



THE IBTF TECHNICAL SPORT COMMISSION JOB DESCRIPTIONS

The TECHNICAL SPORT COMMISSION is comprised of thirteen elected officials:

- Technical Director and Technical Vice Director
- Judges Director and Judges Vice Director
- Coaches Director and Coaches Vice Director
- Majorette Director and Majorette Vice Director
- Five (5) Members-at-Large

The TECHNICAL SPORT COMMISSION members will work **together** on ALL THE TECHNICAL PROJECTS (horizontally) under the direction of the **Technical Director**:

The Managing Committee comprised of the Technical, Judges, Coaches, and Majorette Directors and Executive Board will meet annually prior to the Annual General Meeting to plan and initiate all new projects, and work to complete ongoing projects. They will designate people to be involved in each project based on the specialties and needs of any specific project.

After determining goals and target dates for projects, each Director will work on his projects vertically, encompassing the assistance needed by others for all projects.

The Vice Directors inside the Technical Sport Commission are important to assist the Directors with all projects and to serve as understudies in the ongoing process of mentoring and instructing other people. This is vital to creating continuity and to have a larger view in representation of the member federations. The Vice Directors will assist in managing all continental events.

Members at-large: are important positions who must not only be present to record minutes but to be the intellectual support in the committee. The member at-large positions also open additional positions for additional member federation countries.

To be part of this Committee is an honor. The expenses of the Vice Directors and Members at-large will be at the expense of their own Federation.

TECHNICAL DIRECTOR JOB RESPONSIBILITIES

TECHNICAL DIRECTOR: TERM OF OFFICE - 4 YEARS

The Technical Director must have a thorough knowledge of baton twirling and of the IBTF rules and regulations, procedures and goals.

The Technical Director shall not represent his/her country at any IBTF sanctioned event (meetings, competitions, educational seminars/workshops), as this individual represents the International Baton Twirling Federation and shall be bound by the IBTF Coach and Judges Code of Conduct.

He/she has no vote, except to make or break a tie vote.

ONGOING DUTIES AND RESPONSIBILITIES:

- Attends and Directs any and all IBTF Technical meetings. Also is a member and attends the IBTF Board Executive Managing Committee Meetings and Technical Sport Commission meetings.
- Coordinates and prepares all necessary changes, revisions and updates for all technical manuals and policies of the organization's programs.
- Communicates with all IBTF member countries regarding all technical matters and rules.
- Appoints individuals or task forces to specific projects to complete the necessary work of the Technical Committee
- Ensures that the annual training offerings in various venues meet member needs and reflect market demand.
- Formulates and distributes all agenda items for the Technical Sport Commission meetings.

MEETINGS:

- Is responsible for guiding the technical direction of the IBTF and sport of Baton Twirling
- Plans agenda and directors meeting of the Technical Advisors
- Sends the Technical, COACHES and Judges' Committees Agenda to IBTF President for distribution
- Agendas to be distributed to the following individuals: all members of the Technical Sport Commission, Technical Advisors, IBTF President, IBTF Secretary. It is the responsibility of all Technical Advisors to distribute correspondence to the appropriate people in their own Country,
- The Technical Director will present any official reports/proposals passed by the Technical Sport Commission to IBTF Board Executive for final approval to present to the General Assembly.
- Will be present at the International Judges Focus meeting pre and post competition
- Will be present at the Managing Committee Meetings and any Board Executive meeting when summoned

COMPETITIONS:

- Assist the host country of the IBTF Championships or Cup competitions with all technical preparations ahead of the competition
- Works with IBTF President and host country competition director in formulating the competition schedule.
- Check the competition program
- o Is responsible for all technical decisions taken during the International Championships working in partnership with the Competition Director, IBTF Judges Director and IBTF President
- Is present during the entire competition to overview the competition.
- Checks the results together with the Judges Director before the distribution.
- To avoid both apparent or actual conflicts of interest, the IBTF Technical Director must not be listed as a competitor's coach or give any instruction to any athletes during any competition where they are acting in their official capacity.
- Attends the following meetings during the International Championship: Announcers, Tabulation, Floor Monitor
- The Results of the competition shall be archived by the Technical Director, IBTF Secretary and IBTF President for the purpose of settling any disputes that may arise after the competition that are in regard to tabulation or judging.

