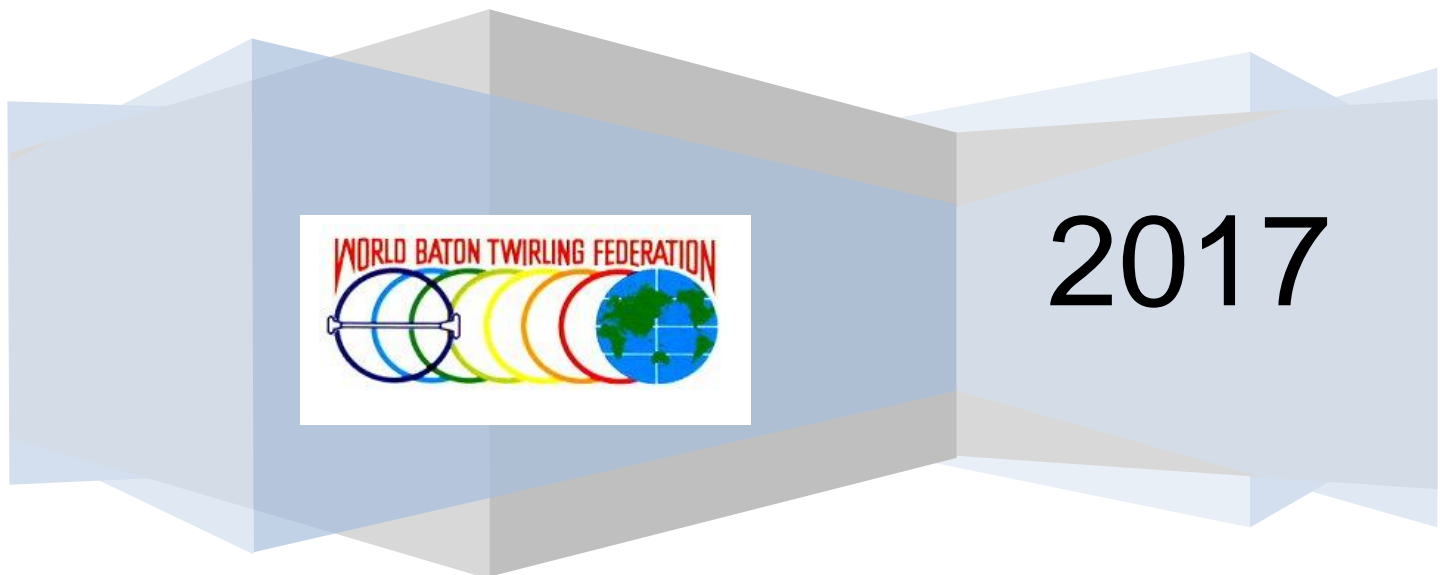


**WORLD BATON TWIRLING FEDERATION**

# **WBTF EQUIPMENT, SUPPLIES & MEETING ROOM REQUIREMENTS**

## **SECTION 7**



## **WBTF COMPETITION EQUIPMENT and SUPPLIES MEETING ROOM REQUIREMENTS**

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All meeting room requirements, equipment and supplies listed here are the responsibility of the host country unless stated otherwise.

### **ANNOUNCERS STAGE**

Dimension (16L'X12W'X2'H) risers (skirted and railed), Containing three 8' skirted tables  
To accommodate the following:

Announcer and Assistants  
Competition Director  
Stage Director  
Music Light & Sound Technicians  
Official Timer  
Referee  
Sound System

### **CEREMONIES**

Podium & Microphone must be available for Ceremonies & Speeches

### **FLASH CARDS (SCORE CARDS)**

The host country provides these in sufficient numbers so that each judge will have one set.  
The flash cards will be designed for ease of handling and visibility.

### **FLAGS – COUNTRY and APPARATUS TO RAISE FLAGS**

For the Awards Ceremonies, the Host Country is responsible for providing the national flags for each member country. If hosting the World or European Championships, the Host Country must remember that a country's flag may be raised three (3) times for one event, e.g. Gold, Silver and Bronze medal winners are from the same country.

If hosting the World or European Championships, the Host Country is also responsible for providing the appropriate apparatus to raise the WBTF Flag during Opening Ceremonies.

For all Cup events, the WBTF Cup Flag must be displayed for the entire competition.

For the World & European Championships, the WBTF World Championships Flag must be displayed for the entire competition.

