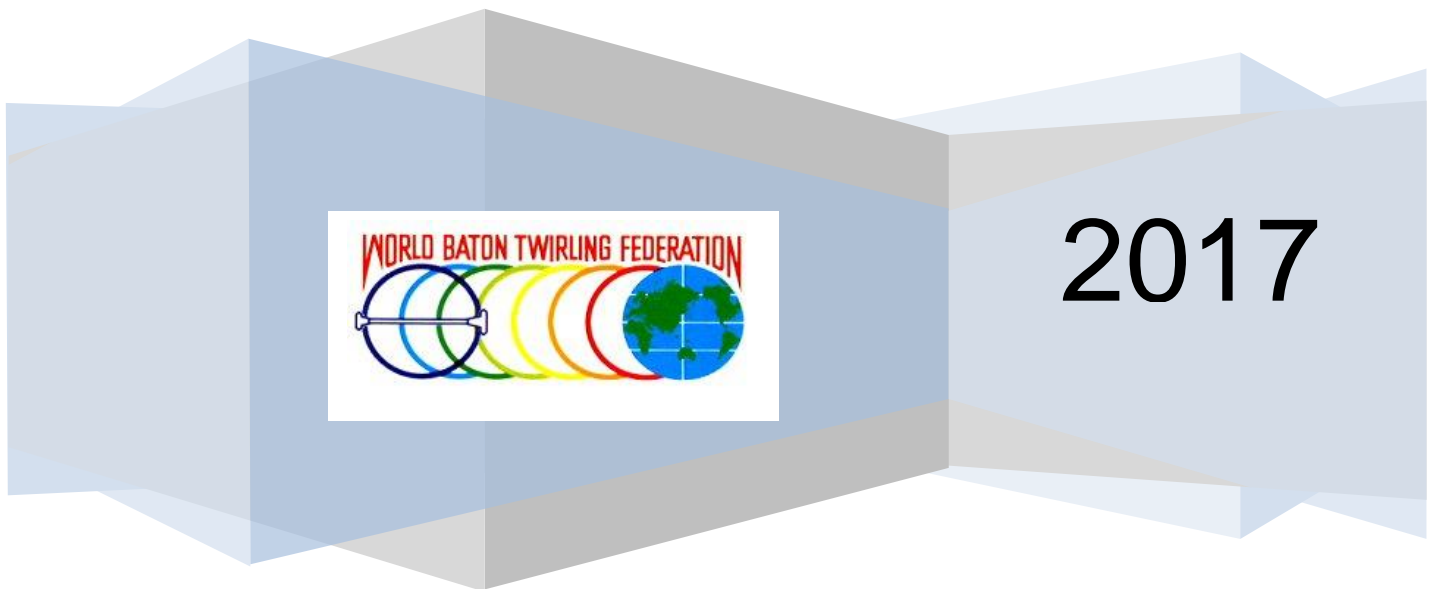


WORLD BATON TWIRLING FEDERATION

COMPETITION PERSONNEL

SECTION 6



COMPETITION PERSONNEL

EVENT & ADMINISTRATION DEPARTMENT

The Event & Administration Department is comprised of the following sub-departments:

1. WBTF & CUP EVENTS Chief Executive Officer (CEO)
2. Entry Department / Coordinator
3. Registration Department / Coordinator
4. Event Department / Coordinator
5. Gifts
6. Social Functions
7. Volunteer Work Force
8. Practice Gym Facilities
9. International Clinic
10. Public Relations
11. Marketing
12. Information
13. Merchandise

WBTF & CUP EVENTS CHIEF EXECUTIVE OFFICER

THE WBTF & CUP EVENTS CHIEF EXECUTIVE OFFICER is responsible for overseeing, delegating and directing all staff positions and job responsibilities related to the organization of the WBTF Competition Events.

CEO RESPONSIBILITIES (**Note** – The CEO may designate some of their responsibilities to a specific Portfolio Coordinator, e.g. Design Promotional/Information Materials RE: World , however, this person reports directly to the CEO and must clear all matters with the CEO before proceeding.)

1. Reports to Competition Director / WBTF President
2. Submit a progress report/update every 6 – 8 weeks from September to June and every 2 weeks from June to the date of the event to the Competition Director and WBTF President
3. CEO for all pre-organizational work and information pertaining to the World
4. Design the comprehensive schedule
5. Be present for all “department head meetings” scheduled during the season
6. In charge of financial accounting of the competition, Spectator Registration and International Clinic
7. In charge of overseeing staff/personnel, forming departmental committees
8. In charge of communication with all countries
9. In charge of ensuring communication with official staff/departments and disseminating all information
10. Design Promotional/Information Materials
11. Create and distribute Travel Packages to countries

PERSONNEL (continued)

12. Send communications to Countries re: practice gyms/travel packages
13. Prepare invitations for each country's dignitaries
14. Secure Practice Gyms & Finalize Contracts
15. Secure & Contract Hotel Meeting Rooms & Hotel Catering for Meeting
16. Secure & Contract all Staff rooms
17. In charge of committee arrangements prior to competition
18. Solicit and secure donations
19. Research Television Production Company
20. Research Television Coverage
21. Research Media Buy
22. Coordinate with WBTF President
23. Serve as Host Liaison with the WBTF countries during entire competition or appoint someone to serve as his/her agent

Duties to include:

