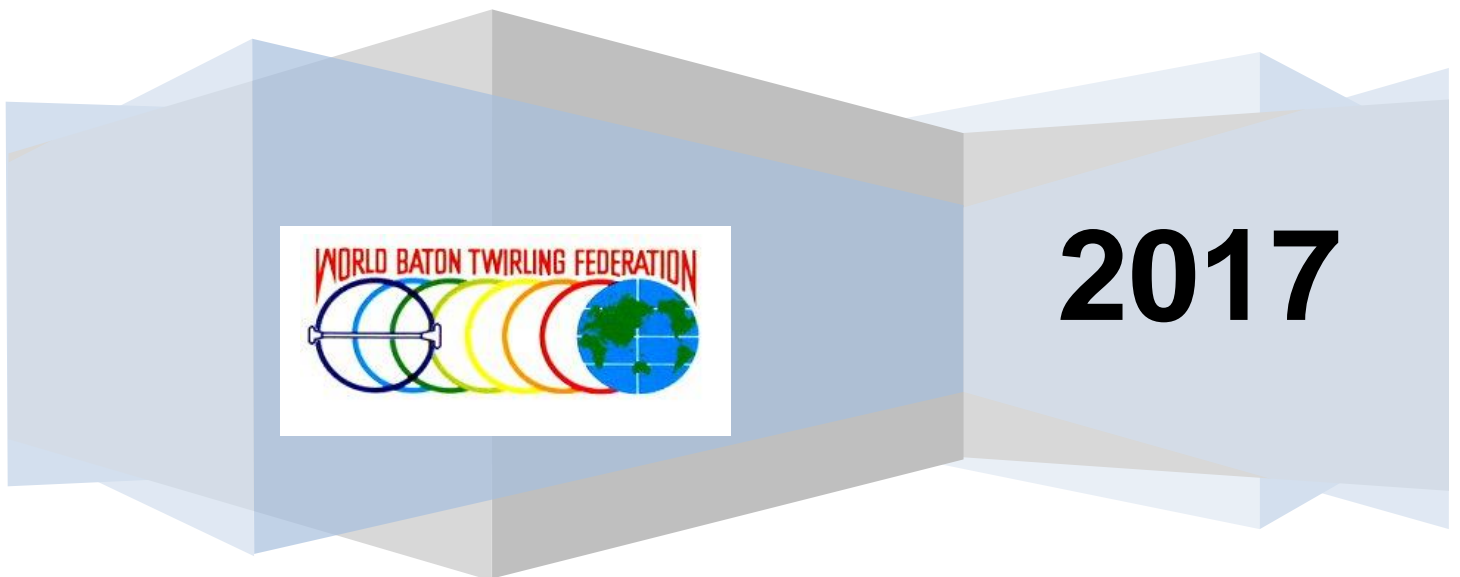


WORLD BATON TWIRLING FEDERATION

WBTF FINANCIAL POLICIES

SECTION 16



WBTF FINANCIAL POLICIES

MEMBERSHIP

Member country NOT notifying the Treasurer and/or President by January 31st of the competition year, that the membership fee cannot be paid by April 30th, the member country will be charged a 50% late penalty fee on top of the regular membership fee owing.

Full membership fee, plus the 50% late penalty fee **must be wired** to the Treasurer of the WBTF by July 1st of the competition year in order for the athletes to be eligible to compete at the World Baton Twirling Championships or International Cup.

FINANCIAL REIMBURSEMENT POLICIES

Advance Payment:

Members of the WBTF requesting advanced payment for expenses incurred must provide the Treasurer with a detailed invoice. The Treasurer requires a minimum of four (4) weeks to provide payment to individual(s). Treasurer must obtain President's authorization on expenditures.

Reimbursement of Expenses:

Members of the WBTF, requesting payment for expenses incurred must provide the Treasurer with a detailed invoice/expense claim. Signature of individual(s), requesting payment, must sign invoice/expense claim. Treasurer must obtain President's authorization before payment is made.

