



# Rulebook C.E.T.B.

## **SUMMARY:**

*This document serves the board and the technical committee of the C.E.T.B. for the rules concerning the European Championships, The European Freestyle Grand Prix and the Cup of Clubs.*

## **Authorisation**

Concept: Mr. Wood	Date: 1996
Final: Technical Committee	Date: 1997
<b>Revision:</b>	
President CETB	
Chair Technical Committee	Date: 1999
Chair Technical Committee	Date: June 2002
Chair Technical committee	Date; June 2004
Chair Technical committee	Date: January 2005
Chair Technical committee	Date: June, 2005
Chair Technical committee	Date: June, 2006
Chair Technical committee	Date; January 2009
Chair Technical committee	Date: September 2010

## CONTENTS

De inhoudsopgave is leeg, omdat geen van de alineastijlen die in het infovenster 'Document' zijn geselecteerd, in het document worden gebruikt.

## **1 1 GENERAL RULES CETB TECHNICAL COMMITTEE**

*Every country must inform the Technical Chair of the C.E.T.B. whether or not they will be attending during winter and/or summer meeting.*

*Deadline winter meeting 15th. Of January*

*Deadline summer meeting 15th. Of June*

*(Verona July 1996)*

*In the event only a minority of the C.E.T.B. countries is present these countries still have a possibility to vote. (Verona July 1996)*

*The winter meetings of the C.E.T.B. will be organised in main cities nearby an airport, so the travel expenses can be reduced. If the city is not nearby the sports centre where the championships will be organised, the host country shows the sports centre by video Tape.*

*(Reus January 1999)*

*The summer meeting for the Technical committee must be held on the same day as the board meets.*

*(Holland – January 1997)*

**Check list for CETB host country Technical Advisor.**

*Host country technical advisor is responsible for providing all technical information concerning the competition.*

*PRIOR TO WINTERMEETING (before the competition)*

- 1. Check that the people noted in the CETB manual are provided*
- 2. The chosen venue must receive the Technical Advisors recommendation to ensure all requirements in CETB manual are upheld. (i.e. floor, space, lights etc.)*
- 3. Check with Technical Chair of the CETB of requirements form meeting rooms, video, TV, flip chart etc.*
- 4. Continue to work with the CETB Technical Chair throughout the year prior to the competitions to ensure all requirements are as per rules*

*PRIOR TO COMPETITION*

- 1. Check that music test schedule corresponds with that drawn at the winter meeting and that correct time is allowed according to the number of entries.*
- 2. Cups of clubs; check with contest director if there are any spaces available for reserve teams/ groups. If so, Technical Advisor must arrange for a draw to take place according the CETB manual.*
- 3. Check with Technical Chair that all judges paperwork is correct in accordance with CETB manual.*

*PRIOR TO SUMMERMEETING (at the contest site)*

- 1. Check that judges seating is situated in accordance with the CETB manual. Judges should be made comfortable and special efforts made to provide tables.*
- 2. Ensure sound equipment is provided in accordance with the CETB manual and that sound technician is familiar with the procedure for music test.*
- 3. Check that the boundary line is measured and marked clearly with visible tape prior to music test.*
- 4. Ensure that the floor monitor has necessary papers and is familiar with rules regarding costuming.*
- 5. Ensure that host country provides (at least) 1 penalty judge and 1 timing official and further ensure that these people are aware of their responsibilities in accordance with the CETB manual*
- 6. Attend the draw for order of appearance, during the evening before the first day of Technical meetings at the HQ hotel/sports centre. He/she must ensure that all names and relevant information is available*

*DURING THE COMPETITION*

- 1. Must ensure that timing at warm up periods are in accordance with the CETB manual*
- 2. Must remain on duty at all times during the competition to answer any queries and deal with any technical problems, which may arise. He/she is responsible for notifying al technical Advisors of any alternations and schedule changes and of any special requirements directed by host country contest personnel.*