- The Liaison Officer will act as consultant for and intermediary between all competition personnel, members of other countries' delegates and the host country.
- The Liaison Officer will provide information and advice concerning hotels, restaurants, transportation, competition facilities, sightseeing opportunities, etc.
- The Liaison Officer will offer aid to the Competition Director, Public Relations Director and other official personnel in the scheduling of time and places for meetings, Public Relation sessions, etc. and for other use of the available facilities.
- The Liaison Officer may be called on to solve special problems of delegations or official personnel that relate to the specific knowledge and talents of the Liaison Officer.
 - **Selection**
 - The host country selects the Liaison Officer.
 - The Liaison Officer's name, address, etc. will be sent to all members of the WBTF 6 months in advance of the World / International Cup events.
 - **Qualifications**
 - The Liaison Officer must have a thorough knowledge of the country, city and immediate area of the city in which the competition is being held. This knowledge must extend to such topics as listed above under "Duties".
 - The Liaison Officer must have a sincere desire to extend the hospitality of the host country to the delegates from other countries through practical assistance while displaying a cheerful and co-operative attitude.
 - It would be most advantageous for the Liaison Officer to be able to speak several languages but not necessary.
 - **Responsibilities**
 - The Liaison Officer will be on duty and available during the competition in a designated area or room.
 - The Liaison Officer will also be available to the delegations 3 days prior to the competition and 3 days afterward.
 - The Liaison Officer will attend a meeting of the WBTF Board and/or Technical Advisors to acquaint the members with the facilities and services available. If possible, a tour of the facilities will be scheduled at this time.

COMPETITION PERSONNEL (continued)

- The Liaison Officer will answer inquiries from other countries concerning facilities, services, etc.
- The Liaison Officer will provide a "General Information" telephone number during the competition and in the morning and evening hours prior to and following the competition. The telephone will be manned for a period of seven days.
- The Liaison Officer will provide necessary information to the Information Station as needed.
- Be present for walk-thru at arena to finalize plans for set-up
- Assist with the set up operations at the arena
- Assist everyone with anything needed

ENTRY AND REGISTRATION DEPARTMENT

ENTRY AND REGISTRATION COORDINATOR

The Website Personnel, (WBTF President, WBTF Registrar and Webmaster) will process the entries into the Competition Registration Database Program, and export the following information into Microsoft Excel Format files to forward to the host country's Entry and Registration Coordinator:

1. Lists of athletes competing in each Event, Level, Category and Age Group to Host Country's Tabulation Director to import into Official Tabulation Programs.
2. Picture files of each athlete and delegation official to Host Country's Registration Coordinator for Badges and Event Program.
3. Invoices for Entry Fees Due and number of badges needed by each participating country to WBTF Treasurer to notify all countries of the amount of entry payment due by no later than June 15th for European events and June 30th for International events.
4. The WBTF will forward a completed competition database information to Host Country and Treasurer. The Host Country will then utilize the information to:
 - a. Prepare Registration for Badges and credentials
 - b. Prepare Athlete's Participation Certificates (for international events)
 - c. Prepare Coaches' Participation Certificates (for international events)

ENTRY COORDINATOR RESPONSIBILITIES

1. Reports to Competition Director, CEO, WBTF President, WBTF Technical Advisor and WBTF Judges' Chair
2. Submit a progress report/update every 6 – 8 weeks from September to June and every 2 weeks from June to competition to the Competition Director and copy the CEO, WBTF President, Technical Advisor and WBTF Judges' Chair

COMPETITION PERSONNEL (continued)

3. Entry and Tabulation Coordinator will receive Entries from Competition Entry Registration Program on WBTF Website in Microsoft Excel Files. They will be exported lists of athletes in each event/category
4. Process entries into a Competition Tabulation Programs
5. Send country pictures to Program Coordinator for Program
6. Send country pictures to Entry Coordinator for Badges
7. Prepare Athlete's World or International Cup events Participation Certificates
8. Prepare Coaches' World or International Cup events Participation Certificates
9. Prepare Badges and credentials
10. Send copy of entries to Competition Director to set up the competition
11. Organize and preside over with World & International Cup events Entry & Registration
12. Keep record of expenses and forward all bills and copies of receipts for reimbursement
13. Prepare Entry Department report for the WBTF Executive Board and WBTF Technical Advisor

REGISTRATION COORDINATOR RESPONSIBILITIES

The afternoon/evening prior to commencement of Board meetings, the Registrar shall maintain and operate a registration station.

Representatives from each country's delegation will report to Registration to pay necessary fees, pick up official badges, passes, etc. for that delegation, permitting the athletes and other officials' entry into the competition. The representative from each country's delegation must also present the passports of all of their country's contestants to the Registrar for official verification. The judges from each country, or their representatives, will present their passports to the Registrar for official verification.

1. Reports to Competition Director and CEO and WBTF President
2. Submit a progress report/update every 6 – 8 weeks from September to June and every 2 weeks from June to the date of competition to the Competition Director and CEO and WBTF President
3. Direct Registration
4. Prepare stations for picking up programs, badges, schedules
5. Collect payment for Practice Facilities
6. Collect outstanding passports and CHECK THEM
7. Collect health certificates and music information that is outstanding
8. Collect International Clinic payments
9. Distribute any other pertinent information
10. Will also present the representatives with any bulletins or information (i.e., contestants' order of performance drawn in the Technical Advisors meeting, etc.).
11. Will provide the representatives with the correct number of competition programs for that country's contestants.
12. The Competition Director will supply the Registrar with the necessary lists and information.