For the World & European Championships, the appropriate flag raising apparatus must be provided to raise flags for the awards ceremonies – Olympic style of raising the flags is to be used with the entire flag showing.

## **WBTF COMPETITION EQUIPMENT and SUPPLIES MEETING ROOM REQUIREMENTS (contineud)**

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### **FLOOR MONITOR STATION FOR WORLD CHAMPIONSHIPS**

Located behind the scenes where athletes enter the competition floor for their performances.  
(One 8-foot table)

### **OFFICIAL RESULTS**

The Host Country shall provide the WBTF President, Technical Chair, Judges' Chair, and all participating member country's President or Representative with a complete set of entire competition results at the conclusion of the competition. The Host country must have the capability to burn the results to CD's or copy them on flash drives for distribution.

Results to be presented to official competition personnel at the end of the competition will contain the following: Completed results in PDF format on CD or flash drive.

### **INFORMATION STATION**

Two-8 foot tables for access for computer & printer hook-up, supplies for extra badges, etc. if necessary will be located somewhere near to the entrance of the competition for the convenience of the athletes, coaches, spectators, etc.

### **JUDGES' REVIEW STAGING**

Judges (the appropriate number of tables of chairs must be provided for the judges – floor level for the Compulsory/Short Program competition in the World/European Championships; floor level for Solo, 2-Baton, 3-Baton, Artistic Twirl, and Artistic Pairs in the International Cup. Either some type of small table or desk must be provided for the judges in the audience level seating to judge the Freestyle, Pair, Team and Group competition OR elevated staging must be constructed on the floor to accommodate the judges. Tables should be attractively covered and chairs comfortable.

If Elevated staging is constructed, the host country should provide a 2-tier staging of the following dimensions:

Lower Tier: 48' X 8' X 4' staging (railed & skirted) with Four 8 foot skirted tables & one additional table at end for chief judge & assistants

Upper Tier: 48' X 8' X 6' staging (railed & skirted) with Four 8 foot skirted tables & one additional table at end for chief judge & assistants.

## **WBTF COMPETITION EQUIPMENT and SUPPLIES MEETING ROOM REQUIREMENTS (contineud)**

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### **JUDGES' FOCUS & REVIEW MEETING ROOM**

There must be an ample size room or area provided away from the competition (but close enough in proximity for easy access of staff). Judges utilize this area for focusing prior to judging and reviewing the competition at the end of each day. Host country should provide two VCR's / DVD machines and either two projectors & viewing screens or two television monitors.

Tables and chairs should be provided to accommodate where the judges Upper Tier:  
48' X 8' X 6' staging (railed & skirted) with Four 8 foot skirted tables & One additional table at end for chief judge & assistants.

### **MEETING ROOMS**

There must be an ample meeting rooms provided either at the headquarters hotel or the competition venue for any Judges Workshop, Review Meeting, WBTF Executive, WBTF Board, Technical Advisors and Judges Committee Meetings with the following tentative schedule:  
The schedule may be adjusted according to the actual dates of the World Baton Twirling Championships and/or International Cup events when the Host Country is able to host the event.

[See Section # 4 – General Policies & Procedures – for Meeting Room Charts – Page 14-15](#)

### **INTERNATIONAL CLINIC – (at International events)**

[Ample space must be provided to hold the International Clinic. It is strongly suggested the 2-3 hour event be staged in the main competition venue at a time appropriate in the schedule on a World Competition year or at the end of the competition day on an International Cup year.](#)

## **WBTF COMPETITION EQUIPMENT and SUPPLIES MEETING ROOM REQUIREMENTS (contineud)**

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### **MEDICAL STATION**

Athletic Trainers /First Aid Attendants (in designated area)

### **MUSIC**

Appropriate selection of music should be chosen for all ceremonies and competition breaks. Country Anthems (shortened versions) will be played at opening & closing ceremonies. Official music will be played for the Short Program, International Cup One, Two & Three Baton, Artistic Twirl and Artistic Pairs events.

### **PHOTO COPY MACHINE**

Photocopy machines will be available for making any necessary copies for posting results and information.

### **PLATFORM STAND**

The Host Country is responsible for providing a decorative platform stand for athletes to stand on, to receive their scores, following their performance. Dimension (18L'X8W'X2H' risers skirted) to make presentation area, along Right side back of basketball floor. A Backdrop should be provided or 16 feet of 16H' Pipe & Drape behind the Platform stand. Stairs at both ends.

