR & TABULATING CREW**

- The Head Tabulator and his/her Crew shall be responsible for the accurate tabulation and record-keeping of the results.

- All tabulators must be familiar with CBTF (and, for team trial events, WBTF) tabulation procedures and methods for all events being offered at your competition.
- The Head Tabulator shall organize the tabulation room, have an up-to-date computer tabulation program or be prepared to tabulate manually, and assign Crew members to the various tasks required for the Type of competition being run.

### 3. **TREASURER**

- prepare the budget
- handle the bookkeeping
- record the financial transactions
- arrange for all bills to be paid on time, including the judges
- present a final financial statement

### 4. **COMPETITION BROCHURE DESIGNER**

- Determine mailing address, deadline date and other pertinent information
- Post on provincial and/or CBTF website
- Design the brochure pages
- Inform all members that brochure is ready for printing or send it out via email

*See Section 3.3 “CREATING YOUR ENTRY BROCHURE”*

### 5. **ENTRY PROCESSING COORDINATOR**

- Receive all competition entries and fees
- Follow up with any errors or omissions
- Check that ages are correct (CBTF ages, WBTF ages)
- Enter all competitors, ages and events onto a spread sheet
- Keep track of the number of entries (individual, duet, teams, etc.)
- Provide entry information to the Competition Director, Head Tabulator,

Awards Coordinator, Concession Personnel, etc.

See Section 4.1 “COLLECTING ENTRIES”

## 6. JUDGES COORDINATOR

- arrange for all judges' transportation (air, ground)
- arrange for all judges' accommodations if necessary
- arrange for all judges' meals, snacks and beverages
- prepare and distribute CBTF judges' contracts
- arrange for a suitable judges' room at the competition site
- provide any audio/video equipment that the head judge feels is required

## 7. AWARDS COORDINATOR

- Locate a reputable awards company to provide the awards
- Act as liaison between the competition officials and the awards company
- Work with the Competition Director to determine the type, shape and size of the awards for all of the events being offered (*suggestion: refer to last year's competition or another of the same size*)
- Work with the Entry Processor to determine a tentative amount for the awards company, place an order well in advance (with temporary numbers, if necessary), and, after the entry deadline, provide accurate numbers
- Allow for extras (in case of ties, additional entries)
- Ensure that awards are ready on time
- Arrange for pickup or delivery to the competition site
- Once they are unpacked and the awards table is set up, double-check to see that all awards are accounted for
- Ensure that all medals are securely fastened onto their ribbons (*suggestion: have extra ribbons, fastening rings and pliers on hand.*)
- Control the distribution of score sheets at or near the Awards Table. The person doing this should only give the award and score sheets out to the athlete, his/her coach or his/her parents.

- Attempt to deal with a company that will issue credits for items not used or, if the design is used each year, consider buying “in bulk” to save money. If you do this, ensure that your organization has a place to store these through the year.

#### PRE-EVENTS:

- Colour-coded ribbons are presented to participants in the Pre-Events. The colours are as follows:

A	Excellent	RED
B	Very Good	BLUE
C	Good	WHITE
D	Needs Improvement	GREEN

- Most provinces have their provincial emblem and the name of the event inscribed onto the ribbon and it is a good idea to keep a large supply of these from year to year.
- These results are not posted; athletes bring their critique sheets to the Awards Table to receive their coloured ribbon, or ribbon is affixed to the critique sheet by the tab room.

#### OPEN INDIVIDUAL/DUET EVENTS

- Awards for these events are usually medals (usually the same size for all ages, levels and events) on short (“military”) or long ribbons. You may wish to denote placement by using different colours for the ribbons. If using presentation ribbons (like for Pre-Events), you may consider different colours for different placings.
- The awards for Open Events are generally handed out from an Awards Table as the results are posted throughout the competition day.
- Have small Results forms in duplicate for each event – one is for posting; the other is kept at the awards table with the athlete having to sign for it (this ensures that all the open medals/ribbons have been handed out). These small sheets could be on NCR paper. Please allow space to indicate the athlete’s name and score.

## OPEN TEAM EVENTS

- If the Team Competition is held at the beginning of the competition day, tabulators will have the results ready during the judges' lunch break and results can be announced then. *Suggestion: Presentations go quicker if the team score sheets, masters and medals/ribbons are altogether in a large envelope. You may wish to also put the team's music cd in the envelope as well.*

## INDIVIDUAL/DUET and TEAM WINNER/CHAMPIONSHIP EVENTS

- If you are offering a "novelty" Winner/Championship event (e.g. Spring Fling, Wild West), you may choose to post these as the results become available or announce them formally at the end of the day.
- Winner/Championship results are often formally announced at the end of the competition day instead of being posted during the day. Formal awards ceremonies are held for Canadian Team Trials, International Cup Qualifier, Individual/Duet Winner/Championships, Team Winner/Championships and Grand Nationals.

## ANNUAL ("TRAVELING") ATHLETE AWARDS

These are usually in the form of a trophy or plaque that has been presented for several years. Names (and years) of past winners are engraved on single plates which are featured on the award. The winner is usually responsible to have their name and year engraved on a plate for the award before returning it the following year. Winners are given a "replica" award ("keeper") which they retain.

The Awards Coordinator is responsible to do the following:

- Maintain accurate records from year to year as to the winners of each annual award.
- Contact last year's winners to ensure that (1) an engraved plate has been added to the award; (2) the award will be returned prior to or the day of the competition; (3) the award will be returned in good condition. *Suggestion: invite last year's winner to present the award to the next winner. See SAMPLE LETTER in the Appendix.*
- Order the replica awards for the Annuals that will be presented (they cannot be larger or "grander" than the Annual award).
- If the award is returned in poor condition, make every effort to repair it before presentation (or make arrangements to have it fixed immediately).