EVENT COORDINATOR

EVENT COORDINATOR RESPONSIBILITIES

1. Reports to Competition Director and CEO
2. Submit a progress report/update every 6 – 8 weeks from September to June and every 2 weeks from June to date of event to the Competition Director and CEO
3. Secure Event Staff (4 persons)
4. Collaborate, consult and coordinate with Competition Director & Awards Ceremonies Coordinator on all phases of ceremonies/awards and scheduling
5. Secure & Contract Videographer
6. Secure & Contract Photographer
7. Secure Action Photographer
8. Secure & Contract Program Sponsors
9. Design the Competition Program
10. Assist with acquiring staff/personnel for departmental committees
11. Prepare travel arrangements for staff
12. Assist with communications to official staff/departments and disseminating all information
13. Be present for walk-thru at arena to finalize plans for set-up
14. In charge of all set up operations at the arena
15. Prepares and provides a private room or area for judges.
16. Schedule breaks for meals and other (may be responsibility of Competition Director).
17. Arranges so that seating of judges during competition is in area large enough so that it is isolated from spectators and provides judges with a degree of isolation from each other. Temperature of judge's area is also a consideration.
18. Arrange Arena Setup - preliminary to Staff
19. Arrange for Staging, Judge's Seating, Awards Presentation Area, Country Flags, Flag Raising Truss, Awards Steps
20. Arrange for Security, Medical and Arena Personnel
21. Arrange & Contract Venue/Arena Catering
22. Order decorations & flowers
23. Order requested supplies from staff
24. Assist everyone with anything needed
25. Assist in arrangements for VIP Reception

COMPETITION PERSONNEL (continued)

GIFTS COORDINATOR

GIFTS COORDINATOR RESPONSIBILITIES

1. Reports to CEO, Event Coordinator and Ceremonies Director
2. Submit a progress report/update every 6 – 8 weeks from September to June and every 2 weeks from June to date of event to the CEO, Event Coordinator and Ceremonies Director
3. Seek sponsorship for Gifts for Countries, Judges, Officials, etc.
4. Order Countries' Awards and Gifts for
5. Secure gifts for countries and VIP's
6. Decorate/wrap gifts in a presentable fashion and arrange for the distributions of gifts the event: Athletes, Judges, Technical, Board

PARTIES & RECEPTIONS COORDINATOR

PARTIES & RECEPTIONS COORDINATOR RESPONSIBILITIES

1. Reports to CEO, and Event Coordinator
2. Submit a progress report/update every 6 – 8 weeks from September to June and every 2 weeks from June to date of event to the CEO and Event Coordinator
3. Direct the Athletes Welcome Party
 - Coordinate
 - Catering
 - Decorations
 - Favors
 - Entertainment
 - Mixer ideas
4. Direct the VIP Reception
 - Coordinate
 - Catering
 - Decorations
 - Favors
 - Entertainment

COMPETITION PERSONNEL (continued)

VOLUNTEER WORK FORCE COORDINATOR

WORK FORCE COORDINATOR RESPONSIBILITIES

1. Reports to CEO, Event Coordinator and Competition Director
2. Submit a progress report/update every 6 – 8 weeks from September to June and every 2 weeks from June to to the CEO, Event Coordinator and Competition Director
3. Design a request for volunteer form to be used by all departments
4. Design a Comprehensive Volunteer Chart for all departments
5. In charge of coordinating all volunteer staff
6. Organize & schedule the following volunteer work forces:
 - The Ushers, Badge Checkers to monitor seating & Video Pass Monitors
7. Based on the unfilled positions in each department, seek volunteer help needed
8. Develop work flow chart
9. Assign volunteers needed to tasks
10. Oversees volunteer staff at the event.
11. Design a Volunteer “Thank You/Perk” program of donated items:

COUNTRY HOST COORDINATOR

COUNTRY HOSTS COORDINATOR RESPONSIBILITIES

1. Reports to CEO, Event Coordinator and Competition Director and Volunteer Work Force Coordinator
2. Submit a progress report/update every 6 – 8 weeks from September to June and every 2 weeks from June to date of event to the CEO, Event Coordinator, Competition Director and Volunteer Work Force Coordinator
3. Create Country Hosts Job Tasks & Responsibilities
4. Secure Country Host volunteers for World Contingencies
5. Oversee Country Hosts for World Contingencies
6. Coordinate and Assign volunteers to be hostess each day
7. Coordinate and Assign volunteers to help with hosting of the World Judges
8. Coordinate and Assign volunteers to accompany athletes to any special performances acquired by Press Coordinators
9. Coordinate and Assign volunteers to act as hostess for any special groups coming to watch
10. Coordinate personnel responsible for the selling of items such as programs, food and beverages, etc. during the competition.

PRACTICE GYM FACILITATOR

PRACTICE GYM FACILITATOR RESPONSIBILITIES

1. Reports to CEO, and Volunteer Work Force Coordinator
2. Submit a progress report/update every 6 – 8 weeks from September to June and every 2 weeks from June to date of the event to the CEO and Volunteer Work Force Coordinator
3. Prepare chart of available gyms and practice times
4. Ensure the facilities are available to match the schedule.
5. Stay in contact with gym facility management.
6. Schedule practice gym times per each country's request
7. Notify countries of their scheduled times and provide directions
8. Collect each country's practice gym fees at Registration.
9. Make any adjustments or additions per requests of the countries

INTERNATIONAL CLINIC COORDINATOR (International Events only)

INTERNATIONAL CLINIC COORDINATOR RESPONSIBILITIES

1. Reports to CEO, Event Coordinator and Volunteer Work Force Coordinator
2. Submit a progress report/update every 6 – 8 weeks from September to June and every 2 weeks from June to date of event to the CEO, Event Coordinator and Volunteer Work Force Coordinator
3. Design & Format the International Clinic
5. Assist WBTF Technical Advisor Chair with the International Clinic
6. Secure extra volunteers for running the International Clinic
7. Direct the International Clinic

COMPETITION PERSONNEL (continued)

PUBLIC RELATIONS/ MARKETING / INFORMATION DEPARTMENT

PUBLIC RELATIONS / MARKETING/ INFORMATION RESPONSIBILITIES

In general, promotes the event, especially through the use of radio, television and the press.