ADMIN:

- He/she must also possess organization and administrative skills.
- Is responsible for the maintenance and updates of the IBTF Policies & Procedures Manual for IBTF competitions.
- Ensures all technical information on the IBTF website is up to date
- Answer to the technical questions arising from the member federations
- Works with the Judges Director on the continuous study and research of an objective judging system
- Coordinates and works on:
 - o Technical support for the COACHES manual and programs.
 - o Technical support (video-description) of the judging system
 - o Develop together with the IBTF President and Judges Director the new format of competition.
- Works on the program of union in judging methodologies.
- If applicable, the Technical Director shall provide an invoice of approved expenses within 30 days for reimbursement. (Receipts must be attached to the invoice).

The Vice Technical Director assists the Technical Director with all projects and will assist in managing all continental events.

JUDGES DIRECTOR JOB RESPONSIBILITIES

JUDGES DIRECTOR: TERM OF OFFICE - 4 YEARS

In order to perform the functions and duties, the Judges Director must have a thorough knowledge of baton twirling and of the IBTF rules and regulations, procedures and goals.

The Judges Director shall not represent his/her country at any IBTF sanctioned event (meetings, competitions, educational seminars/workshops), as this individual represents the International Baton Twirling Federation and shall be bound by the IBTF Adjudicator's Code of Conduct.

He/she has no vote, except to make or break a tie vote.

Will support the IBTF Technical Director in all technical matters.

ONGOING DUTIES AND RESPONSIBILITIES:

- Attends and directs any and all IBTF JUDGES meetings and co-Directors combined meetings with the IBTF Technical Meetings. Also attends the Managing Committee Meetings, Technical Sport Commission meetings and Executive Board Meetings when summoned.
- Coordinates and prepares all necessary changes, revisions and updates for all manuals and training materials and policies of the organization's programs.
- Communicates with all IBTF member countries regarding Judges certification status
- Review all training manuals and assist in the updating of the information included in them.
- Review sanction requests for Judges Certification workshops in IBTF Member countries.
- Assists the Technical Directors in appointing individuals or task forces to specific projects to complete the necessary work of the Judges Committee
- Ensures that the annual training offerings in various venues meet member needs and reflect market demand.
- Establishes and periodically revises guidelines and standards for training, as well as workshop offerings.
- Establishes and periodically reviews and revises the standards for clinicians for various types of workshops and provides updated materials for Clinician's use.
- Formulates and distributes all agenda for the Judges Committee meetings to the following: Judges Committee Members, IBTF Technical Director, IBTF President.

MEETINGS:

- Plans agenda and directs meeting of the Judges Committee.
- The Judges Director shall submit any official reports/proposals made by the Judges' Committee to the Technical Sport Commission for approval.
- The Judges' Director is responsible for developing and implementing educational and training programs for IBTF Judges.
- Is responsible for assisting in the maintenance and updates of the IBTF Judges Training Materials and Manual
- Will work with the Technical Director to co-ordinate the technical and judges programs and agenda so that they are striving towards the same goals and objectives.
- Will be in attendance with the Technical Director at the Board meeting to report decisions that originated in the Judges Committee meetings.

PRE-COMPETITION:

- Assist the host country of the International Championship with all Judges' preparations ahead of the competition.
- Contracts the judging staff.
- Complete judging assignments in coordination with the IBTF Technical Director
- Give roster and assignments to the Competition Director
- Submit any necessary information to the Contest Director for the Program
- Maintain communication with the Contest Director, IBTF Technical Director and Judging Staff.
- Prepare a list of meeting times, daily dress codes and any other pertinent information necessary for the judging staff.
- Organize and conduct the IBTF Judges' Meeting prior to the beginning of the competition.
- Select two Chief Judges (International Championships) in coordination with host country
- Provide all necessary materials for judges' meetings.
- Send pre-judging material assignments to judging staff.
- Responsible for Judges training and education meetings prior to IBTF Championships all focus meetings and all review meetings that are held in conjunction with IBTF Championships and Cup competitions.

COMPETITION:

- Oversee and coordinate the chief judges and judging staff throughout any competition.
- Act as the rule consultant in decision-making with the Competition Director and IBTF Technical Director
- Report regularly to the Competition Director
- Assist the Competition Director with all requests.
- Act as a spokesperson for the Judging Staff

- To avoid both apparent or actual conflicts of interest, the IBTF Judges' Director must not be listed as a competitor's coach or give any instruction to any athletes during any competition where they are acting in their official capacity.
- Shall address judging issues or grievances. He/she shall be responsible for implementing disciplinary action, if required, with the approval of the Technical Director.