Per Diem Meal Expense:

On a yearly basis, the per diem for meal expenses will be reviewed by the Board. At present the President, Chair of the Technical Committee and Chair of the Judges' Committee will receive \$30.00 US per day for meal expenses.

Travel Expenses for the President, Technical Chair and Judges' Chair:

The President will have the following expenses paid for by the WBTF

- 1) Economy airfare
- 2) Single room cost at the Headquarters Hotel
- 3) Transportation costs to and from the airport
- 4) Any over weight luggage expense as a result of transporting WBTF materials

The Technical Chair and Judges Chair will have the following expenses paid for by the WBTF:

- 1) Economy airfare
- 2) Single room cost at the Headquarters Hotel
- 3) Transportation costs to and from the airport

WBTF FINANCIAL POLICIES (continued)

A non-voting Executive Committee member of the Board of Directors (Vice President, Secretary, Treasurer (excludes President), who work strictly for the World Baton Twirling Federation, will receive the following expenses from the WBTF:

- 1) Economy airfare
- 2) Single room cost at the Headquarters Hotel

REIMBURSEMENT FEES FOR WBTF ASSISTANCE

The World Baton Twirling Federation must receive a reimbursement fee to cover all expenses incurred in assisting with member country's internal matters/disputes.

JUDGES WORKSHOP - SANCTION FEE

REVISION

A \$75.00 (US) sanction fee is to be paid to the WBTF for the rights to hold a WBTF Master Judges Workshop.

Clinicians may have access to all materials necessary to teach the workshop on the WBTF Website once the sanction fee has been paid.

Role Model DVD's may be accessed for viewing and downloading to burn to DVD via the WBTF website. A Role Model DVD may also be purchased for \$50 US (plus shipping cost) by contacting the WBTF Judges' Chair. The WBTF will provide an invoice to pay for the DVD's and shipping fee. Payment may be submitted through bank draft or PayPal.

A current copy of the WBTF Judges' Manual may be downloaded via the WBTF Website by certified clinicians for distribution to the workshop applicants. It will be each applicant's responsibility to print the manual if they choose to do so. The judges' manual is only provided in English. It will be each country's responsibility to translate the manual to their language if necessary.

Revision:

WBTF TO HOST A JUDGES' MASTER EXAM WORKSHOP:

(effective August 2011)

The WBTF will host a Judges' Master Exam Workshop at each International Cup on the odd numbered years.

There be a \$200 USD stipend per day for Workshop Clinician(s) at the International WBTF Workshop.

If there is more than one clinician involved in conducting the workshop, the 200 USD stipend per day is to be divided by the number of clinicians as determined by the workshop organizer.

In addition:

- \$10 USD per test grading fee is received and paid to the examiner of the tests
- \$30 USD per diem is paid to the clinicians for full day of teaching (excluding WBTF Judges' Chair)
- Three (3) nights hotel expenses (only if clinician teaches the full workshop and only if their expenses are not covered by a third party.)

MASTER JUDGES WORKSHOP APPLICANT FEE:

The fee for attendees at the International Cup Master Judges Workshop will be determined by the costs to operate the workshop. This fee will be published by January 15 of the year of the workshop.

If there is an insufficient number of applicants to cover the cost of the workshop, the WBTF has the right to cancel the workshop by May 1st.

FACILITIES - MEETING ROOMS:

SUMMER MEETINGS

INTERNATIONAL CUP: Host Country responsible for the following:

1. Entire cost for all of the meeting rooms, practice and International Clinic Facilities required by the WBTF.
2. Equipment requirements by WBTF Committees' during meetings and during the championships, e.g. – AV Equipment, flip charts, etc. (see chart of room requirements)
3. International Cup Competition and International Clinic is a combined 5-day Format. The host country is responsible for providing a suitable facility for the International Cup & Clinic.