PUBLIC RELATIONS/MARKETING COORDINATOR

1. Reports to CEO
2. The Public Relations Director works in co-operation with the CEO and Competition Director and other official personnel.
3. The Public Relations Coordinator is responsible for making contact with newspapers, television stations, etc. and for issuing press releases to the various representatives of the media. The major concerns are in gaining publicity for the World and in projecting the true and proper image of baton twirling as a sport.
4. Sets up and oversees sessions with the press, television, etc. for interviews and pictures with various athletes and officials of the WBTF.
5. Co-ordinates all filming, pictures, interviews, etc. that may occur during the competition; dealing with the media representatives for the purpose of assisting as well as minimizing disruption to the competition.
6. Must be familiar with the rules, procedures and goals of the WBTF and the event.
7. Must have a thorough knowledge of baton twirling.
8. Must have had substantial experience in Public Relations, especially with the promotion of baton twirling competitions of this importance.
9. Should have knowledge of the geography and culture of the host country, city and competition facilities.
10. Design marketing tools to promote the event
11. Seek corporate sponsors for the event
12. Assist in organizing and directing all fund-raising activities for corporate sponsorship
13. Assist as hostess for any corporate VIP's in attendance
14. Coordinate all advertising of the event

Requirements

The Public Relations/Marketing Coordinator is required to attend any meetings and/or consultations with other official personnel that are deemed necessary by the WBTF Board of Directors or by the President of the WBTF.

COMPETITION PERSONNEL (continued)

INFORMATION COORDINATOR

Function: To operate and maintain an information station during the competition for the convenience of the athletes, coaches, spectators, etc.

The Public Relations Coordinator will coordinate personnel to answer questions, offer assistance and otherwise provide general information concerning: The Competition schedule and facilities, services, etc. The information station should provide a flow of information prior to and throughout the competition.

1. Reports to CEO
2. Submit a progress report/update every 6 – 8 weeks from September to June and every 2 weeks from June to the date of event to the CEO
3. Assist with World & International Cup Registration
4. Assist with the set up operations at the arena
5. Coordinate pictures to be taken with the official photographer
6. Assist the videographer with set up and questions.
7. See that the videographers are fed

MERCHANDISE COORDINATOR

MERCHANDISE COORDINATOR RESPONSIBILITIES

1. Reports to CEO
2. Submit a progress report/update every 6 – 8 weeks from September to June and every 2 weeks from June to the date of the event to the CEO
3. Design marketing tools to promote products
4. CFO for financial aspects of merchandising products
5. Secure Exhibitors Contracts
6. Secure Booth Bids & Order Booth Items
7. Direct the Sales of products at the World & International Cup events

ADDITIONAL PERSONNEL

The host country may provide additional people to assist with the competition. In many instances, the venue may be required to have their own staff working during the competition.

ADMISSIONS OFFICIAL

The Admissions Official is in charge of organizing the selling of tickets for admission to the competition.

FIRST AID ATTENDANTS / ATHLETIC TRAINERS

Function: To operate and maintain a First Aid Station; to provide basic emergency medical treatment if needed. Certified athletic trainers are preferred.
Many facilities require that emergency medical technicians be hired.

Building (Maintenance) Supervisor

Responsible for keeping the facilities clean and should be available for assistance in the event of emergencies that relate to the building itself (power failure, clogged drain, etc.)

SECURITY GUARDS

To be provided by the Host Country for security purposes throughout the entire competition.

WBTF PRESIDENT, TECHNICAL CHAIR and JUDGES CHAIR

The Chair of the Technical Committee, Judges Committee and/or the WBTF President must be available at all times during the International Cup events and World Baton Twirling Championships. They will be seated in a designated area to view the competition.

COMPETITION DEPARTMENT

The Competition Department is comprised of the following sub-departments:

1. Competition Staff Department
2. Tabulation Department
3. Adjudication Department
4. Awards & Ceremonies Department
5. Photo & Video Production Department

COMPETITION STAFF

COMPETITION DIRECTOR

The **Competition Director** is the head of the Competition Department and is responsible for overseeing, delegating and directing all staff positions and job responsibilities of all sub-departments in the Competition Department listed above, and as such will:

COMPETITION DIRECTOR RESPONSIBILITIES

1. Reports to CEO & WBTF Technical Advisor
2. Submit a progress report/update every 6 – 8 weeks from September to June and every 2 weeks from June to the date of event: CEO, WBTF President and WBTF Technical Advisor.
3. Familiar with the rules, procedures and goals of the WBTF, having attended previous WBTF events and (ideally) been involved in some capacity in the workings of the competition (judge, head tabulator, technical advisor, etc.)
4. Experience in organizing baton twirling competitions of the size and scope of a regional or national competition.
5. Assures standardization of competition operation regardless of site.
6. Supervises, organizes and co-ordinates the entire competition, competition, rehearsals, music tests, opening and closing ceremonies, presentation of awards, etc.
7. Delegate staff positions & job responsibilities of all competition staff
8. Secure any extra competition staff needed
9. Ensure that the entries are processed
10. Assist in the design and format of the competition schedule
11. Secure & schedule competition announcers (English-French if necessary)
12. Secure floor monitors, music technician, water station, dressing rooms, information area, etc.
13. Assist with the drawings for Order of Appearance that is conducted on line
14. Be present for all “department head meetings” scheduled during the season
15. Coordinate with Member Country President, CEO, and WBTF President
16. Coordinate with WBTF Technical Advisor & WBTF Judges’ Chair