*Suggestion: If there is no more room for single plates on a trophy/plaque, have the awards company remove several older plates and engrave all those names and years onto a larger plate that can be affixed to the award to ensure the award's continuity. Have blank single plates added to the award for future winners.*

## 8. VOLUNTEER COORDINATOR

**NOTE: It is recommended that all volunteers hold current a minimum of a current CBTF Volunteer membership for insurance purposes.**

This Coordinator is responsible to locate and supervise the persons in the following volunteer positions and ensure that these positions are manned throughout the competition:

### CLERKS

- Clerks are usually required for Individual/Duet open and winner/championship events. (Exception: National events). Clerks are not required for Team competition or Team Trial events.
- Persons to be considered for clerking duties are:
  - Those taking CBTF Judges' Courses who require clerking hours/experience in order to become certified
  - Former athletes who may be interested in judging in the future
  - Former coaches or judges or competition officials who are familiar with clerking duties
  - Parents or relatives (note: they cannot clerk their own child/relative)
- If necessary, arrange for a Clerks' Meeting to be held prior to the competition.

*(See INFORMATION FOR CLERKS in the Appendix)*

- Attempt to find clerks who are willing to work the entire day. Judges appreciate having the same person with them to maintain the continuity of the Judge's station. If this is difficult, a clerk should be available to work with the Judge through an entire event (e.g.: Solo, Medley, etc.).
- Provide your clerks with a BATON WORD LIST of terminology used by Judges. This list could remain on the judges' tables throughout the day for easy reference.

*(See Appendix)*

## RUNNERS

- These people are responsible to pick up score sheets/masters from the judges' tables and deliver them to the Tabulation Crew as soon as a division closes. They must be careful not to walk in front of a judge's table when an athlete is performing.
- It is very important that a Runner be available at all times during the competition.
- This person may also be required to post the result sheets and ensure that score sheets are delivered to the Awards Table.
- This person may also assist the Judges' Coordinator with delivering refreshments to the judges while they are judging.

## WELCOME TABLE PERSONNEL

These people act as "greeters" and ensure that programs/set systems are picked up by the athletes. They would also hand out "goodie bags" and are able to provide people with facility information and answer general questions relating to the competition. If there are a lot of out of town visitors, these people should have some knowledge regarding your city, restaurant locations, etc.

During local, small competitions, it is likely only necessary to have someone at the Welcome Table until all programs have been picked up, if you have program and to help welcome and direct your participants to the gym or change room. If you are charging admission, a schedule should be worked out for a longer period of time.

## FUND-RAISING PERSONNEL

The Coordinator shall work with the persons/clubs who are running fund-raising activities during the competition and ensure that their areas do not interfere with the smooth flow of the event and do not impede the athletes in any way.

### **9. PERSON IN CHARGE OF: AWARDS PRESENTATIONS (optional for open competitions)**

Awards presentations are generally reserved for provincial and national level competitions, however there is nothing precluding you organizing an awards presentation. If so, keep these suggestions in mind:

- (i) Provide a detailed Results Report written legibly and in the correct order of announcing to the Announcer (lowest placing to highest placing) so

that there will be no mistakes or embarrassing situations.

- (ii) Verify pronunciation of unusual names beforehand with the Announcer.
- (iii) When setting up your Awards Table, ensure that they are placed in the “announcing order” to avoid confusion and delay when the names are called. Awards will be announced in “ascending order” of divisions (Level B before Level A, Teams before Corps) and of age (Primary, then Juvenile, etc.). Each division’s list of placings will be announced from the lowest placing to highest placing.
- (iv) Awards themselves look very impressive. As a suggestion, placing them on tablecloths, having plants or National or Provincial flags placed behind or around the table, etc. can only help to make the awards area more attractive.
- (v) Arrange a procession of Groups or Group Representatives (i.e.: captain and co-captain) for Group Competition Awards if there are a large number of groups. This is referred to as a “Retreat”.
- (vi) At large competitions of major importance, a Procession of Athletes is held. (See “OPENING CEREMONIES”).
- (vii) Have a "step-style" Podium with numbers “1” through “5” for presentations and photos.

**NOTE:** Should the placings extend to 6th and 7th due to Preliminary Rounds, the 6th place athlete stands on the floor next to 4th place and the 7th place athlete stands on the floor next to 5th place.

- (viii) Consider the background for official photographs when you set up the podium. Some associations have designed attractive “backdrops” for this purpose. Consult with your photographer for suggestions regarding colour, positioning, etc.
- (ix) Determine beforehand who will hand out awards to the winning athletes. A local dignitary or sports figure, CBTF members, provincial or local executive members or last year’s winners are suggested presenters. It is not recommended to ask the judges to present awards.

It is always exciting to have a well-known personality at your awards ceremony, however, keep in mind that these people often request a fee for these appearances. Also, they must be booked well in advance and the time of the presentations must be indicated to them usually at time of booking so they can determine their schedules.

- (x) Control the distribution of score sheets following the presentations. It is recommended that only the athlete, the athlete’s coach or parent are given the sheets for that particular athlete.

- (xi) An effective method is to have a large envelope for each athlete. The Tabulation Crew can fill the envelopes with that athlete's score sheets throughout the competition (as well as return their WBTF events music tape or CD to them). These can be put in alphabetical order for easy distribution.