Immediately: January 2014

WORLD CHAMPIONSHIPS: Host Country responsible for the following:

1. Entire cost for all of the meeting rooms, practice and International Cup facilities required by the WBTF.
2. Equipment requirements by WBTF Committees' during meetings and during the championships, e.g. – AV Equipment, flip charts, etc. (see chart of room requirements)
3. World Championships and International Clinic is a combined 4-day Format. The host country is responsible for providing a suitable facility for the World Championships & Clinic.

Effective Immediately: January 2014

WINTER MEETINGS

The WBTF is responsible for paying for all meeting rooms and audio visual equipment for the Winter Meeting of the Technical and Judges Committees.

WBTF FINANCIAL POLICIES

VIDEO / DVD's

WORLD BATON TWIRLING CHAMPIONSHIPS / INTERNATIONAL CUP

Host country will be responsible for providing DVD's of the ENTIRE World Baton Twirling Competition and International Cup. Host country may sell these DVD's. DVD's do not necessarily have to be taken by a professional photographer.

A copy of the DVD's must be given to the following individuals, at the conclusion of the World Baton Twirling Championships or International Cup Competition or no later than one month following the World Baton Twirling Competition or International Cup:

WBTF President
WBTF Technical Chair
WBTF Judges Chair

The DVD's are to be converted by the Host Country to VHS, Pal, etc. if required. Costs of conversion will be at the expense of the Host Country.

WBTF FINANCIAL POLICIES

WBTF RECORD BOOK

The World Record Book is to be subsidized by advertising sponsors.

WBTF COMPUTERIZED TABULATION PROGRAM

1. Any upgrading required to the program will be discussed with the WBTF to determine an appropriate price for upgrading to the program.
2. An invoice must be provided to the WBTF before payment is made.

WBTF COUNTRY FLAGS

Should it be necessary to ship the WBTF flag, the new host country shall be responsible for the total shipping costs.

The new WBTF flags will be given to the President immediately following the closing ceremonies, must inform the President that he/she has received it. The following options are available for notification (1) e-mail; (2) facsimile; (3) written letter sent by mail.

Should the county of next year's International Cup or future year, World Baton Twirling Championships wish to take the International Cup Flag or the World Baton Twirling Flag with them, the next host country will be responsible for the flag. Should it be lost, the host country will be responsible to purchase a new will be responsible for the flag. Should it be lost, the host country will be responsible to purchase a new WBTF International Cup or World Baton Twirling Championship flag.

WBTF FINANCIAL POLICIES

ENTRY FEES

ENTRY FEES ARE TO BE WIRED TO THE BANK OF THE WBTF or submitted via PayPal, NO LATER THAN JULY 15th.

Entry fees not received by that date must be paid to the WBTF in U.S. dollars, plus a 10% surcharge on the total amount due.

If, for any reason, the money cannot be received according the policy and procedures stated above, the country **MUST** apply for a waiver from the President and Treasurer prior to the June 15th deadline or its athletes will not be allowed to compete in the competition.

ENTRY FEES

(Approved 2014 Winter Meeting)

WBTF Championships:

Freestyle	\$55.00 US
Pairs	\$55.00 US per pair member
Team	\$55.00 US per team member

This includes Groups if applicable

WBTF will rebate the Host Country 60% of the entry fees (net of any associated bank fees.)

WBTF Cup Events

Solo	\$30.00 US
2-Baton	\$30.00 US
3-Baton	\$30.00 US
Artistic Twirl	\$30.00 US
Artistic Pairs	\$30.00 US
Team	\$25.00 US per team member
Group	\$25.00 US per group member

The Rebate to the WBTF and Host Country will be 50/50.

Beginning 2014: WBTF European Cup and European Championships Entry Fees will be the same as the World Championships and International Cup.