COMPETITION PERSONNEL (continued)

17. Coordinates with Judges Coordinator & WBTF Judges Chair
18. Direct all aspects of the International Cup & World Championship events
19. Oversee the following sub-departments of the Competition Department listed below
20. Notify Country's Technical Advisor of any entry discrepancies
21. Coordinates the World & International Cup events registration with the WBTF Registrar
22. In charge of the distribution of Staff Badges and credentials
23. Keep record of expenses and forward all bills and copies of receipts for Reimbursement
24. Prepare Competition Director reports for the WBTF Executive Board and WBTF Technical Advisor

STAGE DIRECTOR/MUSIC & LIGHTING TECHNICIAN RESPONSIBILITIES

1. Reports to Competition Director
2. Submit a progress report/update every 6 – 8 weeks from September to June and every 2 weeks from June to date of event to the Competition Director and copy the CEO.
3. Follows protocol for Music Test set by the WBTF
4. Oversees initial set up of sound equipment and tests function.
5. Ensures appropriate lighting as per the authorization of the W.B.T.F.
6. Brings materials for tape/CD storage during competition.
7. Does initial tests to set "normal" speed on system, including timing of standard music.
8. Oversees music tests: monitors time allowed to each Country, records any adjustments.
9. Coordinates with announcer and directs control of competition from the stage area.
10. Organizes music in order of appearance as it adjusts from seeding and through rounds.
11. Sorts and separates music as competitors are eliminated.
12. Safeguard and secures music for each country
13. Oversees running of music through competition.
14. Determines number of volunteers needed and submits request to volunteer dept

SOUND TECHNICIANS

SOUND TECHNICIAN RESPONSIBILITIES

1. Reports to Competition Director
2. The technicians are in charge of operating the sound equipment (computer, ipod, tape/CD player, microphone, speakers, etc.). These people must be familiar with the specific equipment being used. The Sound Technicians must be available for the music tests as well as for the competition.
3. They will also maintain a list of contestants with notations of specific instructions of playing each contestant's music.
4. The same person should be present from the first day of the music tests up to the end of the competition.
5. The Sound Technician will note on the envelope of each tape, all the necessary adjustments of speed, volume, etc., which are required by the athlete/coach during the music test.
6. The signature of the coach/country's rep is required at the end of these notes.
7. The Sound Technician is responsible for these adjustments and only these must be made during the competition.
8. A different volume could be required by the presence of the audience.
9. If the Sound Technician does not speak English/French, a translator is required near him/or at all times.
10. The Sound Technician must respond only to the Technical Chairperson.

OFFICIAL TIMER

OFFICIAL TIMER RESPONSIBILITIES

The Official Timer must be familiar with all the rules and procedures of the Freestyle competition that apply to affect the timing of the routine.

The Official Timer must display a conscientious and serious attitude concerning the responsibility entrusted to him/her.

The Official Timer must meet with the WBTF Technical Chair prior to the commencement of the competition. The Official Timer will:

1. Attend the **music tests** to execute the preliminary timing. The official timing will be done **during the competition**. There must be only one (1) timer.
2. Record the preliminary timing for all events.
3. Sign the official timing sheet.
4. Require the signature (on the official timing sheet), of a representative from the athletes', pairs and teams country who is attending the music test.
5. During the preliminary timing at music tests, it is the responsibility of the Official Timer to inform the WBTF Technical Chair and a representative of the country if there is a problem with the timing. The country has the option of amending the problem of incorrect timing on their athlete/pair/team or using their alternate.
6. Must insure that the stopwatches used are in good working order and are totally accurate.

NOTE: This position does not apply to Cup events.

FLOOR MONITOR

FLOOR MONITOR RESPONSIBILITIES

1. Reports to Competition Director
2. Submit a progress report/update every 6 – 8 weeks from September to June and every 2 weeks from June to date of event to the Competition Director and copy the CEO.
3. Oversees the practice area and competition floor
4. Ensures that the facility is clean and ready to go
5. Monitors water station, secures personnel to assist athlete with water and recovery after their performance
6. Secures and oversees all assistant floor monitors
7. Schedules sweeping of the competition floor
8. Secures personnel to assist athletes on and off floor
9. The Floor Monitor will meet with the Technical Vice Chairperson prior to the music tests.
10. Inspect each country's compulsory, freestyle, pair and team costume and baton, one half (1/2) hour before their music test. If there is any infraction, coaches/country's rep must be notified.
11. The infraction will be written on the inspection list and signed by the Floor Monitor as well as the coach/country's rep.
12. It is the duty of the coach/country's rep to remove the infraction.
13. After receiving photocopies of passports, from registration, the Floor Monitor will supervise identity control.
14. The athletes must wear their complete freestyle, pair, team/compulsory costume for the Floor Monitor (one compulsory, one team, both pair).
15. The Floor Monitor's duty is to check if everything agrees with the Baton and Costume Inspection Form.
16. The Floor Monitor, together with the coach/country's rep will arrange the best time for the second check, before the beginning of the competitions.
17. There must be a second signature after the second check that the correction has been made and everything is satisfactory.
18. In the event that a team or athlete should fail to wear an acceptable costume/uniform and having been forewarned, the Floor Monitor must report the infraction immediately to the Chief Judge or Chairperson of the Technical Committee.
19. Athletes cannot be touched and asked to perform any kind of movement.
20. **CHECKS BEFORE THE COMPETITION:**
21. Compulsory and Freestyle athletes, Pairs and Teams are required to check in for inspection, fifteen (15) minutes prior to their performance.
22. The Floor Monitor shall ensure that the athletes do not carry towels, rosin, water or other unauthorized objects onto the competition floor. Powder in excess must be released in the assigned area before entering the competition floor.
23. The Floor Monitor helps to maintain a smooth traffic flow of athletes during the competition.
24. The Floor Monitor will help keep unauthorized persons off of the floor. The Floor Monitor shall impart any last minute information to the athlete(s) that may be necessary.

