



## **AGREEMENT TO HOST IBTF CHAMPIONSHIPS**

In accordance with the decision of the General Meeting of the delegates from the IBTF, held in **enter country**, on **enter date**, **host country name** has been elected to organize the (**name of event**) (**enter year**). **Country name** will be represented by **xxxxxx** President (**or other representative**).

The IBTF (**name of event**), and associated activities, will be held from **insert dates** at **insert address**, as follows:

**Dates / Times** Scheduled music tests for competing countries

**Dates / Times** Meetings

**Date / Time** Opening ceremony

**Dates / Times** **Competition Dates**

**Add any relevant information**

All the events will be presented in the name of the IBTF, which will oversee all matters relating to the competition.

### **ROLES & RESPONSIBILITIES**

**Host Country agrees to the following:**

- i. To follow the Sections of the IBTF Policies & Procedures Manual in all Sections pertaining to competitions and the Competition Checklist as closely as possible.
- ii. To use a suitable computer equipment and scoring display system for processing the competition results, in accordance with IBTF tabulation software, competition rules and tabulation policies.
- iii. To liaise with the IBTF Competition Registrar for access to entry information for the purpose of viewing and checking entries.
- iv. To take responsibility for all Music Royalties.
- v. To take responsibility for Public Liability and Event insurance, according to their country laws and to agree to indemnify IBTF, its' executive committee and its' members.
- vi. To provide specific competition awards, as described in the check list.
- vii. To produce a souvenir program for the event.
- viii. To manage all spectator ticket sales.



- ix. To make available rooms for IBTF meetings throughout the duration of the schedule.
- x. To provide the flags for each competing country
- xi. To schedule the music test times (Championships) for all competing countries, according to the draw for order. (see policy manual)
- xii. To conduct the Opening/Closing and Awards Ceremonies in conjunction with IBTF and according to policy. (see policy manual.)
- xiii. To provide a follow up report to IBTF within 6 weeks including the following information:
  - a. Detailed Profit/Loss Financial report on the competition. List all revenue sources and costs associated with the competition.
  - b. Lodging Report with details on number of hotel accommodations utilized and number of rooms booked per night.

**IBTF is responsible for the following matters:**

- xiv. Scheduling of the event in conjunction with country's technical advisor according to policy. (see policy manual)
- xv. Providing names of all competitors & teams entering each event, to the host country, 6 weeks prior to the competition, or sooner if available.
- xvi. Selecting the Judges for each event
- xvii. Organizing and conducting the Judges' focus meetings
- xviii. Approving the competition results
- xix. Overseeing the Opening/Closing and Awards Ceremonies in conjunction with the Host Country.
- xvix. Supervising all IBTF competitions.



## **FINANCE**

1. Host country to take full and sole responsibility for any losses or any costs in their country resulting from the organization of a IBTF Competition and indemnifies IBTF, its Executive Officers, Managing Committee and its members.
2. IBTF will provide a rebate of 50% of all 2021 World Baton Twirling Championship Entry fees to the host country (less any expenses incurred.)
3. IBTF will provide a rebate of 60% of all 2022 World Freestyle Championship Entry fees to the host country (less any expenses incurred.)
4. Sales – Host Country to keep all revenue from Spectator ticket sales and souvenir program sales and any revenue derived from souvenir merchandise sales.
5. Sponsorship - The Host country to keep all revenue derived from advertising sales, sponsorship agreements, grants and subsidies received from government entities, sports commissions, and tourism bureaus.

**COSTS:** will be met as follows:

**a. Host Country will be financially responsible for:**

- i. Venue Rental
- ii. All meeting room costs
- iii. Lunch each day for all Judges, Staff, and IBTF Managing Committee Members
- iv. Volunteers expenses
- v. Competition awards as specified
- vi. Badges for all staff, competitors, official delegation members & judges
- vii. Tickets/armbands for all spectators
- viii. Arranging any opening ceremony entertainment
- ix. Printing of the souvenir program
- x. Any decoration of the Arena
- xi. Black curtain back-drop to the competition floor if applicable
- xii. Supplies and Printing of competition paperwork
- xiii. Travel and accommodation costs of the competition staff



**b. IBTF will be responsible for:**

- i. Booking and paying for accommodations for IBTF Executive Members who do not represent their country federation.
- ii. IBTF Flags and Sponsor Banners
- iii. Souvenir participation patches
- iv. Template for printing participate certificates for Athletes, Coaches, and Judges
- v. Template in tabulation program for printing athletes award certificates
- vi. Special Athlete Awards/Certificates
- vii. Distinguished service and honorary awards

**c. Host Country and IBTF will not be responsible for the following costs:**

- i. Travel and accommodation costs of the Judges
- ii. Travel and accommodation of all the country delegations, including official representatives, team athletes, coaches etc.