POST COMPETITION:

- Organize and run Judges Review Meeting
- Complete all follow-up correspondence, procedures, and duties pertaining to the competition

ADMIN:

- He/she must also possess organization and administrative skills.
- If applicable, the Judges Director shall provide a financial statement to the Treasurer at the Annual General Meeting, indicating administrative costs incurred during that year. (Receipts to be attached to statement)

JUDGES' EDUCATION TRAINING:

- To support the Mission & Vision of the IBTF
- To provide the baton twirling JUDGES of the International Baton Twirling Federation, the broadest possible coverage in the twirling activity, with an effective educational format for learning how to adjudicate baton twirling on an international level. Said educational format will be all-inclusive for countries.
- To provide instructional expertise in all events, individual and group, for the IC and International Championship events
- To provide accurate educational and philosophical information on baton twirling modes, movement, design, instruction, student interaction, ethics, activities, twirling theories, and business suggestions, along with any and all matters pertaining to the instruction of baton twirling.
- To provide baton twirling judges with written, graphic, musical, media-produced materials to enhance the educational process for both formal and informal learning.
- To administer the workshop/clinic format for certifying licensed IBTF judges, including workshop outline and format, clinician instruction, development of all workshop hand-outs, instructional DVD or tapes, and all other materials for the effective, efficient judges' workshops.
- To assist the IBTF Board Executive in all matters pertaining to the education and ethics of baton twirling adjudication.

The Vice Judges Director assists the Technical Director with all projects and will assist in managing all continental events.

COACHES DIRECTOR JOB RESPONSIBILITIES

COACHES DIRECTOR: TERM OF OFFICE - 4 YEARS

In order to perform the functions and duties, the COACHES' Director must have a thorough knowledge of baton twirling and of the IBTF rules and regulations, procedures and goals.

The COACHES' Director shall not represent his/her country at any IBTF sanctioned event (meetings, competitions, educational seminars/workshops), as this individual represents the International Baton Twirling Federation.

He/she has no vote, except to make or break a tie vote.

Will support the IBTF Technical Director in all technical matters.

ONGOING DUTIES AND RESPONSIBILITIES:

- Meets in conjunction with the TECHNICAL Meetings to represent COACHES and directs any and all coaches' meetings if conducted separately. Also attends the IBTF Managing Committee Meetings, Technical Sport Commission meetings and Executive Board meetings when summoned.
- Coordinates and prepares all necessary changes, revisions and updates for all coaching manuals and training materials and policies of the organization's programs.
- Review all training manuals and assist in the updating of the information included in them.
- Assists the Technical Director in appointing individuals or task forces to specific projects to complete the necessary work of the Coaches Committee
- Ensures that the annual training offerings in various venues meet member needs and reflect market demand.
- Establishes and periodically revises guidelines and standards for training, as well as clinic and seminar offerings.
- Establishes and periodically reviews and revises the standards for clinicians for various types of workshops and provides updated materials for Clinician's use.
- Formulates and distributes all agendas for the Coaches Committee meetings.

MEETINGS:

- Plans agenda and directs meeting of Coaches.
- Will work with the Technical Director to co-ordinate the technical and Coaches programs and agenda so that they are striving towards the same goals and objectives.
- Will be in attendance with the Technical Director at the Board Executive meeting to report decisions that originated regarding Coaches.

PRE-COMPETITION:

- Assist Technical Sport Commission in contracting the coaching staff for the Twirl Nations Clinic
- Submit any necessary information to the Contest Director for the Program
- Maintain communication with the Contest Director, IBTF Technical Director and President
- Prepare a list of meeting times, and any other pertinent information necessary for the Coaches' meetings.
- Provide all necessary materials for Coaches' meetings.
- Responsible for designing the information for Coaches' training, education meetings, and Twirl Nations Education online or live clinics.

ADMIN:

- He/she must also possess organization and administrative skills.
- If applicable, the COACHES' Director shall provide a financial statement to the Treasurer at the Annual General Meeting, indicating administrative costs incurred during that year. (Receipts to be attached to statement)

COACHES' EDUCATION TRAINING:

- To support the Mission & Vision of the IBTF
- To provide the baton twirling coaches of the International Baton Twirling Federation, the broadest possible coverage in the twirling activity, with an effective educational format for learning how to coach baton twirling on an international level. Said educational format will be all-inclusive for countries.
- To provide accurate educational and philosophical information on baton twirling modes, movement, design, instruction, student interaction, ethics, activities, twirling theories, and business suggestions, along with any and all matters pertaining to the instruction of baton twirling.
- To assist in providing baton twirling judges with written, graphic, musical, media-produced materials to enhance the educational process for both formal and informal learning.
- To assist in administering the workshop/clinic formats, including workshop outline and format, clinician instruction, development of all workshop hand-outs, instructional DVD or tapes, and all other materials for the effective, efficient COACHES workshops.
- To assist the Executive Board in all matters pertaining to the education and ethics of coaching baton twirling.