## **JOB DESCRIPTION CETB TECHNICAL CHAIR**

*Term of office 4 years*

1. *The Technical Chair may represent his/her country at technical meetings. Only one vote per country is permitted.*
2. *He/She has a vote to break a tie only when not representing his/her country. If he/she is representing her country, the tie cannot be broken*
3. *Plans agenda and chairs meetings of technical Advisors*
4. *Agendas to be mailed to CETB board members and CETB president. It is the responsibility of all CETB board members to distribute correspondence to the appropriate people in their country.*
5. *Responsible for maintaining and updating the competition manual (adding rules and other information periodically and/or writing new manual when needed)*
6. *Responsible for designing and updating competition format which are different from score sheets*
7. *Takes temporary custody of the permanent record file for the purpose of settling any disputes which may arise after the E.C. and/or C.o.C./FGP that are in regard to tabulation or judging*
8. *Attends the following meetings:*
  - *announcers*
  - *tabulation*
  - *Performance order draw*
  - *Floor monitor*
  - *Timing/penalty judges*
9. *Officially reports decisions made by the Technical Committee for the CETB board of directors approval. In order to perform these functions he/she must have a through knowledge of baton twirling and of the CETB rules, procedures and goals.*
10. *He/she will possess organisation and administrative skills.*
11. *If applicable, the Technical Chair shall provide a financial statement to the treasurer indicating administrative costs incurred during that year (receipts to be attached to the statement)*
12. *He/she must check with the host country Technical Advisor that everything is in order before the competition commences and continue to work with the host country technical advisor throughout the year prior to the competition to ensure all requirements are as per rules*
13. *He/she will check with CETB judges chair and the CETB president that any infraction pointed is a true case of disqualification*

### **GENERAL**

*The CETB Technical Chair acts as a spokesperson for all technical advisors of the CETB and communicates any message or instructions from other Official Contest personnel during the contest and generally acts as representative of the CETB technical committee.*

*The CETB judges chair and the CETB Technical Chair will make the final declaration of disqualification of any pair/team/group or individual with the consent of the President of the CETB.*

*In the morning before the competition starts, the CETB judges chair and the CETB technical chair, has to define the area where the athletes are requested to perform their routine. Countries are to be informed by their Technical Advisor before the beginning of the competition.*

**JOB DESCRIPTION CETB JUDGES CHAIR**  
**Illkirch – Graffenstaden – Summermeeting july,2002**

*Term of office 4 years – The technical committee of the CETB elects the CETB Judges Chair*

1. *It is a non voting position of the Technical Committee*
2. *He/She may not represent her country*
3. *He/She will work closely together with the CETB Technical Chair*
4. *He/She prepares and conducts the judges meeting prior to the competition*
5. *He/she is responsible for the review work and give feedback to the technical committee during the meeting following the competition i.e. winter meeting*
6. *He/She coordinates the CETB judges clinics within all the CETB member countries*
7. *He/She will work at the updates of the judging system within the CETB*
8. *He/She must be a WBTF/CETB clinician*
9. *He/She will lead the judges panel during the competitions*
10. *He/She will have a meeting prior to the competition with the following peoples;*
  - *Tabulators*
  - *Judges*
11. *Plans agenda and chairs meetings of Judges*
12. *Will conduct the drawing for the judges seating in the judges meeting prior to the competition*
13. *Will receive financial support of the CETB, yearly to be budgeted*

**GENERAL**

*The CETB judges chair acts as a spokesperson for the panel of Judges, communicates any message or instructions from other Official Contest personnel during the contest and generally acts as representative of the Judges Panel.*

*The CETB judges chair and the CETB Technical Chair will make the final declaration of disqualification of any pair/team/group or individual with the consent of the President of the CETB.*

*In the morning before the competition starts, the CETB judges chair and the CETB technical chair, has to define the area where the athletes are requested to perform their routine. Countries are to be informed by their Technical Advisor before the beginning of the competition.*

**JOB DESCRIPTION CETB VICE CHAIR, TECHNICAL COMMITTEE**

*Term of office 4 years*

- 1. Acts as chairperson in the absence of the same*
- 2. If applicable, the technical chair shall provide a financial statement to the treasurer indicating administrative costs incurred during that year (receipts to be attached to the statement)*

**JOB DESCRIPTION SECRETARY FOR TECHNICAL COMMITTEE**

1. *Takes minutes of the meetings*
2. *Sends a copy of the minutes to the Technical Chair within 45 days of each meeting*
3. *Is responsible for general correspondence*
4. *Maintains the “motion” handbook*
5. *If applicable, the technical chair shall provide a financial statement to the treasurer indicting administrative costs incurred during that year (receipts to be attached to the statement)*
6. *The name of the secretary shall be included and written in the roll call (attendance portion of the minutes)*

## **JOB DESCRIPTION CONTEST DIRECTOR**

*The Contest Director must attend portions of the following meetings upon request;*

- 1) *C.E.T.B. Board*
- 2) *Technical Advisors*
- 3) *Technical Advisors, Judges Chair and Judges Seminar/Meeting*

*He/she must conduct the following meetings.*

- 1) *Announcer.*
- 2) *Tabulation.*

*The Contest Director must work in co-operation with the Technical advisor of the host country, PR Director and the Host Country Liaison Officer.*