**By signing this form, enter Country name is agreeing to the conditions stated in this document for hosting a IBTF Competition enter year:**

Signed.....on behalf of  
Host Country

Date .....

Signed.....

on behalf of IBTF

Date.....



## Appendix A

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# IBTF COMPETITION CHECKLIST FOR HOSTING COUNTRY

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## 1. COMPETITION VENUE REQUIREMENTS

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- Initially visit the proposed venue and meet with the Management to ensure the following:
- A large sports hall, with a ceiling height of at least 11m (Continental) 13m (International), available for scheduled competition dates, plus previous three days for preparation and practice.
- A warm-up area for the athletes – either part of the main arena (i.e. behind a black curtain if the hall is sectioned off), or a separate hall with access to the main hall. Warm-up area should be the size of the competition floor with an adequately high ceiling.
- Off-floor seating to accommodate at least 3,000 people.
- Adequate catering facilities throughout the competition, for both officials and the general public.
- Adequate dressing rooms to accommodate approx. 20 different countries – lockable, if possible
- The facility to hang a black curtain across the back of the competition floor if applicable, to provide a good back-drop for all the events.
- Enough accommodation in the area with different price points for all the teams attending.
- Suitable lighting in the arena for twirling. Windows may need to be blinded, if sunshine reaches the competition floor at any time during the day.
- Suitable floor surface for twirling, large enough to accommodate tables & chairs for judges for up to six lanes (5-6 people per lane)
- Adequate car parking facilities for buses and cars on-site or nearby.
- Efficient music and public address facilities, and if not suitable for World Championships, arrange the use of an alternative system.
- Adequate numbers of tables and chairs available for announcers stage, tabulation area, judges, meeting/staff rooms, ticket/registration area, merchandise sales, refreshments etc.
- Availability of an elevated platform stage for the judges for freestyles, teams and groups. If not, confirm if there is a suitable area for the judges to use for somewhere elevated from floor level.
- Suitable area available for tabulation of competition results, with adequate electrical outlets for computers, photocopier, printers etc.
- Adequate rooms available for Judges focus meetings, staff dining, hospitality, officials and coaches meetings prior to the competition.
- Room available for Judges to relax when not judging
- Hospitality room/area available for IBTF Representative and any dignitaries or IBTF guests
- Athletic Trainer available for injuries during warm-up and performances



- First Aid / EMT cover available throughout the competition.
- Determine if there is an area for spectators to take photographs, and possibly anywhere to charge camcorder batteries during the day.
- Determine the entrance for competitors / officials, and also for the general public/spectators who have paid for their tickets.
- In order for the event to trend and to keep the general public and competitors happy, ensure there is access to free Wi-Fi at the location.
- Check the arena and your organization both have adequate Public Liability insurance.
- Check if the venue has any specific Health & Safety regulations, Risk Assessment requirements or Photographic policies that apply.
- Ensure your association has everything in place required by the venue management; e.g. public liability insurance, risk assessment, health and safety checks etc.
- Adequate toilet facilities for everyone.
- Determine if there are adequate practice facilities available in the area to accommodate enough practice hours for up to 20 team delegations

## 2. AWARD REQUIREMENTS

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- Determine the cost of having the custom medallions and any other required awards made for the event per IBTF specifications. (see Hosting document for further description)
- Present medallion design drawings for approval to IBTF per required specifications.

## 3. SUBMIT YOUR BID

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- After confirming that your organization/federation has all the resources and budget necessary to host a IBTF Competition in place, prepare the bid to submit to IBTF Board, detailing the relevant points above and including confirmation that your country agrees to all policies. Prepare information for presentation and arena-advertising material to present to each country at the annual general meeting, including information on accommodation and facilities in and around the area.
- Design a logo for your advertising and publicity material. Use official IBTF logo on any marketing material produced. If providing a specific website for event information, inform IBTF of the web address, to advise member countries and provide a link from IBTF website.
- Decide on spectator entry ticket prices, ensuring price does not exceed the maximum set by IBTF Board of Directors the year prior to the event.
- Plan any entertainment for the Opening Ceremony and book in plenty of time, bearing in mind the audience is mainly young people, who appreciate watching something of quality. The duration of the opening ceremony should not exceed 30 minutes.
- Confirm with IBTF what computer system will be used to tabulate the competition results, and if the judges will be inputting their own scores, check with IBTF who will be doing this. Provide some help in the tabulation room to sort scoresheets.