Although it is important to acknowledge key personnel who helped with the event, discourage lengthy speeches before and after awards presentations. Instead, create a "thank you" listing in your Program and/or have the list printed in your provincial newsletter.

## 10. CONCESSION COORDINATOR

As mentioned earlier, it is critical to be absolutely familiar with the policies and any restrictions on whether food and drink can be sold, and where in the facility this can take place. Be absolutely certain prior to organizing any concession.

This volunteer is responsible for providing Food Services to your competition. Also, unless a separate group or individual is assigned to it, the Concession Coordinator is also responsible to look after Judges' and competition officials' meals.

You will require an area in which to serve the athletes and spectators and, if at all possible, another area in which to serve the Judges. Smoking is usually forbidden in any sports or children's facility and CBTF discourages this practice at any sanctioned CBTF event therefore smokers must do so outdoors and away from the main entrance.

The Concession Coordinator should visit the facility and its staff before the event in order to establish the logistics. Plug-Ins should be located, access to water (for coffee urns and tea kettles) determined, placement of tables and chairs planned, and the staff informed of what foods will be served (if hot dishes, you will probably require special permission for hot plates, microwave ovens, etc.).

Remember that you are serving ATHLETES who require nutritious food to keep their energy levels up during an entire day of competing. Your "menu" should include fresh fruit and vegetables, meat/egg/fish sandwiches, milk, juices, etc. Yogurt and hot soup are well received items. Also arrange for bottled water to be sold.

Judges are usually given a separate room in which to meet, view videos and have their meals. They appreciate special touches such as silverware, tablecloths, centerpieces, etc. on their lunch table; however, this is not mandatory.

It is recommended that you check with the Judges Coordinator to see if judges will require any "breakfast" items. Often their meetings start very

early in the morning and they do not have time to eat at their hotel. In that case, items such as muffins and donuts as well as coffee, juice, hot water and tea bags are appreciated.

The person in charge of preparing Judges' meals should inquire of the Competition Director if any Judges have any special diet or food restrictions.

A simple lunch is best. For example, a selection of fresh fruits and vegetables, sandwiches, salads, etc. For a winter competition (or when your competition is in a chilly facility), a hot dish is very acceptable (e.g.: soup, quiche, meat pies, chili, etc.).

If your competition runs into the evening hours and requires a "dinner" for the Judges, meals such as pasta, fried chicken, pizza, etc. are welcome.

It is a nice gesture to provide free lunches to volunteers who are working the whole day at your competition (e.g.: tabulators, announcers, sound/music person, clerks, door personnel, awards personnel, medical personnel, etc.). Check with the Competition Director for the number of people this would include. It is recommended that these people obtain their meal right after the Judges have served themselves. Ensure that these people leave the Judges' room before the Judges start their meal-time meeting.

It is important to provide **wastebaskets** and to keep both the concession and Judges areas clean. Restrict eating and drinking to this area only. Ensure that the areas that were used are left neat and tidy.

This person may also be responsible to provide refreshments (coffee, pop, juice, water) to the judges as they are judging. Please wait for breaks in the competition before interrupting to take their "orders" and bring them their beverages. It is not advisable to serve food to the judges as they work (this is very distracting for the athletes). However, you may wish to provide a small bowl of mints or hard candy on each judge's table.

## 11. **SOUND/MUSIC COORDINATOR**

This person is in charge of the entire Sound System and the playing of the CBTF Music and the various music for teams, freestyles, pairs, required for a Baton Competition.

He/she would ensure that all CBTF-approved competition music was available and in good working order and that all participants music is submitted and error free. The standard today is for music to be loaded onto, and played from an ipad or ipod.

When choosing your Processional Music, ensure that it is quite lengthy (i.e.: 5-8 minutes long) and FADE music out when all athletes have assembled (avoid stopping the music abruptly!). When the athletes leave the floor, the

Processional Music is played until all athletes are gone and, once: again, FADE the music out gradually.

“O Canada” can be found on the CBTF Music CD. For National competitions, the National Anthem version should be bilingual. Often a soloist is invited to sing the anthem.

The Sound Coordinator would be responsible for the sound quality, the correct speed (in the case of a variable speed control/pitch control tape deck) and help to keep the competition running smoothly by having all music organized in the proper order of occurrence.

## 12. **ANNOUNCER**

It is very important that the person chosen for this job be technically knowledgeable and familiar with the running of a competition. It is an extremely important task and one which cannot be taken lightly.

## 13. **FIRST AID PERSONNEL**

Baton Twirling is an active, demanding sport and accidents do happen. You can avoid serious repercussions by having qualified medical personnel available on site.

CBTF rules state:

*“At all CBTF sanctioned Type A, B and C competitions, it is mandatory to have qualified medical personnel whose qualifications include current Sports First Aid Level 1 and CPR (or equivalent training) as a minimum in safety training.”* Medical personnel must be on site throughout the entire competition including any scheduled practice times and warm-ups.

Check your membership to see if there is a member with medical qualifications (nurse, doctor, etc.) who would be willing to be present during the competition. If St John's Ambulance personnel are used, contact your local branch well ahead of time and follow up the week before to confirm their attendance. The Canadian Ski Patrol System may also provide qualified volunteers for your event. Most large sports facilities are equipped with modern first aid rooms and have a therapist and/or trained medical personnel on staff.

If possible, arrange for a separate room with a cot/bed at the competition facility should your medical personnel require this for any injured athlete. Also, ensure that there is availability of ICE for ice packs (a suggestion would be to have a cooler of ice, plastic bags and towels).