COMPETITION PERSONNEL (continued)

25. During the competition, the Floor Monitor will be positioned at the athlete's entrance onto the floor. Athletes must report to the floor monitor before their performance. Coaches and other athlete's representatives are welcome in this area and are encouraged to appear.

Qualifications

- The Floor Monitor must have a thorough knowledge of all the WBTF rules pertaining to his/her duties.
- The Floor Monitor must display a conscientious and serious attitude about the responsibility entrusted to him/her.
- It would be advantageous for the Floor Monitor to be able to speak more than one language.

REFEREE:

REFEREE RESPONSIBILITIES

The Referee monitors the compulsory and short program portion of the competition and is seated near the Announcer.

1. Determines that each athlete performs each compulsory move in the required order.
2. The Referee provides official notification to the judges and the competitor when a compulsory move is missed or done in the wrong order.
3. Must have a thorough knowledge of every compulsory move and the required order in which they are to be performed.

COMPETITION ANNOUNCER

ANNOUNCER RESPONSIBILITIES

1. The Announcer conducts the competition program by:
 - Announcing the contestants' names and communicating messages, etc. to the audience. The Announcer is responsible for providing program continuity and for insuring that the competition progresses with speed and efficiency.
 - Introducing dignitaries, judges and other personnel.

Qualifications

- The person chosen as Announcer must be familiar with the rules, procedures and goals of the WBTF event and have knowledge of baton twirling.
- The Announcer should have a pleasant and clear speaking voice.
- It would be desirable for the Announcer to be able to speak more than one of the languages of the WBTF member countries but not necessary.

Requirements

- Must attend Announcers' Meeting.
- Must be on duty during the entire competition.

COMPETITION PERSONNEL (continued)

2. ASSISTANTS TO THE ANNOUNCER

Duties

- A representative from each member country will be available to assist the Announcer during the performances of each country's athletes (Compulsories, freestyle and team events).
- The assistants will help with the correct pronunciation of names and will be available to make announcements or give special instructions to the athletes in their own language if necessary. Assistants may also announce the numbers of the Compulsory moves to their own athletes if requested to do so by the Announcer or by the Competition Director.

Requirements

- The Assistant Announcers will be required to attend the Announcer's Meeting.
- Must be available when needed - determined by Competition Director and Announcer.

AWARDS & CEREMONIES DEPARTMENT

AWARDS & CEREMONIES DIRECTOR

AWARDS & CEREMONIES COORDINATOR RESPONSIBILITIES

1. Reports to Competition Director, CEO, and WBTF President
2. Submit a progress report/update every 6 – 8 weeks from September to June and every 2 weeks from June to date of event to the Competition Director and CEO
3. Collaborate, consult and coordinate with Competition Director on all phases of ceremonies/awards and scheduling
4. Secure Staff (4 persons)
5. Design and direct all phases of the opening ceremonies, closing ceremonies, awards presentations and award ceremonies for the World
 - a. Entertainment
 - b. Scripting / Announcers
 - c. Flags & Country signs
 - d. Decorations
 - e. Personnel
 - f. Attire
6. Prepare music to be used for all warm up sessions, any “down time”, all presentations and ceremonies
7. Design and decorate staging area for athletes to receive scores and awards
8. Determine number of volunteers needed and submit request form to volunteer chairperson
9. Schedule rehearsal for Opening and Closing Ceremonies

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COMPETITION PERSONNEL (continued)

TABULATION DEPARTMENT

TABULATION COORDINATOR

TABULATION DIRECTOR RESPONSIBILITIES

1. Reports to Competition Director and CEO and WBTF President
2. Submit a progress report/update every 6 – 8 weeks from September to June and every 2 weeks from June to date of event to the Competition Director and CEO and WBTF President
3. Secure Tabulation Staff (at least 4 persons)
4. Direct all tabulation operations for the
5. To organize and oversee the complete operation of tabulating the competition.
6. To be responsible for the accuracy of the results as they pertain to the tabulation. To supervise all tabulation personnel, to instruct them to their duties and to assign tasks. (Other tabulation personnel consist of 4 assistant tabulators/computers and 1-2 messengers.)
7. To perform various duties as specified in the chapter on "Competition Systems and Procedures.
8. Receive Export lists of athletes in each event/category from Entry Coordinator
9. Import list of athletes into tabulation program
10. Conduct the drawings for the Order of Appearances
11. Prepare all score sheets, judges masters and tabulation masters (manual & computer generated) for
12. Generate the Order of Appearance via computer's random drawing
13. Send Order of Appearance to Competition Director and WBTF Technical Advisor to verify
14. Send Order of Appearances to the Program Book Editor
15. Generate the tabulation paper work through compulsories, including labels for files
16. Keep record of expenses and forward all bills and copies of receipts for reimbursement
17. Prepare Tabulation Director report for the WBTF Executive Board and WBTF Technical Advisor

Qualifications

- A thorough knowledge and understanding of the WBTF rules and procedures that govern the competition itself and of the score sheets and required tabulation methods.
- The ability to work efficiently and cheerfully under pressure.
- The ability to enlist and encourage co-operation from other personnel.

