



Canadian Baton Twirling Federation

La Fédération Canadienne de Baton Sportif

CBTF SANCTIONING PROCEDURES AND INFORMATION GUIDE

CBTF requires that all Baton-related events being held across Canada must be sanctioned. Every CBTF-sanctioned event carries comprehensive CBTF insurance coverage for our members, which is so necessary in sport today. It was clarified at the 1996 Fall CBTF Board of Director's Meeting that anything sanctioned by CBTF and run by a certified CBTF Coach (e.g. Sport Outreach. Programs, Introductory Workshops or Clinics, Mall Demonstrations, Parades, Fund Raisers etc.) are covered under insurance. Our coaches need to be made aware of the importance of sanctioning their events for this reason.

The Insurance Company have provided CBTF with liability insurance "It is understood and agreed that the insurance provided by this policy with respect to the playing of or taking part in practising or training for sports shall apply only to sanctioned events as described below: Sanctioned events shall mean all games, competitions or sports demonstrations run by you or by member clubs authorized by you including related training at sites of events and club premises. Authorization can either be by way of a written procedure manual or specific agreement in writing by your authorized executives. It is further understood and agreed that sanctioned events shall also include social activities consisting of awards banquets.

Each province has a **PROVINCIAL SANCTION OFFICER (PSO)** who is responsible to the **NATIONAL SANCTION OFFICER (NSO)**. In the case of SBTA the Sport Coordinator is the Sanction Officer. A PSO receives ALL sanction request forms (SRF), Competition/Clinic/Workshop/Course Brochures and applicable fees first. SBTA covers all the fees for sanctioned events in Saskatchewan. This person must check the Sanction Request Forms and Brochures for accuracy and completeness. They must ensure all information on all brochures conform to CBTF Rules and Regulations.

"WHO SANCTIONS WHAT?"

THE PROVINCIAL SANCTION OFFICER SANCTIONS THE FOLLOWING EVENTS:

1. Baton Lessons
2. Practice Sessions
3. Demonstrations, Performances, Parades
4. Fund Raising Endeavours and Social Events
5. Provincial, Regional, Club Meetings, Club AGM, Seminars and Conferences
6. Skills Development Program - Badge and Pin Test Days
7. Year-end Shows and Recitals



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A PSO is the “clearing house” for ALL sanction requests from provincial members therefore ALL SRFs, sanction fees (covered by SBTA), and brochures must be sent to, checked and reviewed by the PSO prior to sending items onto the NSO. Brochures are usually produced by the SBTA office, edited by the club/event organizer and then forwarded to CBTF.

THE NATIONAL SANCTION OFFICER SANCTIONS THE FOLLOWING EVENTS:

1. Type “C” Competitions (Open, Studio, “Fun”, Recreational)
2. Type “B” Competitions (Open)
3. Type “A” Competitions (Provincial, National, and International Team Trials & Winner/Championship Competitions)
4. Clinics and Workshops
5. CBTF Judges, Coaches, Adjudicator Courses and update Seminars
6. CBTF conducted Meetings, Seminars and Conferences
7. Provincial and National Annual and Semi-Annual General Meetings

The NSO is the final checkpoint for all sanction request forms. All forms come to him/her through the PSO. **It is a CBTF Rule that no one can bypass their PSO and must send the SRFs directly to the NSO.**

The NSO **must not** issue a Type B competition sanction number until approval is received from the CBTF Technical Chair.

National Sanction Officer gailashcroft@hotmail.com and Provincial Sanction Officer skbaton@shaw.ca

DISTRIBUTION OF SANCTION REQUEST FORM

Original: National Sanction Officer
Copy: Competition or Event Director (email notification/summary)
Copy: Provincial Sanction Officer

- a. For events sanctioned by the PSO, a provincial sanction number is assigned and the original and any pertinent brochures are sent to the NSO.
- b. For events sanctioned by the NSO, a provincial sanction number is assigned and form plus pertinent brochures, information sheets and necessary fees are sent/emailed to the NSO. Then copies are assigned a national sanction number and returned to the PSO who in turn retains a copy for their files and sends a copy to the event director.



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SANCTION FEES (SBTA funds all sanction fees for SBTA members)

SBTA Sport Coordinator is responsible to ensure all guidelines are followed with the assistance of the event organizers.