Competition Directors must be aware of the CBTF RISK MANAGEMENT POLICY.

14. **SET UP COMMITTEE**

If possible, it is best to set up the facility the night before the competition. This would include moving tables, chairs, sound equipment and supplies, tabulating equipment, awards and concession supplies. This is also a good time to hang up any directional signs and posters.

Members of the Set Up Committee should be available throughout the day for other jobs such as sweeping the competition floor, moving tables and chairs, etc.

15. **CLEAN UP COMMITTEE**

Facility arrangements will probably include some of the clean up but it is essential that all areas used (tabulation room, bleacher area, dressing rooms, concession area, stairwells, etc.) be checked for “lost and found” items by competition personnel at the end of the day.

During the competition it is important to have access to a broom for sweeping the gym floor, and to supplies such as a mop, extra toilet tissue, paper towels and garbage cans. Facility custodial staff must be readily accessible in case of an accident or emergency . (Suggestion: Know where their offices are and ask them to check in with the Competition Director regularly.

16. **PHOTOGRAPHER** \* (optional)

The Photographer may be a professional or an amateur member of your association; in any case, pictures should be taken during the awards ceremony for publicity and historical purposes.

The official Photographer at any competition must be allowed to set up his/her equipment in the most advantageous spot. Others should be discouraged from getting in the Photographer's way.

It is recommended that photos of the winner/championship events be available for ordering and, if so, it is necessary to assign someone to take the order and see to it that the photos are distributed within a reasonable amount of time. Most professional photographers will work independently of the host organization.

17. **VIDEO CAMERA OPERATOR** \*(optional)

The CBTF allows the use of video camera recorders at all competitions. Some competitions may have a fee structure for video recording (the fee

must be stated in the competition brochure). As per CBTF rules, there is no charge for hand-held video recorders in the stands.

Competition Directors must be informed of those persons wishing to set up their equipment and a first-come, first-serve basis must be established if there is limited space. Any person designated as the Official Video Camera Operator would, of course, get the premium spot.

\*Official Photographers and Video Camera Operators must be allowed near and/or on the competition floor in order to get "action shots" if deemed necessary. This should be approved by the host organization and the Competition Director.

## **18. GROUP ROSTER MONITOR**

CBTF requires that all groups about to compete must be checked against their written CBTF Group Roster. Please see the CBTF Group Manual for detailed information regarding this process.

## **19. PRACTICE AREA (or FLOOR) MONITOR**

This person is required to ensure that a safe number of athletes are using the designated (official) practice/warm-up area. See CBTF Policy Manual for current rules and regulations.

## **20. OPENING CEREMONIES PREPARATION**

Although elaborate opening ceremonies are generally reserved for provincial and national level competitions, your opening ceremony is a necessary portion of your competition. Not only does it get the day started, but also can set the tone for the day.

Your opening ceremonies should include the following:

- O' Canada (either recorded version, or live singer)
- Welcoming words, thanking participants and spectators for attending
- Creeds: Athletes Creed, Coaches Creed, Judges Creed (presented in both English and French). Ensure that chosen presenters are familiar with the creed and comfortable speaking in public and are dressed appropriately.
- Instructions and reminders for the day. Some example: announce how and where to obtain first aid, location of concession, location of awards table, entry and exit instructions, etc.

*Tip: Prepare your script for opening ceremonies in advance, and have printed version of the script, along with copies of each of the creeds ready for your announcer*

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## 5.0 ONE DAY TO ONE WEEK PRIOR TO COMPETITION

You're almost there! It's almost time for your big day. This is the time to dot all the i's and cross all the t's and try to take all possible steps to ensure your day will be as smooth and stress free as possible. Good preparation may not always equal success, but it certainly increases the odds!

**Contacting all involved parties (judges, team manpower leaders, facility manager, participants to ensure everyone has all pertinent information and that responsibilities are clear).**

**Contacting Judges:** a friendly email from you will serve as a reminder to the judges that their attendance and services are expected! Review your location, expected time of arrival, and include your anticipated schedule, your set systems for final review. Remind them to examine the set systems and double check for any conflict that was missed. Resending their signed contract to remind them of what they have agreed to is wise.

**Contacting your manpower leaders:** Take the opportunity to contact all of your key volunteers to make sure that they have a full understanding of your expectations – arrival time, equipment to bring, time commitment during the day. Make it clear to them that you are counting on them to all do their job.

**Contacting the facility manager:** absolutely nothing is more stressful than arriving at your competition venue and having the doors locked! Take the opportunity to actually telephone your facility manager (or in the case of schools, the custodial department) to ensure they are expecting you, and what your initial priorities for set up are (e.g.: bleachers out, etc.). If it is not already on your contract, request an emergency telephone number you can call on the day of your competition.

**Contacting your participants:** one last email to your participants (athletes and coaches, usually via an email to club directors) will serve to remind your participants of key details: location, arrival time for participants, anticipated schedule, what you will be offering for food, and the set system. Even if you plan to have limited copies available at the event, encourage the participants to print off their set system (which will give them the opportunity to highlight their groups/athletes ahead of time). You should consider giving your participants your cell phone number in case of emergency on the day of.

*Tip: Facebook and Twitter posts can be a very useful way to share information about your event*

## Preparation of Final set system

As much as we would all love to be able to do our final set system well in advance, the truth is that it is not wise to prepare your very final version until at most one week prior to your event. There are inevitable changes that you will just have to accept as part of the process: advancements from competitions held, last minute withdrawals, and yes – previously unnoticed errors, etc. Once you are in your homestretch last week, you can prepare your final set system, and get the copies made. You should have a quantity on hand for your participants (limited, since you will have already instructed them to copy their own) for the judges' folders, for your announcer and music technician, and for posting on the gym walls.