Requirements

- The Tabulation Manager must attend the Tabulation Meeting.

TABULATION ASSISTANTS/COMPUTERS RESPONSIBILITIES

15. In general, the Tabulators' function is to compute the total scores for each contestant and team from the score sheets and from the scores flashed by the judges.
16. A more detailed step-by-step description of the tabulation process is explained in the chapter on "Competition Systems and Procedures".

Qualifications

- The successful operation of the system requires 100 per cent competency and accuracy on the part of the tabulators. For this reason, fully trained and experienced tabulators are absolutely essential; people who are accustomed to concentrating on details and working with figures and who are familiar with the score sheets. The pressure and strain of a competition of this importance makes it necessary to have Tabulators who can and will figure scores accurately for hours in spite of all distractions.

Requirements

- The Tabulation Assistants must attend the Tabulation Meeting.

MESSENGERS RESPONSIBILITIES

17. The Messenger(s) will act as runners to collect score sheets from the judges to be tabulated, to return score sheets to the judges if any corrections, etc, are needed and to deliver any messages necessary between the judges and the tabulators.
18. They may also be called upon to run other errands for the judges or tabulators (i.e., bringing food to tabulators, announcers, etc.).

Qualifications

- The Messenger(s) should be familiar with the competition operation and facility and should display a cheerful and co-operative attitude.

Requirements

- Messenger(s) are based in the tabulation area and is required to be available to the tabulators and judges during the entire competition.
- Will execute duties with speed and discretion so as not to disrupt the tabulators nor to hinder or obstruct the judges in their performance of their duties.
- The Messenger(s) must attend the Tabulation Meeting.

COMPETITION PERSONNEL (continued)

ADJUDICATION DEPARTMENT

JUDGES COORDINATOR / CHIEF JUDGE

JUDGES' COORDINATOR / CHIEF JUDGE RESPONSIBILITIES

1. Reports to Competition Director, WBTF Judges' Chair, and Tabulation Director.
2. Submit a progress report/update every 6 – 8 weeks from September to June and every 2 weeks from June to date of competition to the Competition Director, CEO, and WBTF Judges' Chair.

JUDGES COORDINATOR:

1. In charge of set up for meeting rooms at hotel & arena for all judges meetings
2. Responsible for making sure that the judges' meals, snacks, etc. are available at the appointed time and place.
3. Responsible for providing any extra equipment, supplies, etc. that the judges may need during the course of the competition other than that which is the responsibility of the judges themselves.
4. To aid and attend to the care and comfort of the judges during the competition.
5. To act as liaison between the judges' panel and other competition personnel in the communication of information and messages during the competition.

Qualifications:

- Should be familiar with the competition operation and facility and should display a cheerful and co-operative attitude.

Requirements

- Be present and available to the judges during the entire competition.
- The Judges' Coordinator will not sit with the judges while they are judging but should make frequent periodic visits to the judges between contestants and the Judges Coordinator is to use the utmost discretion so as not to hinder or obstruct the judges in the performance of their duties.

CHIEF JUDGE: NOTE: This position does not apply to the Cup events

1. Appoint assistants to Chief Judges duties/responsibilities for the competition
2. Assist WBTF Judges' Chair and assist the judging staff with their duties and responsibilities
3. In consultation with WBTF Judges' Chair: Hire, contract, any additional judges needed for the championships.
4. In consultation with World Tabulation Director, prepare Overall Degree of Excellence papers for judges and for recording scores.
5. Act as spokesperson for the panel of judges, communicates any message or instructions from other official competition personnel during the competition and generally acts as representative of the judges panel.
6. For compulsories: The Chief Judge has to raise the arm to alert the Announcer to announce the next compulsory move. If the Chief Judge wants to use another gesture, he/she has to inform the announcers during the announcers' meeting.

COMPETITION PERSONNEL (continued)

7. The Chief Judge will be responsible for the "range find" procedure and the range find master score sheets. The Chief Judge may have an assistant for this purpose.
8. Responsible to ensure that the judges score within the established range.
9. Will be seated in the immediate judging area for each category of competition.
10. Must know the rules and regulations of the W.B.T.F.
11. Must meet with the WBTF Judges' Chairperson to review his/her duties before the competition.
12. The Chief Judge may stop the competition if:
13. The costume/footwear becomes hazardous, indecent or embarrassing
14. There is an unsafe condition to the athlete
15. The Chief Judge will order a restart with judging to start from the beginning.
16. If an athlete is hindered in his/her performance by an obstruction or unusual circumstance, the athlete may have the opportunity to re-compete at the discretion of the Chief Judge, upon the approval of the WBTF President, and the Chairperson of the Technical Advisor's Committee.
17. The Chief Judge checks that judges keep the correct behaviour during the competition and will inform the Judges Chairperson of any infraction of the Code of Ethics.
18. Will be responsible for the welfare of the judges during the competition.

SELECTION OF CHIEF JUDGE

- The two Chief Judges shall be chosen by the host country with the consent of the WBTF Judges Chair.

QUALIFICATIONS OF CHIEF JUDGE

- The Chief Judges will not be a member of the regular panel of judges.
- The Chief Judges will have no students or children competing in the World .
- The Chief Judges shall not be a member of the Board of Directors unless otherwise approved by the Board and Technical Committee.
- If the Host Country nominates a person for Chief Judge, it must not be their Technical Advisor who should remain free to liaise between the Technical Chairperson, Committee and organizers during the .