- Decide on any decoration for the hall / arena. If hanging flags around the arena, check with IBTF which countries are attending WC, and that all the correct country flags are available. Ensure there is a copy of each National Anthem and National Flag for the Opening Ceremony, as well as the IBTF anthem. Anthems should be checked during the music test to ensure each country's is correct.
- Check if arena provides covering for their tables. If not, decide what will be used and source it.
- Confirm where the p.a. and announcer will be positioned - ideally, close to the judges. The announcer for the championships should speak fluent English.
- Determine how results will be announced and how the country flags of the Top 3 will be displayed. If using real flags, these must be raised somehow and if using computer-generated flags, these must be displayed on a large screen.
- If the venue has a big screen, find out what is required to operate it, whether someone will do it for you, or if you need to find a volunteer for this job.
- Ensure a suitable awards staging podium is available for presentation of awards, with stands for 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> places. Provide floor markers for 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> places
- Ensure there is a flag holder available on site that can hold every country flag, or make arrangements to get one that will hold approximately 20 flags or you will need at least 20 individual flag pole holders.
- Decide on Awards Ceremonies, Opening & Closing Ceremony arrangements for the Parade of Nations. Prepare those people leading the team out and decide what they will carry to show each country name. Rehearse with those bringing out the IBTF official flag and decide how it will be raised and where it will hang for the duration of the competition. Follow all written policies; SEE - 2021 WORLD BATON TWIRLING CHAMPIONSHIP RULES AND REGULATIONS / CEREMONIES & AWARDS FOR IBTF CHAMPIONSHIP and 2022 WORLD FREESTYLE CHAMPIONSHIP RULES AND REGULATIONS/CEREMONIES & AWARDS
- Supply IBTF with a floor plan / map of the arena beforehand, so decisions on entrance and exit can be agreed.
- Check the number of judges there will be at each lane, to ensure you provide enough tables and chairs for everyone.
- Once the competition entries have been received from the IBTF Registrar, prepare the necessary paperwork and judges' master sheets in order for every event, after checking how many copies are required.
- After the competition entries have been received from IBTF, prepare the official (souvenir) program for printing. IBTF will provide the Competition Timetable/Schedule of Events along with the Music Test Schedule. Obtain write-ups from the relevant people e.g. IBTF President, Mayor or any Town official attending, IBTF Technical Directors etc.
- When received from IBTF, print the participation certificates for all competitors and reserves, to include the IBTF logo as well as any event logo. The participation certificates and participant patches should be distributed to each participating federation at Registration.
- If judges are to use laptops/tablets for scoring, ensure there are plenty of sockets for power near to the judges' tables and Wi-Fi for inputting scores. It might be necessary to provide separate Wi-Fi for the judges.
- Ensure there is an area where judges and clerks can sit and watch the competition when they are not working.



- Decide on ticketing arrangements and prepare information on purchasing.
- Decide on type and style of badges following the color guidelines. (You will be provided with those color guidelines per IBTF Policy.) Ensure all badges may be picked up at registration.
- Ensure a music technician is appointed to collect all individual and group music from each federation's entry folder of the IBTF Share File system to be compiled in correct order prior to competition.
- Must have a photographer throughout the event for professional photos. It is desirable for the competition to be filmed with an official DVD of the event available for purchase. The company must be capable of filming multiple areas at the same time, possibly up to 6 lanes, as well as operating their sales booth throughout the competition. Also, investigate the possibility of live-streaming the event.
- IBTF will notify country if any athlete is not agreeable to being filmed and/or having their photo taken.
- Arrange an official VIP reception with the town officials and sponsors, if possible. Invite the IBTF EC & Competition officials, Country Presidents, Judges and Clerks. If numbers of attendees is limited, advice how many persons per country can attend.
- Check with IBTF Registrar how many awards are required for each event and order them in plenty of time. Include IBTF logo on any design.
- Check if there are any country-specific laws/requirements regarding the health of the athletes, and if so, prepare any paperwork required for signing by the IBTF Presidents of the countries competing.

#### 4. PRE-COMPETITION PREPARATION

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- Prepare publicity material for the event, ensuring that any logo and/or advertising clearly states that the competition is a IBTF event.
- Select room/area for tabulation and ensure there are plenty of electrical plug sockets available. If not, extension cords and multi-plugs may be required.
- Prepare packets for each competing country, where all relevant materials will be placed, ready for collection at the end of the competition.
- Ensure a table and chairs are provided at Floor Monitor Station for those controlling.
- A laser colour photocopier must be available for use throughout the competition in tabulation.
- Ensure that all equipment, staging and normal office supplies such as staplers, paper clips, pens highlighters etc. are readily available. COMPETITION EQUIPMENT and SUPPLIES
- Ensure tabulation equipment and supplies are available. A complete list will be provided for you by IBTF.
- Prepare room for judges focus meetings and provide refreshments.
- Prepare room for any Officials meetings, if applicable.
- Prepare signs for all locations (e.g. judges' focus meetings, hospitality, staff dining, tabulation, judges toilet (if separate one available), each Country's dressing room area,
- Allocate dressing rooms for each country, depending on the size of the team (number of members in large team events).
- Ensure each country can pick up their credential badges, event programs, participant patches, and participation certificates during registration.