*Tip: consider getting enlarged versions for the walls, and for the announcer to make it easier to read, and to facilitate allowing the announcer additional space to write notes.*

## Preparation of Judges Folders

Welcome to the paper chase! Assembling the judges' folders is a huge job, and attention to detail is vital, because incorrect paperwork will cause unwanted delays to your day.

Each division has a labelled folder, each folder has 2 masters which list the participants, and a scoresheet for each competitor.

Masters and scoresheet can be found on the CBTF website: [cbtf.ca](http://cbtf.ca)

A computer program may facilitate the printing of masters, but there is really no shortcut to the preparation of scoresheets.

Refer to your set system to determine the number of scoresheets needed for each event. Once the scoresheet originals have been retrieved from the CBTF website, photocopy the number of scoresheets needed.

*TIP: always make extra copies in case of emergency!*

**Scoresheets** have to include the competitor name and age, and the name and date of your event. This can be done by hand, or if possible, labels generated by a computer system.

**Masters**, whether done by hand or by a computer program must list the competition name, date, event and division, and of course, each competitors name.

*TIP: if you are doing this by hand, write out only ONE master for every division, and then copy it to produce the second master. This will reduce a lot of time spent writing out the master (not to mention hand-cramping)!*

Two masters are needed because the judge must retain one copy for his/her records, and the second copy is sent to the tabulation room with the scoresheets.

The masters and the scoresheets are put in a folder, which is labelled with the division and judges name, largely for follow through purposes (since the judge will return the entire folder to the tabulation room, and then the tabulation room will send the entire folder (after tabulation and addition of awards) to the awards table.

Consider putting all of the individual folders into one MAIN folder that would also include the judges' timesheet (available from CBTF.ca) and set system.

*TIP: the CBTF grading system can be a procedural challenge for the judges and the tab room, and these divisions are not SCORED or FLASHED (rather they are graded) require CBTF medals instead of the standard award, and results are not posted. Consider some sort of method on your folder to serve as a reminder to the judges and your tab room that this is a GRADED division (e.g.: a different folder colour, with a written reminder on the front that this is a GRADED division).*

## **Tabulation Preparation**

Accuracy of tabulation is key to a successful competition. Whether you are using a computer tabulation program, or tabulating manually, your tabulation personnel should have a working understanding of the method and process and procedures. It is very wise to have these procedures available in written form for your tabulators to refer to during the day, so get this ready now!

If a computer program is used, all you will really need is the computer, a printer, and paper, HOWEVER, prepare for every contingency by having a least a minimum of paper, pens, and a calculator ready.

If manual tabulation is used, you will need to prepare in advance the forms to be used, which will include the name of the competitors, and the tabulation criteria

## **Preparation of group roster book**

Each team will have submitted a roster for each team when they submitted their entry.

Each team about to compete must be checked against this roster to ensure that all members about to compete are listed, and that any missing members do not change the age or size of the team.

To do this, a Roster Book must be prepared by taking the submitted rosters and putting them in order of appearance, so that your roster checker will be able to check the teams with ease, and not have to sort through the rosters to find the right one!

## **5.1. COMPETITION DAY**

Your big day has arrived! With all of your advance preparation you definitely deserve to have a successful and stress-free day.

### **SET UP OF WORK STATIONS**

Most open competition directors will not have the luxury of advance set up, so it will have to be done in the morning, before your participants arrive. There is not much time! It is key that your team of volunteers, each with their own area of responsibility should be good to go as soon as doors open.

Your first task upon arrival is to touch base with the facility staff to ensure that the basic set up (e.g.: bleachers out, doors unlocked, lights on, basketball nets up, tables and chairs available, etc.) is done.

Once you can confirm that is done, your main areas of set up will be:

#### **Main Gym**

- set up announcer/music table
- hook up sound system
- set up of judges tables (table cloths, flash cards)
- roping off the judges area in the bleachers for the group competition

#### **Practice Gym**

- ensure it is accessible
- post set systems on walls

#### **Food Concession**

- Tablecloths
- Sign for food and drink pricing
- Set up of food and drinks and plates, napkins, cutlery
- Set up cash box (and ensure someone is monitoring it constantly)

#### **Tabulation and Awards Area**

- Set up of computer and printer, and/or manual work products such as papers, pens, calculators, stapler, paper clips
- Ensure set system is on hand (2 or 3 copies)
- Ensure awards are sorted
- Ensure tabulation procedures are available for reference

### **Judges Meeting Area**

- Choose an area removed from the participants, preferably a separate room
- Ensure all folders (with scoresheets and masters, set systems, and judges timesheets) are set up
- Ensure any food or drink that you are providing is ready at judge's time of arrival

### **Group Roster Check Table**

- choose an area near the entrance of the main competing gym
- roster book on table
- pens for noting discrepancies

### **First Aid Station**

- Choose an area in or near main gym
- First Aid supplies
- Cooler, ice, plastic bags to distribute ice
- Supply of insurance incident reporting forms

## **DEALING WITH LAST MINUTE CHANGES TO YOUR SET SYSTEM**

Inevitably, despite best preparation, on the day of your competition you will be requested to make changes.

Scratches (athletes not competing) are common, and require no more than advising the announcer and judge that the athlete will not compete.

