



GOVERNANCE POLICY OVERVIEW

INTRODUCTION

The International Baton Twirling Federation has a mission to see baton twirling flourish throughout the world. It is essential to the sport of baton twirling to promote an environment that allows everyone who participates to have a positive experience.

The observance of the principles set forth is essential to the IBTF and its objectives, in particular to protect and improve and promote the sport of baton twirling globally and to prevent any methods or practices which might harm its integrity.

To better serve those who participate in baton twirling, the IBTF Code of Conduct applies to all members of IBTF, namely: athletes, coaches, judges, administrators, competition directors and board members of National Member Federations. The IBTF Code of Conduct offers general principles to guide the conduct of all IBTF members in situations that have ethical implications.

STATEMENT OF ETHICAL CONDUCT

The IBTF expects all members to maintain the highest standards of ethical conduct. That commitment upholds the reputation of IBTF, both locally and globally, and encourages compliance with applicable laws and regulations. Therefore, members have the responsibility to:

- Follow guidelines established by the IBTF.
- Prevent or avoid unreasonable physical or emotional risk to members
- Avoid engaging in conduct toward another member that is abusive, or likely to be perceived as abusive.
- Avoid any attempt to intimidate, embarrass, or improperly influence a member responsible for judging or administering a competition.

RESPECT FOR GOVERNANCE

Respect for governance is the expectation that members of IBTF will act in compliance with the laws, regulations and policies that are in effect and govern behavior in the IBTF and the conduct of IBTF business.

Whether at an IBTF event or conducting IBTF business, members of the administration are expected to comply with all local and relevant country laws. When members of the administration are in another country on IBTF business, they are expected to act in compliance with all relevant laws.

A respect for governance guides one's own behavior. It is essential for a community and for a positive environment. It is the responsibility of everyone not to tolerate disregard for and noncompliance with laws, regulations and policies. Members are encouraged to seek clarifications about possible noncompliance and to report actual and possible violations of laws, regulations and policies.

RESPECT FOR OTHERS

Respect for others is a central principle that governs interactions between members of the IBTF. Primary expectations are to act with civility and to refrain from abuse. Respect for others is expected in athlete relationships, coach and athlete relationships, with adjudicative officials and between administrative members.

Respect should be present in verbal and written communications. Respect should be shown at meetings, on the telephone and in electronic email exchanges.

People have the right to disagree, even strongly disagree; however, there is also a responsibility to be civil and to maintain respect even while disagreeing. Problems, mistakes, and miscommunications can all arise from time to time in the course of conducting business. Again, there still remains the expectation of respect and civility in interactions.

Respect for others includes a respect for those who are different from you. A positive working environment where everyone can receive respect and do their best work requires respect and tolerance for difference and diversity.

ZERO TOLERANCE OF DISCRIMINATION AND HARASSMENT

There shall be no discrimination because of race, ethnicity, origin, skin color, nationality, religion, age, gender, language, physical appearance, sexual orientation, physical disability, political opinion, or engagement in any kind of verbal or physical harassment based on any of the above-mentioned or any other criteria.

CONFLICT OF INTEREST

We act always in the best interest of IBTF and its objectives. It is the personal responsibility of each member to avoid any conflict of interest.

TRANSPARENCY AND COMPLIANCE

We seek transparency and strive to maintain a good compliance culture with checks and balances.

RESPECT FOR INFORMATION

Each Member Country's Executive Board, by the nature of their positions and responsibilities, often have access to information that is confidential, sensitive, and/or personal. In addition to adhering to the rules and regulations that governs the proper handling of information, everyone is expected to respect the privacy of others by respecting the information that pertains to others.

People are expected to manage their access to information responsibly and in a manner that respects all of these things. People are also expected to seek clarification and confirmation of information that comes to them, particularly if it seems inconsistent or questionable, so as not to misrepresent a situation or contribute to a misrepresentation or misunderstanding.