- Ensure spectators can purchase entry tickets and programs at any time during the day prior to the competition.
- Ensure enough seats are reserved for dignitaries, official representative of each country, technical advisors, and judges at the opening and closing and awards ceremonies.
- Ensure there is a microphone and podium beside the place the Mayor or Council Official, country President and IBTF President who will be speaking.
- Allocate one person to be the Competition Controller, so there is someone overseeing everything that everyone can go to. This person to liaise with the arena staff and competition staff in the event of any query or problem.
- Prepare the Athlete and Judge Oath to be read during the Opening Ceremony. You can choose to say it in more than one language, however one must be English.
- Ensure each country knows how many can attend any official reception, and advise where and what time they should meet. Advise IBTF of the arrangements at least 21 days ahead of the competition, so these can be included in the Schedule sent out to all countries.
- Advise all participating federations of practice facility rental times and music test times if applicable at least 30 days in advance so all transport arrangements can be finalized.
- Prepare run orders for both the opening and closing ceremonies and award ceremonies for IBTF President, Announcer, Music/Stage Technician, Ceremonies Director, Flag controller etc. so everyone knows exactly what will be happening, especially for the competition results.
- Decide on arrangements for the Closing Ceremony, including the lowering and passing of the IBTF flag to the President of the host country. Check with IBTF re: IBTF anthem and competition set music.
- Decide on & purchase gifts for the Country Representative, Technical Advisors, and Judges and Executive Technical Committee, plus anyone else you wish to thank.
- Check all obvious health and safety issues are addressed, to ensure the best experience for competitors and spectators.

## 5. SETTING UP THE VENUE FOR THE COMPETITION

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- Moving competition equipment into place
- Erecting sponsor signage
- Erecting flags, banners and bunting
- Fixing direction signs and door signage
- Setting up microphones, amplifiers and speakers for public address
- Positioning podiums for speeches and medal ceremonies
- Positioning scoreboards
- Placing all tables and chairs
- Checking security of doors
- Working out lighting and air-conditioning controls
- Positioning of first aid equipment

The activities suggested above are usually undertaken in the last 24 hours before the event commences. One of the main reasons why a venue cannot be set up earlier is that it may be in use. It is not really practical to begin



positioning equipment until there are no more activities and no more usage of the venue before the event commences. To do so may risk theft, breakage and damage that may severely impact on the event. If a venue has some lock up space it may be possible to transport some equipment to the venue



Setting up the venue requires people, equipment and time in the right quantities. Events must start on time and therefore the amount of time for setting-up is finite. Setting-up is often a frenzied activity and may be accompanied by significant amounts of stress if time is too short. It is important that setting-up begins as early as possible and that there are a sufficient number of people on hand to carry out tasks.



Ideally the Event Director is amongst the first to arrive at the venue for setting up to ensure that all staff involved are able to attend to their allocated tasks without delay. If the Event Director cannot be on site first, then someone should be deputized for this task.



If the event venue requires keys for access the Event Director should retain these throughout unless security personnel have been designated this task. Keys are often needed in a hurry and their whereabouts needs to be known by all event management staff. This should be considered in advance and communicated to all event management personnel.



A task not to be overlooked in setting up is to test all equipment. Electrical equipment can be particularly problematic. Testing may be undertaken by the equipment coordinator or a person especially designated for the task. Ideally some aspects of electrical equipment should be tested before the set up begins. It could be too late to replace electrical equipment in the hours before the event starts.



Parking for spectators and event staff should also not be overlooked in setting up. It is vital that access roads and entranceways are not blocked to emergency services or venue management personnel.



## 6. DURING THE COMPETITION

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- Allocate adequate numbers of staff to cover the following areas;
  - Entry Doors - to ensure no revenue is lost by spectators getting in without tickets.
  - Floor Monitor Control - ensure all athletes are checked and approved to go through to the competition floor. These persons should speak English.
  - Announcer/s - to ensure there is always someone on hand to make any necessary announcements.
  - Music - to ensure the competition flows well with no delays.
  - Hospitality - to keep judges & staff members comfortable.
  - Runners & Helpers – to help in the tabulation area, if required.
  - Sweepers - for the competition floor during the event.
- Adequate provision of refreshments for judges to include a selection of snacks, including more healthy options as well as tea & coffee in the hospitality room and water at their tables. Provide a trash can near to the judging area, so tables can be cleared regularly.
- Provide lunches for judges, competition staff, officials and helpers. Allow some flexibility on timing for lunch in case the competition runs early or late.
- Tabulation should prepare all required paperwork for the following day prior to leaving the venue,