The Vice Coaches Director with all projects and will assist in managing all continental events.

MAJORETTE DIRECTOR JOB RESPONSIBILITIES

MAJORETTE DIRECTOR: TERM OF OFFICE - 4 YEARS

In order to perform the functions and duties, the MAJORETTE Director must have a thorough knowledge of baton twirling and of the IBTF rules and regulations, procedures and goals.

The MAJORETTE Director shall not represent his/her country at any IBTF sanctioned event (meetings, competitions, educational seminars/workshops), as this individual represents the International Baton Twirling Federation.

He/she has no vote, except to make or break a tie vote.

Will support the IBTF Technical Director in all technical matters.

ONGOING DUTIES AND RESPONSIBILITIES:

- Attends and Directs any and all IBTF MAJORETTE meetings. Also attends the IBTF Managing Committee Meetings, Technical Sport Commission meetings and Executive Board meetings when summoned.
- Coordinates and prepares all necessary changes, revisions and updates for all coaching manuals and training materials and policies of the organization's programs.
- Review all training manuals and assist in the updating of the information included in them.
- Appoints individuals or task forces to specific projects to complete the necessary work of the MAJORETTE Committee
- Ensures that the annual training offerings in various venues meet member needs and reflect market demand.
- Establishes and periodically revises guidelines and standards for training, as well as clinic and seminar offerings.
- Establishes and periodically reviews and revises the standards for clinicians for various types of workshops and provides updated materials for Clinician's use.
- Formulates and distributes all agendas for the MAJORETTE Committee meetings.

MEETINGS:

- Plans agenda and directs meeting of the MAJORETTE.
- The MAJORETTE Director shall submit any official reports/proposals made by the MAJORETTE' Committee to the Technical Sport Commission for approval.
- The Director is responsible for developing and implementing educational and training programs for IBTF MAJORETTE.
- Is responsible for assisting in the maintenance and updates of the IBTF Policies & Procedures Manual
- Is responsible for maintaining and updating the MAJORETTE Manual.

- Will work with the Technical Director to co-ordinate the technical and MAJORETTE programs and agenda so that they are striving towards the same goals and objectives.
- Will be in attendance with the Technical Director at the Board Executive meeting to Report decisions that originated in the MAJORETTE' Committee meetings.

PRE-COMPETITION:

- Assist Technical Sport Commission in contracting the coaching staff for the Twirl Nations Clinic
- Submit any necessary information to the Contest Director for the Program
- Maintain communication with the Contest Director, IBTF Technical Director and President
- Prepare a list of meeting times, and any other pertinent information necessary for the MAJORETTE' meetings.
- Provide all necessary materials for MAJORETTE' meetings.
- Responsible for designing the information for MAJORETTE' training, education meetings, and Twirl Nations Education online or live clinics.

ADMIN:

- He/she must also possess organization and administrative skills.
- If applicable, the MAJORETTE' Director shall provide a financial statement to the Treasurer at the Annual General Meeting, indicating administrative costs incurred during that year. (Receipts to be attached to statement)

MAJORETTE' EDUCATION TRAINING:

- To support the Mission & Vision of the IBTF
- To provide the baton twirling MAJORETTE of the International Baton Twirling Federation, the broadest possible coverage in the twirling activity, with an effective educational format for learning how to coach baton twirling on an international level. Said educational format will be all-inclusive for countries.
- To provide instructional expertise in all events, individual and group, for the IC and International Championship events
- To provide accurate educational and philosophical information on baton twirling modes, movement, design, instruction, student interaction, ethics, activities, twirling theories, and business suggestions, along with any and all matters pertaining to the instruction of baton twirling.
- To provide baton twirling judges with written, graphic, musical, media-produced materials to enhance the educational process for both formal and informal learning.
- To administer the workshop/clinic formats, including workshop outline and format, clinician instruction, development of all workshop hand-outs, instructional DVD or tapes, and all other materials for the effective, efficient MAJORETTE workshops.
- To assist the IBTF Board of Directors in all matters pertaining to the education and ethics of coaching baton twirling.

MAJORETTE DIRECTOR JOB RESPONSIBILITIES

MAJORETTE DIRECTOR: TERM OF OFFICE - 4 YEARS

In order to perform the functions and duties, the MAJORETTE' Director must have a thorough knowledge of baton twirling and of the IBTF rules and regulations, procedures and goals.

The MAJORETTE' Director shall not represent his/her country at any IBTF sanctioned event (meetings, competitions, educational seminars/workshops), as this individual represents the International Baton Twirling Federation.

He/she has no vote, except to make or break a tie vote.