LIABILITY INSURANCE

Host Country is responsible for the following insurance coverage for all activities prior to and during the World Baton Twirling Championships and International Cup:

- 1) Accident Insurance (per person) - Death, Invalid
- 2) General Liability Insurance

HOST COUNTRY RESPONSIBILITIES:

- 1) Host Country is responsible for :
- 2) Entire cost for all of the meeting rooms required by the WBTF.
- 3) Equipment requirements by WBTF Committees' during meetings and during the
 - a. championships, e.g. – AV Equipment, flip charts, etc. (see chart of room
 - b. requirements)
- 4) International Cup Competition and International Clinic is a combined 5-day Format. The host country is responsible for providing a suitable facility for the International Cup & Clinic.

Effective Immediately: January 2014

LIABILITY INSURANCE REQUIREMENT

Host Country is responsible for the following insurance coverage for all activities prior to and during the World Baton Twirling Championships and International Cup:

- Accident Insurance (per person) - Death, Invalid
- General Liability Insurance:
 - 1. **Basic Limit of Liability**
 - USD 1,000,000 Any one **Claim** and in the annual aggregate
 - 2. **Additional Insured:** WBTF requires the host country to name the WBTF as additional insured on its General Liability policy for the event. WBTF to receive a certified copy of policy stating such, at least 90 days in advance of the event.

WORLD BATON TWIRLING FEDERATION INSURANCE FEE

Effective from January 31st. 2013

All WBTF members must pay an insurance fee annually to subsidize the cost of WBTF's Liability Insurance Policy. This amount will be added on to the annual membership invoice and will show as an Insurance fee.

WBTF FINANCIAL POLICIES

AWARDS

International Cup

The World Baton Twirling Federation will provide the medallions, to the host country.

World Championships

The World Baton Twirling Federation will provide WBTF Badges, Certificates, Medallions, Plaques. (WBTF awards will not to exceed price set by the WBTF Board of Directors).

RIBBON FOR MEDALLIONS:

The WBTF will provide appropriate ribbons of a design unique to the World Baton Twirling Federation.

ENGRAVING:

MEDALLIONS - The WBTF will be responsible for engraving the back of the medallions.

On the back will appear the event, e.g. Sr. Women; current year and the name of the city/country where championships are being held.

PLAQUES - The WBTF will be responsible for the 4th, 5th & 6th place plaques. The plaques to display the WBTF logo, plus event, e.g. Sr. Women's Division; current year and the name of the city/country where championships are being held.

Badges:

The WBTF is responsible for providing each athlete and their coach with an athlete's participant badge.

WBTF FINANCIAL POLICIES

CERTIFICATE OF PARTICIPATION

All athletes will receive an official WBTF Certificate of participation. The WBTF will be responsible for supplying the template to the host country to print the WBTF certificate. Host country will be responsible for supplying and completing certificates.

WBTF INTERNATIONAL CLINIC

Updated 2014:

The Host Country will be financially responsible for providing the venue and setting the clinic date and time in coordination with WBTF. (The clinic is to be no more than 3 hours in length). The WBTF is responsible for the hiring of the necessary number clinicians (maximum of six), collecting clinic registration fees, and paying the clinicians. Clinicians will be paid a fee of US \$200 and the Clinic Director will be paid a fee of US \$300.

Following the completion of the clinic, the WBTF will be responsible for paying to the Host Country 50% of all proceeds from registration fees (net of clinician's fees, and director's fees).

WORLD CHAMPIONSHIPS/INTERNATIONAL CUP EVENT PROGRAM:

ALL WBTF CHAMPIONSHIPS/CUPS EVENT PROGRAM:

Approved 2009 Summer Board Meeting) Update Winter 2014

Host country will provide a program for each country's REGISTERED athlete, board member, technical advisor and judge at a reduced charge if they are pre-ordered with the entry form. The charge may not be more than \$5.00 (U.S.) per program for each REGISTERED athlete, board member, technical advisor and judge.