RESPECT FOR PROPERTY

Each Member Country's Executive Board members act as representatives of IBTF property. Property includes physical assets, intellectual property, the IBTF name, and other resources. As a non-profit organization, it is essential to maintain the highest standards of representation for the property and resources entrusted to us. Respect for property therefore entails both the efficient and appropriate use of IBTF assets and resources. Members are expected to do nothing that would jeopardize the IBTF's reputation or standing in the community.

FAIR PLAY

Fair play guides us at all times in all our actions and decisions. Members must not engage in behavior that is so disorderly or inappropriate as to interfere with the orderly conduct of the activity or other members' participation in, or the enjoyment of the activity or event.

SEXUAL MISCONDUCT

Members of the IBTF are expected to promote a safe and respectful environment for athletes, coaches, officials, volunteers, and staff in all disciplines and events. This includes maintaining an environment free from any form of sexual misconduct, including harassment, exploitation, or abuse.

Sexual misconduct is defined as any behavior that exploits an individual's vulnerability, breaches trust, or creates a harmful or hostile environment, regardless of consent or the age of the parties involved. It includes, but is not limited to:

- Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that creates a hostile, intimidating, or offensive environment.

- Sexual Abuse: Any unwanted or coerced sexual contact or activity, particularly involving athletes or other vulnerable individuals.

- Grooming: Any behavior where an individual in a position of authority attempts to build a relationship, trust, or emotional connection with a minor or vulnerable adult in order to exploit or abuse them sexually.

Prohibited Conduct:

1. Relationships between Coaches, Judges, Officials, or Other Professionals and Athletes:

Individuals in positions of authority or influence (coaches, judges, officials) must not engage in or attempt to engage in sexual or romantic relationships with athletes, regardless of age, gender, or mutual consent. This prohibition applies during the duration of the professional relationship and for a period of time following the termination of the professional relationship to avoid potential exploitation or undue influence.

2. Reporting and Investigation:

Any member who becomes aware of sexual misconduct should report the incident immediately to the appropriate authority or designated safeguarding officer. However, we recognize that victims of sexual misconduct may not always be able to report the incident immediately due to emotional, psychological, or other barriers. Therefore, IBTF encourages and supports reporting at any time, no matter how long after the incident the report is made.

All reports of sexual misconduct, whether recent or historical, will be taken seriously and investigated promptly and thoroughly, in accordance with organizational procedures, regardless of when the misconduct occurred. There will be no statute of limitations for reports of sexual misconduct.

Retaliation against individuals who report misconduct is strictly prohibited, and measures will be taken to protect both the complainant and the accused during the investigation process.

3. Sanctions and Disciplinary Measures:

Any member found to have engaged in sexual misconduct will face an inquiry by the appropriate committees, possible disciplinary action, including but not limited to: suspension, termination of membership, and referral to legal authorities where applicable.

4. Education and Prevention:

The IBTF is committed to providing ongoing education and awareness programs aimed at preventing sexual misconduct and promoting a culture of respect and safety. All members are required to participate in training programs that address sexual misconduct, consent, and professional boundaries.

This policy aligns with the International Olympic Committee's "Safeguarding Athletes from Harassment and Abuse in Sport" guidelines and reinforces the IBTF's commitment to ensuring the safety, dignity, and well-being of all its members.

ANTI-DOPING

The IBTF is strictly against drugs and all doping practices. Members must respect that the sport is conducted in an environment free of drug or alcohol abuse. Members may not assist or condone any use of a drug banned by the World Anti-Doping Agency, or the IBTF. Athletes may not refuse to submit to properly conducted drug tests administered by any of those organizations. Members may not provide alcohol to, or condone the use of alcohol by, minors; abuse alcohol in the presence of athletes or at IBTF activities or events; or consume alcoholic beverages while a minor.

ZERO TOLERANCE OF BRIBERY AND CORRUPTION

The IBTF is against all forms of bribery and corruption. No betting or manipulation is allowed and will not be tolerated.