Change requests are more problematic, and require:

- advising announcer and music technician
- **the announcer should announce late changes as soon as possible – any changes affecting the upcoming event should be repeated before that event begins**
- advising affected judges and if required, change or add scoresheets and masters
- advise tabulation
- **updated set systems should be posted in several conspicuous areas in the facility – ideally, separate locations for spectators, coaches and athletes in order to reduce congestion**

*Tips: if the change is due to entry error not reported, you are not obliged to accommodate the change, however, you should bear in mind that your participants are your CUSTOMERS upon whom the success of your competition (both current and future) rests. If possible, accommodate the change but regardless, it is critical to handle changes consistently (do not accommodate one person, and not another).*

*Secondly: keep it simple. You may be tempted to make complicated changes (moving a division, or moving sets up or down) but in the long run, it is wiser to*

*keep your set system as close to the original as possible, so as to minimize the affect of the change for the majority. Even if this adds a small amount of time to your event, it is the better option.*

## **CORRECTIONS TO FLASHED SCORES**

If an error in the flashed score is noticed before results have been posted or announced, the scores for the affected athlete should be re-flashed.

- If the error is noticed by the judge before the next set begins, the announcer should indicate that scores are being re-flashed on a specific lane. If there are multiple judges on the lane, ALL judges should re-flash their score. Sample script for an individual athlete, with multiple judges:
  - “Ladies and gentlemen. The judges on *Lane 3* will be re-flashing their scores. Judges, please show your scores. [Pause]. Thank-you.”
- If the error is not noticed until after the next set has begun, but before the next division in the affected lane has begun, the announcer should indicate that scores are being re-flashed for a specific athlete on a specific lane. If there are multiple judges on the lane, ALL judges should re-flash their score. Sample script for a duet with a single judge:
  - “Ladies and gentlemen. The score for the athletes in *Set 32* on *Lane 1* will be re-flashed. Judge, please show your score for the *Duet* in *Set 32*. [Pause]. Thank-you.”
- If the error is not noticed until after the next division in the affected lane has begun, the announcer should, **AT THE FIRST POSSIBLE BREAK**, indicate that scores are being re-flashed for a specific athlete on a specific lane. If there are multiple judges on the lane, ALL judges should re-flash their score. If the judges are not available to re-flash, it is acceptable for the announcer to read ALL scores for the affected athlete. Sample script for an individual athlete, with multiple judges:
  - “Ladies and gentlemen. The scores for the athlete in *Set 14* on *Lane 2* will be re-flashed. The correct scores are: *4.5, 4.6, and 4.1*. Again, the correct scores for the athlete in *Set 14* on *Lane 2* are: *4.5, 4.6, and 4.1*. Thank-you.”

*(remember to adjust the sample scripts to suit your particular situation)*

## **DEALING WITH ACCIDENTS, INJURIES**

Most injuries at a competition will be insignificant in nature....bandaids for cuts or scrapes, ice for bumps and bruises, however, it is always better to be safe than sorry. If you have any concern that an injury is beyond the scope of extremely minor, causing only temporary discomfort, the athletes coach and or parent should be summoned to consult, and a decision to allow the athlete to continue to compete, halt competition, be directed to a clinic or hospital, or 911. The key here is better safe than sorry, as this is in the best interest of the injured party, but also in the interest of reducing potential liability. For anything beyond a small cut, bruise, an Insurance Incident Report should be completed.

## **KEEPING ON SCHEDULE**

As your day progresses, make sure that you take note frequently (every 30-45 minutes) that your competition is progressing at the speed that you anticipated and published. Being 5-10 minutes off at your first check may not seem like much, but left unmonitored, this can mean being an hour late by lunchtime. Keep an eye out, and take steps to identify and correct what is causing the delay (perhaps announcer pace, or judges taking longer to score than anticipated). If necessary, reduce the time allotted for your lunch break to get back on track.

## **PAYING YOUR JUDGES**

The judges will complete their timesheet and give it to the head judge to approve, who will in turn give it to you for payment. It is good practice to double check the math, both extensions and sum. Record the final cheque amount, and cheque number on the timesheet, as this will serve as your official receipt.

Although it is not necessary, as a courtesy most competition directors place the cheque in a (previously written) thank you card.

*Tip: Tip! If your budget allows it, and if your judge has done a good job and contributed to the success of your day, a small “round up” of the cheque amount is an extra thank you for a job well done.*

*Tip: if your banking allows, many judges prefer to be paid by e-transfer. This can be an added convenience for you, as it can generally be done at the end of day, when your other work is done. Ensure you have the judges correct email address and that you choose an easily identified security question.*

## **TAKE DOWN/CLEAN UP**

Where possible, try to have take down and clean up going on throughout the day, as tasks are completed. Ensure that you are aware of your contractual obligation as to the condition that you leave the facility in (e.g.: do tables need to be folded, do chairs need to be stacked?)

Ensure that the change rooms (and all areas) are checked for important items left behind. Although you have no obligation to do so, it is prudent to collect these items and email the participants to identify and collect them (often done at the next competition).

## **TIPS FOR AN ENJOYABLE AND (RELATIVELY) STRESS-FREE DAY**

### **PREPARE AND PLAN:**

As the saying goes, when we fail to prepare, we prepare to fail. Try to be as prepared as possible, as early as possible, and consider any contingency that could materialize.

As the competition director, YOU set the tone for the day. Try as well as you can to

- smile
- breathe
- monitor your voice level and tone when dealing with anyone
- ensure that you check in with your various volunteers regularly to ensure that things are going well, and to give them a pat on the back and ongoing thanks. Most of them are giving up their day, and dealing with their own stresses...and many are missing their own child's performance to do their job. Be kind and thankful for that.
- follow a supplier/customer business model. Your participants are your valued customers, so where possible, treat them as such.
- stick to the script! As much as possible, do not deviate from what you have previously advised that you would do. People appreciate consistency and do not like changes.