Will support the IBTF Technical Director in all technical matters.

ONGOING DUTIES AND RESPONSIBILITIES:

- Attends and Directs any and all IBTF MAJORETTE meetings. Also attends the IBTF Managing Committee Meetings, Technical Sport Commission meetings and the Executive Board Meetings when summoned.
- Coordinates and prepares all necessary changes, revisions and updates for all coaching manuals and training materials and policies of the organization's programs.
- Review all training manuals and assist in the updating of the information included in them.
- Appoints individuals or task forces to specific projects to complete the necessary work of the MAJORETTE Committee
- Ensures that the annual training offerings in various venues meet member needs and reflect market demand.
- Establishes and periodically revises guidelines and standards for training, as well as clinic and seminar offerings.
- Establishes and periodically reviews and revises the standards for clinicians for various types of workshops and provides updated materials for Clinician's use.
- Formulates and distributes all agendas for the MAJORETTE Committee meetings.

MEETINGS:

- Plans agenda and directs meeting of the MAJORETTE.
- The MAJORETTE Director shall submit any official reports/proposals made by the MAJORETTE' Committee to the Technical Sport Commission for approval.
- The Director is responsible for developing and implementing educational and training programs for IBTF MAJORETTE.
- Is responsible for assisting in the maintenance and updates of the IBTF Policies & Procedures Manual
- Is responsible for maintaining and updating the MAJORETTE Manual.

- Will work with the Technical Director to co-ordinate the technical and MAJORETTE programs and agenda so that they are striving towards the same goals and objectives.
- Will be in attendance with the Technical Director at the Board Executive meeting to Report decisions that originated in the MAJORETTE' Committee meetings.

PRE-COMPETITION:

- Assist Technical Sport Commission in contracting the coaching staff for the Twirl Nations Clinic
- Submit any necessary information to the Contest Director for the Program
- Maintain communication with the Contest Director, IBTF Technical Director and President
- Prepare a list of meeting times, and any other pertinent information necessary for the MAJORETTE' meetings.
- Provide all necessary materials for MAJORETTE' meetings.
- Responsible for designing the information for MAJORETTE' training, education meetings, and Twirl Nations Education online or live clinics.

ADMIN:

- He/she must also possess organization and administrative skills.
- If applicable, the MAJORETTE' Director shall provide a financial statement to the Treasurer at the Annual General Meeting, indicating administrative costs incurred during that year. (Receipts to be attached to statement)

MAJORETTE' EDUCATION TRAINING:

- To support the Mission & Vision of the IBTF
- To provide the baton twirling MAJORETTE of the International Baton Twirling Federation, the broadest possible coverage in the twirling activity, with an effective educational format for learning how to coach baton twirling on an international level. Said educational format will be all-inclusive for countries.
- To provide instructional expertise in all disciplines.
- To provide accurate educational and philosophical information on baton twirling modes, movement, design, instruction, student interaction, ethics, activities, twirling theories, and business suggestions, along with any and all matters pertaining to the instruction of baton twirling.
- To provide baton twirling judges with written, graphic, musical, media-produced materials to enhance the educational process for both formal and informal learning.
- To administer the workshop/clinic formats, including workshop outline and format, clinician instruction, development of all workshop hand-outs, instructional DVD or tapes, and all other materials for the effective, efficient MAJORETTE workshops.
- To assist the Executive Board in all matters pertaining to the education and ethics of coaching baton twirling.

The Vice Majorette Director with all projects and will assist in managing all continental events.

TECHNICAL SPORT COMMISSION

MEMBERS AT-LARGE RESPONSIBILITIES

MEMBERS AT LARGE: TERM OF OFFICE - 4 YEARS

Members at-large: Five important positions. The members at large must be present to record minutes, but also **must** be intellectual support in the commission. Two will serve with the Technical, two with the Judges and one with the Coaches, and one with the Majorette.

“THE EXTRA CONTRIBUTORS”

To develop a project the Directors may select non-elected Technical Sport Commission nominees and any other people who they believe are the best for that project for knowledge, for language or because they live close where working together is easy.

The work will be developed by the subcommittee or Task Force and then presented by the Directors.

Usually, this work is done for free. If money is required, a budget must be presented together with the project.

All the projects and updates must be presented at the Annual General Meeting to the National Technical Advisors and Coaches Representatives, Judges Representatives, and Majorette Representation for consideration and for the vote.

The Managing Committee will approve contributors to all projects. It is important to include valued coaches and adjudicators around the World in project development. IBTF must not close the door to anyone expert in anything. This broadens our scope of inclusion and helps us bring fresh ideas and new approaches to all methods.