No Charge	Baton Lessons, Practise Sessions, Demonstrations, Performances, Parades, Fund Raising Endeavours, Social Events, Provincial, Regional, Club Meetings, Seminars, Conferences, SDP Exam Dates, Year-end Shows and Recitals, Type “C” Competitions.
\$10.00 per day	Clinics and Workshops
\$30.00	Type “B” Competitions
\$35.00	Type “A” Competitions
\$150.00	North American, International Competitions

CBTF SANCTION RULES AND GUIDELINES

1. All sanction requests for Judges’, Coaches’ and Adjudicators’ Courses must be postmarked to the NSO (through the PSO) prior to the course date to allow for adequate sanction processing time (4-6 weeks prior to the course date is recommended). Event Directors must do the following:
 1. **Should the Course Conductor or Event Director fail to sanction a course the result will be considered invalid.**
 2. The SRF, brochure and sanction fee must be post marked to the NSO eight (6) weeks prior to the date of a competition.
 3. All sanction requests for events listed under “No Charge” on the SRF (exception CBTF Courses) must be received the PSO prior to the event taking place.
- CLARIFICATION:** The event will be considered unsanctioned and not recognized by CBTF if this deadline is not met (for insurance purposes).
4. All SRFs must be sent to the NSO via the PSO. SRFs will only be accepted by the NSO through the PSO.
 5. **No refunds will be issued by CBTF if a competition or event is cancelled.**
 6. No Competition Entry Brochure or Course, Workshop Information forms are to be



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issued without the Official National Sanction Number printed on the form. This is a serious violation of CBTF rules. **IT IS STRONGLY RECOMMENDED THAT ALL COMPETITION/EVENT DIRECTORS PREPARE THEIR BROCHURES PRIOR TO THE NEW YEAR REGARDLESS OF THE COMPETITION/EVENT DATE SO EVERYTHING CAN BE COMPLETED IN TIME.**

Do not hold back Competition SRFs, fees and brochures if small details are missing or unconfirmed (e.g. competition facility, event schedules, etc.) A final revision of the brochure can be sent at a later date. The brochure must contain exact dates, events offered and any items which must follow CBTF rules before a sanction number will be issued.

7. A copy of the Course, Workshop brochure must accompany the SRF in order for the event to be sanctioned.
8. The names of all the course conductors (Judges, Coaches, Adjudicators and Clinicians and Instructors (including Dance, Gymnastic etc.) **MUST BE CLEARLY STATED on all SRFs BEFORE THEY CAN BE SANCTIONED.** If a course is run by a Conductor that is not certified, the course will be considered invalid. It is therefore vitally important that these events are sanctioned before the event occurs.
9. The NSO is not permitted to make long distance calls unless they are collect. Please ensure all event/competition directors are aware of this.
10. All competition directors must send the names of all judges hired for competitions to the National Judges Rep 3 weeks prior to a competition. Failure to do so will result in a **\$50.00** fine.
11. The NSO will be responsible for notifying the CBTF Data Entry Co-ordinator as well as the CBTF Judges Rep of all type A and B Competitions prior to the competition taking place.
12. Competition Directors are required to send in all competition results to the CBTF Data Entry Co-ordinator, with 7 days following the completion of their competition.



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PROCEDURAL GUIDE FOR CLUB SANCTION OFFICERS

CONFERENCES, SEMINARS, PARADES, DEMONSTRATIONS, BADGE/PINS TEST DAYS, YEAR END SHOWS/RECITALS, FUND RAISING ENDEAVOURS, SOCIAL EVENTS, CLUB PRACTICES, YEARLY LESSON SCHEDULES, EXTRA PRACTICE/LESSON DATES.

- Sanctioned by the PSO
- Fee: No charge
- No registration forms required
- Must be received by the NSO before the event date

DEFINITIONS:

CONFERENCES OR SEMINARS – For administrative groups, adjudicators, coaches and/or judges. Held over the course of two or more days (i.e. weekend) where participants stay overnight. May include leisure activities (visit a gymnastic training session) which must be listed on the SRF. Several baton-related sessions are offered.

PARADE – Athletes, coaches and parents are involved in marching in an organized parade. May include travel and overnight sleepover if participating in another city/town. Must include this on the SRF.

DEMONSTRATION – Athletes, coaches and parents are involved in performing for the public (e.g. at malls, before/after parades, half-time shows, school assemblies, Seniors Home etc.). Travel and overnight sleepovers must be indicated on the SRF.

SDP Exam DAY – A specific day/time set-aside for athletes to be tested on badges/pins by a certified CBTF Adjudicator. A separate SRF must be filled out for each Badge/Pin Testing Day complete with Date, Times, Location and Adjudicator(s).

YEAR-END SHOWS/RECITALS – Performances by athletes at the end of the Baton class/season for an audience. The SRF should also include any rehearsal held specifically for the preparation of these events.

FUND RAISING ENDEAVORS – Events where volunteers are physically active in raising funds for Baton (e.g. bingos, casinos, door-to-door sales etc). Sanctioning is not required for raffles or ticket sales.



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CLUB PRACTISES – Clubs, Corps, and Studios who book a facility for their athletes to practice together in (other than their regular lesson time with their coach). SRF must indicate the athletes will be under adult supervision.

YEARLY LESSON SCHEDULE – Regularly scheduled lessons for the year. Must indicate days of the week, time and location.

MEETINGS

1. Board & Exec meetings, Annual General Meetings
 - Sanctioned by the PSO
 - Fee: No charge
 - No registration or information required
 - Must be received by the NSO before the meeting date

ALL LOCATIONS MUST BE ON SEPARATE SANCTION FORMS AND INCLUDE COMPLETE ADDRESSES, INCLUDING THE POSTAL CODE.

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