### **DEALING WITH GENERAL COMPLAINTS**

Any competition will have an element of stress for everyone – you, the judges, the athletes, the coaches, and the parents. Often you will be approached with a complaint, and often (again – due to stress) this complaint may be delivered loudly and angrily!

Keep calm at all costs! Take a breath, speak with a controlled voice. This will help you stay calm, but will usually have a calming effect on the person confronting you.

Try to get a clear understanding of the problem, and if it is within your power to rectify it without causing undue problem or delay, do so. If the issue is something that cannot be rectified, be sure to convey your understanding, apologize if warranted, and take steps to ensure the issue will not happen again.

### **DEALING WITH COMPLAINTS ABOUT JUDGING**

It can occasionally happen that a participant will have a complaint regarding a judge.

Any such issues at your competition should be dealt with by the competition director, the judge, and the coach. It is not appropriate for a parent, or an athlete themselves to be part of the discussion.

Ensure that your judges know that if a coach approaches them, that the discussion should include you and by the same token, if a coach approaches you, bring the judge into the discussion. Depending on the nature of the issue, the head judge should also be included in the conversation. These issues are best dealt with at the conclusion of the competition unless it is a time sensitive issue, and ALWAYS in a private setting away from others.

## **5.2. POST-COMPETITION**

You made it! The competition day is complete! There are just a few more tasks to do before you can put your feet up.

ENSURE ALL EQUIPMENT IS RETURNED such as the sound system.

ENSURE ALL BILLS HAVE BEEN PAID: facility, judges, rentals, awards, etc  
Most of these will have been paid earlier, however, be sure that nothing is outstanding.

ENSURE THAT YOUR REUSEABLES ARE ACCOUNTED FOR and packed away and stored so that they can be easily accessed for your next competition.

GATHER YOUR LOST & FOUND articles.

### **REPORTING RESULTS TO CBTF**

CBTF must have a complete accounting of all results, both for the purpose of advancement but also regarding points for CBTF special awards. Reporting can be facilitated through the CBTF website.

REPORT ADVANCEMENTS TO THE MEMBERSHIP AND SPECIFICALLY TO THE NEXT COMPETITION DIRECTOR.

Create and distribute a listing of all athletes or groups who advanced to the next status level. It is especially important that the next competition director receive this information so that they can adjust their set system accordingly.

The reporting is best done by email, and of course should include a thank you to all participants for attending and supporting your event. You can consider requesting feedback from the participants – what they enjoyed and what they would like to see improved – so that you can implement worthwhile changes in future

### **RECORD RETENTION**

There is currently no set policy regarding retention of records from your competition, however, it is wise to keep a digital copy of the following for one year:

- your final set system (which is a record of exactly what each athlete, group competed in at your event)
- the final tabulation masters for all events (which have been sent to CBTF)

### ***LASTLY.....***

***GENEROUSLY THANK YOUR VOLUNTEERS!*** They have helped you to put on a great day, which would not have been possible without their help. Ask your volunteers for their feedback.

Make a list of all feedback you received from all sources, and keep handy for next time.

## **5.3. RESOURCES**

The best advice to be shared with the new competition director is to become

familiar with the CBTF website: [cbtf.ca](http://cbtf.ca). On this website, you will find plentiful resources to gain the knowledge and data you will require to run your competition. Some of the key resources that you will definitely want to access are as follows:

Submit your event:

<http://cbtf.ca/form/submit-your-event>

Competition results submission form:

<http://cbtf.ca/form/competition-results-submission-form>

Sanction form:

<http://cbtf.ca/article/cbtf-sanction-request-form>

Insurance Request form:

<http://cbtf.ca/form/cbtf-insurance-certificate-request-form>

Judges Contract:

<http://cbtf.ca/node/4336/1647>

CBTF Policy regarding USTA judges:

<http://cbtf.ca/article/hiring-policy-usta-and-wbtf-judges>

Judges Conflict of Interest:

<http://cbtf.ca/motion-handbook/c/conflict-interest>

Head Judge Responsibilities:

<http://cbtf.ca/article/head-judge-duties-and-responsibilities>

Information for Clerks:

<http://cbtf.ca/article/general-information-clerks>

CBTF Awards policy:

<http://cbtf.ca/article/cbtf-competition-awards-policy>

Creeds:

<http://cbtf.ca/programs/athletes>

<http://cbtf.ca/programs/coaches>

<http://cbtf.ca/programs/judges>

Insurance Incident Reporting Form:

<http://cbtf.ca/article/cbtf-accident-injury-report>

Scoresheets, masters, all paperwork to run a competition:

<http://cbtf.ca/content/cbtf-competition-score-sheet-cd>

Group Handbook:  
<http://cbtf.ca/article/cbtf-group-handbook>

Motion Handbook:  
<http://cbtf.ca/motion-handbook>

Sample Brochure:  
<http://www.eteamz.com/admin/sitez/download.cfm?id=2514759&site=1820486>

Tabulation References:  
Tie Breaking protocol:  
<http://www.cbtf.ca/article/cbtf-event-tie-breaking-process-quick-reference>

Pre-Competitive Program Final Proficiency Determination Charts:  
<http://www.cbtf.ca/content/cbtf-competition-score-sheet-cd>

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## 6.0 TABULATION

We strongly recommend that the new competition director contact CBTF or your provincial association to ensure you are aware of the current tabulation process. The following is a brief methodology.