PHOTO / VIDEO PRODUCTION

OFFICIAL PHOTOGRAPHER

PHOTOGRAPHER RESPONSIBILITIES

The Host Country shall provide a photographer for the WBTF. Immediately following the (no later than mid September), the Photographer shall provide all pictures to WBTF designated individual, responsible for the publishing of the WBTF World Record Book. WBTF designated individual shall select appropriate photographs. The costs of photographs will not to exceed \$150.00 (US).

COMPETITION PERSONNEL (continued)

The Host country will provide:

1. Booth exclusivity. Named photographer will be the official photographer of the World Baton Twirling /International Cup events. No other photographer will be allowed to sell photographs. WBTF Delegation officials reserve the right to take publicity photos of the event. These photos will be used for marketing and promotion in his/her respective countries and will not be for sale.
2. Photographer will not be charged a booth fee.
3. Host Country will give photographer a full-page ad in the Championship Program to direct the participants to photographer's booth.
4. Photographer's website and information will be linked to the World website.

Requirements

1. The first official photographs will be taken at the Opening Ceremonies.
2. Photographer will be responsible for any sales tax as dictated by the location.
3. Photographer will be responsible for any additional fees imposed by the arena (such as electrical drops).
4. Photographer will provide a complete set of all the photos taken during the event on CDs to the World Federation.
5. Photographer may not in any way interfere with the competition.

Pictures required for the World Record Book:

- 1 picture of each judge from each country (some countries have two or more judges and the WBTF needs pictures of each one) with name and country on the back of picture
- Candid pictures of the officials running the competition (announcers, tabulators, chief judges, official ceremonies, and other officials)
- 1 picture of the finalists, on the placement stand for **each division**
- 4 or 5 "action" shots of **each of the top six athletes in each division**; team and pair finalists, while they are competing in the finals
- 1 picture of President and each Board member (member country's President or Voting Delegate, if different from President). This photo can be a candid or "face" shot--name and country to be written on back of photo). These photos can be taken at the board meetings.
- 1 picture of each country delegation. This photo can be taken while the countries walk in during Opening or Closing Ceremonies or photo can be a posed photo of delegation.
- 1 group picture of all athletes and delegates on the floor during opening **AND** closing ceremony or posed.
- Candid pictures of any official activities, such as a banquet, officials party or meeting with mayor or other government officials, athlete's reception, other parties--candid to show activity.
- Candid pictures of crowd during competition to show their support to their athletes--cheering, waving their flags, yelling, applauding, coaches helping before performance--get close-ups and long shots
- Posed formal shot of each world champion and the world champion team--an official posed picture
- 1 picture of the World cup winners on placement stand
- Any other candid pictures of the competition and events of the week that will depict the activities in picture. Please be sure ALL countries are equally represented.

COMPETITION PERSONNEL (continued)

- **ALL PHOTOS TO BE RECEIVED ON CD OR DVD NO LATER THAN SEPTEMBER 1ST**

Mail photographs to:

WBTF President
Sandi Wiemers
c/o 2429 7th Street
Clay Center, Kansas USA 67432
sandiwiemers@wbtf.org

OFFICIAL VIDEOGRAPHER

VIDEOGRAPHER RESPONSIBILITIES

The Host Country shall provide a Videographer for the WBTF World .

Host Country will provide:

1. Booth exclusivity. Named Videographer will be the official Videographer of the World Baton Twirling / International Cup events. No other Videographer will be allowed to sell video tapes/DVD's.
2. Videographer will not be charged the booth fee charged to other vendors.
3. Video order information will be included in the World Program, and a link can be established to Videographer's website. Video order forms may be distributed to each participant.
4. Host Country & WBTF will promote the sale of videos on respective websites.

Requirements

5. The first official videotapes will be shot at Opening Ceremonies.
6. Videographer must provide requested footage each day to WBTF Judges' Chair for Judges' Focus Meetings and Reviews.
7. Videographer must tear down booth immediately following the end of the competition.
8. Videographer will be responsible for any sales tax as dictated by the location.
9. Videographer will be responsible for any additional fees imposed by the arena (such as electrical drops).
10. Videographer may utilize more than 1 camera, thus increasing the number of categories taped, the number of videos/DVD's offered and potential sales.
11. Videographer must provide sales personnel to take orders on site.
12. Videographer must have the capability of providing tapes/DVD's in all formats (NTSC, PAL and SEACAM.)
13. Videographer is responsible for filling all on-site orders within 4 weeks of the event. All mailing will be done by the Videographer.
14. Videographer must provide 4 sets of complimentary copies of all DVD's to the following WBTF designated individuals: WBTF President, Technical Advisor, Judges' Chair and Host country.
15. Each tape/DVD will have a graphic intro approved by WBTF.
16. Videographer(s) may not in any way interfere with the competition.

Final Video Product

There should be an introduction beside the Logo that appears on screen stating the name of the competition, the year and the location of the event.

There should be a brief screen shot explanation prior to the beginning of the first performance that tells the viewer the division or round the viewer is about to watch. This is important because the viewer should have this information prior to watching the performers.

If possible, there should be text showing the name & country of each athlete. If not possible, then it is extremely important for the videographer to record the announcer's voice when the name of the athlete and the country they are representing is announced.

If possible, there should be text showing the athlete's scores following each performance. If not possible, then it is extremely important for the videographer to videotape the judges' scores when they are flashed and along with recording the announcer's voice when the scores are read aloud.