### **RISERS (PLATFORM) FOR ATHLETES TO STAND ON DURING AWARDS CEREMONIES**

Appropriate risers for the winners to stand on during awards ceremonies will be made available. The risers will be tiered for the Gold, Silver and Bronze medallists. There must be a platform for the 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> place winners to stand on. Both risers and platform will indicate the winner's placement – 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup>.

### **STOP WATCH(S)**

Stop watch(s) will be used for timing Freestyle, Pairs and Team performances.

The Official Timer may provide his/her own stopwatch, but the host country is responsible for providing one or two as needed.

### **SUPPLIES:**

WBTF Competition Rules and Regulations for World Championships & International Cup events:

Flip charts for meetings (WBTF Board, Technical and Judges Committee & Focus Meetings)

Folders for Information

## **WBTF COMPETITION EQUIPMENT and SUPPLIES MEETING ROOM REQUIREMENTS (contineud)**

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### **SOUND SYSTEM – TO INCLUDE MP3 / IPOD PLAYER CD ROM PLAYER or use of Computer for Music**

The equipment provided by the host country for the playing and amplification of the contestants' music and announcements must contain the following features:

- 1) Clear and sufficient volume and tone
- 2) Adjustable speed control (not necessary with IPOD or Computer)

The sound equipment should be in a convenient location so that coaches and other athletes' representatives may view the performance while monitoring the music during the music tests as well as during the competition.

The sound system that is provided for the music tests should be the same one that is used for the competition. This is necessary to insure that the speed and volume settings designated for each contestant's tape at the music tests produce the same results when used during the competition.

A "backup" sound system as similar to the original system as possible must be provided in case of mechanical failure of the original system.

### **TABULATION**

An area should be designated for the tabulation of the competition in close proximity to the competition floor and the judges' review area with ample supply to electrical outlets. The area should contain six 8-foot tables and should be partitioned off from public viewing.

## **WBTF COMPETITION EQUIPMENT and SUPPLIES MEETING ROOM REQUIREMENTS (contineud)**

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### **OFFICIAL WBTF COMPUTERIZED PROGRAM**

The Host Country must use the official WBTF computerized tabulation program. The WBTF must provide the computerized program via email or on CD ROM.

### **Requirements to run WBTF Tabulation Program**

1. At least two Computers for tabulating (either desktop or laptop)
  - a. Windows (Either Home or Professional) or Vista or Windows 7 with all of the current Windows Updates
  - b. Excel 2003, 2007 or 2010 with all of the current Microsoft Office Updates
2. Two Laser printers that prints a minimum of 10 pages per minute and 32MB of Ram. (The capability of printing more than 20 pages per minute is much better.)
3. Make sure the print drivers are loaded onto the computers you are using. Have extra printer cartridges available.
4. Numeric 10 key pad if using laptops
5. Calculators and or adding machines (should be provided in case of an emergency due to computer crash or electrical failure.
6. At least 512 RAM on the computers is necessary
7. 2 Cases of Copy Paper for printing sheets and photo copy machine
8. Pens and pencils
9. Permanent Record Folders
10. Rubber bands, Scratch Pads, Paper Clips, etc.
11. Scissors
12. Staplers and extra staples and Staple remover

### **Prior Preparation is the Key to Success**

1. Host Country should prepare to have the correct amount of staff to run the tabulation department. 6 staff members are needed: 2 for computer input, 2 for checkers, 1 for filing, 1 as coordinator
2. Check to make sure that you have most recent updated tabulation program.
3. Review the Tabulation Procedures from the P/P Manual.
4. Double check that the set system is the correct one. Use the set system that is printed in your program.
5. Print a sample of each sheet to make sure they are formatted correctly for your laser printers.

**All baton & costume inspection sheets, music test sheets, timing & penalty sheets, score sheets, computer tabulation tally sheets, summary sheets, judges masters and re-cap sheets are printed out of the computerized tabulation program.**

**WBTF COMPETITION EQUIPMENT and SUPPLIES  
MEETING ROOM REQUIREMENTS (contineud)**

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**WATER STATION**

Located behind the scenes where athletes leave the competition floor following their performances while they are waiting to receive their scores. (One 8-foot table with 50-gallon water tank and cups). This is only required for the World Championships.

**ADDITIONAL**

The appropriate number of table and chairs are to be provided for the following personnel:

1. CEO /Liaison Officer (in designated area or office)
2. Lunchroom area for competition staff members and judging staff.
3. Salespeople/Vendors (in designated area)
4. Admissions/Ticket sales for the competition (if necessary)