**Very important: for everything, the judges master must be kept in the safe file!!**

Note: every competitor has the right to information on all results from their division. This can be accomplished by any of the following methods, and the participants must be aware of this:

- Posting results on a wall. **If it is necessary to correct results after they have been posted, all affected parties (ALL athletes, and their coaches, that have changed positions) should be advised privately BEFORE the updated results are posted. The announcer should announce that revised results have been posted for the affected division(s).**
- Including a tabulation master for every division to each competitor
- Emailing results to participants (coaches/club directors) within 24 hours of competition (recommended, as it saves paper!)

Note: the following process assumes that the Tabulation Crew will also be attaching awards prior to delivering the paperwork to the Results/Awards table.

If you have a separate AWARDS Crew, the paperwork will, of course, simply go to them for this final step.

Finally, it is a “given” that once you have done all this preparation, the paperwork and awards will be sent to a location (awards table) for pick up by the coaches/athletes.

## 6.1. GROUPS

Tabulation “masters” should be prepared beforehand.

What you are working out is the placement of an entire division.

For each team, you will get back:

- a scoresheet from each judge
- a penalty sheet

On the master, record what the judges scored, and then in the “penalty” column, what the penalty judge assessed. Deduct the penalty from the FINAL score for each judge. At the end of that, there will be a “net” score for each team from each judge.

**NOTE: IT IS VERY IMPORTANT TO KEEP THE JUDGES STRAIGHT!!**

Once that has been done, you will see that each judge has a “placement” for the teams.

Write that down in the proper column.

Next, add the place points for each team from each judge to get total place points. If there are no TIES for total place points, that’s the end of it. Indicate final placement which is determined by the lowest place points!

If there IS a tie for place points, add up the TOTAL SCORE. The highest total score breaks the tie between the groups who tied! If a tie continues to occur, no further tie breaking takes place.

Tabulation Master Copies: One of these is kept aside for safe keeping to give to CD (Competition director needs a copy of ALL masters).

Put the scoresheets, penalty sheet, and appropriate number of the applicable ribbons all together with a clip and deliver to awards table.

Suggestion: To make it easier, create a “file pouch” for each club that will hold all of their team results.

EXAMPLE OF TABULATION MASTER FOR TEAMS															
Group Competition															
Division: Jr B Small Dance Twirl															
	#	Drop	Judge 1			Judge 2			Total	Final	TotalScore	Final			
	athletes	Penalties	Judge1	Less Pen.	Net	Ordinal	Judge 2	Less Pen	Net	Ordinal	Ordinal	Place	*if reqd	Place	
Team 1	6	2	56	-2	54	3	58	-2	56	3	6	3	110	3	
Team 2	3	3	54	-3	51	4	51	-3	48	4	8	4	99	4	
Team 3	4	1	63	-1	62	1	62	-1	61	1	2	1	123	1	
Team 4	3	4	59	-4	55	2	65	-4	61	1	3	2	116	2	

## **6.2. COMPULSORIES**

For this you need a calculator.

Again its one judge, so you will be receiving a file folder.

Add up all the scores on the scoresheet and write the total on the scoresheet and each athletes placement on the scoresheet, and attach the correct award if applicable.

Put all the scoresheets (added up, placement on them and ribbon attached) back in the file folder it came to you in, and deliver to awards table.

Keep judges master in safe file.

## **6.3. SHORT PROGRAM**

There are 2 judges so you will be getting 2 scoresheets for each athlete.

One judge scores elements, and you will add up the element scores, and get a total out of 80.

One judge scores performance and you will add up the scores to get a total out of 20.

On one page, write the total tally of the element scores and performance scores to get a total out of 100.

Staple the 2 scoresheets together and attach the appropriate award to the scoresheet.

Put the scoresheets back in the folder they came in and deliver to awards table.

Keep judges master in safe file.

## **6.4. PRE-COMPETITIVE EVENTS**

You will get a file folder with one scoresheet per athlete in it and a judges master.

*TABULATION is responsible to calculate the final grade. See:*

<http://www.cbtf.ca/content/cbtf-competition-score-sheet-cd>

Affix the appropriate ribbon, put the sheets back in the folder, deliver to awards table.

Keep judges master in safe file.

**\*\*Note: results/grades are NOT posted for public view for any Pre-Competitive Events.**

## **6.5. INDIVIDUALS**

You will receive a folder, with a scoresheet in it for each athlete, and a judges master.

Ensure that the score on the judges master matches the score on the scoresheet!!! Ensure that the drops have been deducted properly (any discrepancy, speak directly to the judge).

Put the scoresheets in order: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc. Attach the appropriate award onto the sheet.

Put the judges master in the safekeeping place.

Put scoresheets back in the file, and deliver to the awards table.

**GRADED INDIVIDUALS** (Primary and Juvenile C and BN Divisions).

These divisions are not scored/ranked. Rather, each athlete receives a GRADE and each athlete receives a set CBTF Medal commensurate with that grade (Diamond, Gold, Silver, Bronze).

## **6.6. FREESTYLE AND PAIR TABULATION**

Please contact your provincial association/CBTF for instruction on how to tabulate your freestyle and pair competition.

Method will vary dependent on whether you are running a independent freestyle competition, or combining with compulsories/short program (team trial method).

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## 7.0 CHANGE HISTORY

January 3, 2021

- Added instructions for handling situations when scores need to be re-flashed
- Added instructions for handling situations when posted results need to be corrected