SOCIAL MEDIA

This policy applies to IBTF members who create or contribute to blogs, wikis, social networks, virtual worlds, or any other kind of social media, whether logged onto X, Yelp, LinkedIn, Wikipedia, MySpace or Facebook pages. Members who participate in social media and/or participate in online commentary must adhere follow these guidelines. Members' use of social media will become a problem if it:

- Interferes with the Member's duties as a representative of IBTF
- Is used to harass or discriminate against others
- Creates a hostile environment
- Does not adhere to existing laws
- Divulges confidential information about the IBTF, its members, employees, guests; or
- Harms the goodwill and reputation of the IBTF's members, officers, and athletes.

As a result, members should only use social media within the following guidelines. If you are uncertain about the appropriateness of a social media posting, check with your country representative.

PERSONAL SOCIAL MEDIA GUIDELINES

- Do not post any comment or picture involving a member of the IBTF without their express consent.
- If you post any comment about the IBTF or its members, you must clearly and conspicuously state that you are posting in your individual capacity and that "the views posted are yours alone and do not represent the views or opinions of the IBTF".
- Unless given written consent, you may not use the IBTF's logo or any IBTF material in your posts.
- All postings on social media must comply with IBTF's policies on confidentiality and disclosure of proprietary information. If you are unsure about the confidential nature of information you are considering posting, consult a member of IBTF Executive Committee.
- Do not link to IBTF's website or post any IBTF material on a social media site without written permission from a member of the IBTF Executive Committee.

- You may not harass, threaten, libel, malign, disparage or discriminate against the IBTF, its members, or anyone else. Do not forget that you are responsible for what you write or present on social media. Not only can disciplinary action be taken by the IBTF, but you can be sued by other members or any individual that views your social media posts as defamatory, harassing, libelous, or creating a hostile work environment.
- All IBTF policies that regulate member's conduct apply to social media activity including, but not limited to, policies related to illegal harassment, code of conduct, nondiscrimination, and protecting confidential and/or proprietary information, and references.

PROFESSIONAL SOCIAL MEDIA GUIDELINES

The IBTF maintains social media sites to promote the IBTF, its marketing messages and interests, and to be visible in the community. Along with the guidelines mentioned above the following guidelines should be adhered to while participating on IBTF social media:

- Never represent yourself or the IBTF in a false or misleading way. All statements must be true and not misleading; all claims must be substantiated.
- Be professional.
- Be transparent; use your real name and role with the IBTF.
- Post meaningful and respectful comments – no spam or remarks that are off-topic or offensive.
- Use common sense and common courtesy.
- If you write about a competition, have the facts straight, write diplomatically and have appropriate permissions.
- Protect confidential IBTF information.
- Adhere to all country, state and local laws.

What is published is widely accessible and will be around for a long time, so consider the content carefully before you click, post, tweet or hit enter.

Violation of this policy may lead to discipline up to and including termination of membership.

COMPLIANCE

Compliance with this Code depends upon understanding and voluntary compliance, and secondarily upon reinforcement by peers, and when necessary, upon enforcement through disciplinary action. Any member who believes that another member of the IBTF has failed to meet such obligations under this Code is, under all but the most egregious circumstances, encouraged to first address that concern directly to that member. If that action does not result in a satisfactory resolution, the Complainant may file a written complaint with their country representative or IBTF Executive Committee member. That complaint must be signed and state specifically the nature of the alleged misconduct. The complaint will be reviewed by the country representative Directors and/or the Executive Committee. Upon review of the complaint, the committee may:

- Determine that the complaint does not merit further action.
- Counsel the member who is the subject of the complaint and record both the complaint and the nature of the counseling in the Member's permanent record.
- Process the complaint under the IBTF bylaws.

CONTACTS:

Members are encouraged to contact a country board member with any concerns or for clarification. Also contact any member of the IBTF Executive Committee, if necessary.

ORGANIZATIONAL STRUCTURE

1. The following bodies are established to administer and recommend or adopt rules as appropriate or otherwise defined in the IBTF Constitution (Statutes) each with separately defined powers and duties:
 - General Assembly
 - Executive Board
 - Technical Sport Commission
 - Managing Committee
 - Athletes Commission
 - Continental Affairs Commissions
 - Other Commissions and Committees duly appointed in accordance with the Constitution statutes

GENERAL ASSEMBLY

1. The General Assembly is the highest body of the IBTF and has ultimate authority for all activities of the IBTF, except as delegated or designated in the Constitution (Statutes).
2. The IBTF General Assembly will hold an in-person meeting on a bi-annual basis starting in 2025. The meeting will take place on the last full weekend of January in odd-numbered years, coinciding with the IBTF Elections.

On the even-numbered years, short business meetings will be held immediately prior to the start of the World Freestyle Championship and Nations Cup Team Competition.

Organization of the in-person meeting on the odd-numbered years shall be entrusted alternately to one of IBTF's Member Associations. The date and venue for the Assembly shall be agreed at the General Assembly meeting two years prior. The Annual General Meeting will be held the last full week-end of January. The calling notice must be sent to all Members Associations at least three months prior to the date set for the General Meeting.

3. The General Assembly has the following duties and powers:
 - to adopt and amend the IBTF Constitution (Statutes)
 - to decide the exclusion, suspension, termination and re-instatement of Member Associations, upon recommendation of the Board and Managing Committee.
 - to approve the Minutes of the General Assembly meetings
 - to receive, discuss and approve the reports of the Executive Board and Managing Committee
 - to review and approve the annual accounts after having heard the report of the Auditor; and
 - to decide all matters which no other body is competent to decide upon, or which other IBTF bodies refer to the General Assembly for final decision.

AGENDA AND THE RIGHT TO INTRODUCE PROPOSALS

4. The following items shall be included in the Agenda of the General Meeting:
 1. Opening of the General Assembly
 2. Confirmation of the register of delegates and votes
 3. Approval or amendment of the Agenda
 4. Exclusion, Suspension, Termination or Re-instatement of new Member Associations (if applicable)
 5. Validation of the minutes of the previous Congress
 6. Report by the Executive Board & Managing Committee about the activities during the time since the last General Assembly
 7. Financial Report and Report of the certified Auditor
 8. Provisional budget and accounts as well as their approval
 9. Elections or Discharge of individuals to serve in IBTF as provided in the Constitution (Statutes)
 10. Proposals
 11. Update of the list of IBTF Events
 12. Closing of the General Assembly

6. Items for inclusion in the Agenda of any General Meeting may be presented by:
 - the Executive Board
 - the Managing Committee
 - any Member Association

7. Items presented by IBTF Members are to be sent by email to the IBTF Executive Board and Managing Committee at least six (6) weeks before the General Assembly.

8. The full Agenda of the General Assembly shall be sent to all Members of IBTF at least thirty (30) days before the General Meeting. Such notice shall include the date, place, and time of the meeting in addition to the agenda and materials referenced above.

EXTRAORDINARY GENERAL MEETING

1. The Board may at any time call an Extraordinary General Meeting.
2. At the written request of one fifth of the Members entitled to vote, the Board shall convene an Extraordinary General Meeting. Any such request by the Members shall be made to the IBTF President.
3. The request for an Extraordinary Meeting must be substantiated and accompanied by a proposal for the Agenda. An Extraordinary General Meeting shall be held no earlier than forty-five (45) days after publication of initial notice of said meeting, and shall in no event occur later than sixty (60) days following

the Board or Members action setting such Extraordinary General Meeting; for purposes of Members requested Extraordinary General Meetings, the action of the Members for triggering the meeting shall be when the minimum number of Members required to request such a meeting is received by the IBTF President.

4. The final notice of the Extraordinary General Meeting shall be circulated to the Member Associations no later than thirty (30) days before the date of the Extraordinary General Meeting, which notice shall contain the agenda, date, time and place of the meeting, and all materials intended to be presented at the meeting.

ATHLETES' COMMISSION

Organisation of Athletes' Commission:

The Athletes' Commission provides a permanent liaison between active athletes and the IBTF. *A male representative and a female representative* are elected by the Athletes' Commission and ratified by the General Assembly *as member of the Executive Board*.

Costs of the Athletes' Commission Representatives on the Executive Board:

Costs relating to meetings for the international representation of the IBTF shall be borne by IBTF. Travel and accommodation costs for the chairs of the Athletes' Commission apply to the AGM and summer meeting.