*He/she is responsible for all contest personnel (Instruction in duties, supervising).  
Duties advance of European Championships.*

1. *Accept entries*
- 2) *Have Programmes printed*
- 3) *Mail music test schedules to representatives from each Country.*

*Specific duties during European Championships.*

*Supervise registration and provide the following items and information.*

- 1) *List of people (contestants and judges) who need to have passports verified.*
- 2) *Contestants Order of Performance*
- 3) *Badges, passes and list of who receives*
- 4) *Programmes and list of who receives.*
- 5) *Method for keeping track of 1 to 4.*

*Provide flow of information to information Station.*

*Provide the Sound Technician with a list of contestants with space for notations and Specific instructions for playing contestants music. (If Technical Advisors can do drawing for Order of Appearance before rehearsals, this list can be done in Order of Appearance.*

*Specific times and places for food and Drink for Judges. Prepare a private room for Judges. Supervise Presentation of Awards (will have been given Winners Lists).*

*Organize and Supervise Opening and Closing Ceremonies.*

*Supervises Rehearsals and Music Tests.*

*Must keep contestant check that all systems are running smoothly and efficiently.*

*Will possibly be called on, to settle disputes.*

## **CETB GUIDELINES FOR TECHNICAL ADVISORS**

*This document was prepared in order to help now and existing members countries to work with the CETB and to remind the countries that we need to share the workload to have an efficient technical committee and productive meetings.*

*AFTER each meeting:*

- *Check that you receive the minutes within 45 days. These will be send to your board member unless other agreements have been made.*

*BEFORE each meeting:*

- *60 days prior to the meeting you must send to the technical chair any points you would like to have on the agenda*
- *30 days prior to the meeting you should receive the agenda. Be prepared to discuss the points raised*
- *Notify the chairperson if you WILL or WILL NOT be attending by the following dates:  
January 15th. Winter meeting  
June 15th. Summer meeting*
- *BE PREPARED to vote on the minutes from the previous meeting. Therefore review them with your own notes and point out any matters arising.*
- *Don't forget to review the previous competitions scores with your judges. Discuss with them any problems they may have encountered and would like to raise during the judges meeting.*
- *Inform the CETB Technical and Judges Chair about these items.*
- *Don't forget to answer any letters or faxes from the Technical chair within 15 days after receiving them.*

*Technical and Board meetings must be held in the same building, following (more or less) the same timetable. (beginning of the meeting, breaks etc.)*

## 2 EUROPEAN CHAMPIONSHIPS

### 2.1 GENERAL

The competition must be organized under the supervision and direction of the technical advisor of each host country.

### 2.2 ELIGIBILITY

Each member country of C.E.T.B. is allowed the following of entrants into the European Championships:

#### 2.2.1 Junior Women

4 female athletes. Minimum age 12 year, maximum age 16 year during the year of the European Championships, from January 1st to December 31st.

*The minimum age to compete at the European Championships will be 12 years (from January 1<sup>st</sup> to December 31<sup>st</sup>) The athlete should turn 12 years during the year of the championship. This would mean that some kids could be 11 years old during the CETB competition, if their birthday is for example in October. (Effective 01-01-2006 – Winter 2004/ Geneva)*

#### 2.2.2 Senior Women

4 Female athletes who will be 17 years of age or older during the year of the European Championships, from January 1st to December 31st. (effective 01-01-2006 – Winter 2004/ Geneva)

#### 2.2.3 Junior Men

3 male athletes. Minimum age 12 year, maximum age 16 year. during the year of the European Championships, from January 1st to December 31st.

*The minimum age to compete at the European Championships will be 12 years (from January 1<sup>st</sup> to December 31<sup>st</sup>) The athlete should turn 12 years during the year of the championship. This would mean that some kids could be 11 years old during the CETB competition, if their birthday is for example in October. (Effective 01-01-2006 – Winter 2004/ Geneva)*

#### 2.2.4 Senior Men

3 Male athletes who will be 17 years of age or older during the year of the European Championships, from January 1st to December 31st. (Effective 01-01-2006 – Winter 2004/ Geneva)

#### 2.2.5 Pairs

1 Junior Pair:

Two athletes who will be 16 years of age or younger during the year of the European Championships, from January 1st to December 31st.

1 Senior Pair:

Oldest member determines age Division.

#### 2.2.6 Team

1 Team - (Male and/or Female athletes of any age).

#### 2.2.7 Group

1 Group - (Male and/or Female athletes of any age).

#### 2.2.8 Deadline

Member countries must send the names of Soloists, junior/senior Pairs, Team(s) and Group(s) participating with photographs by June 15<sup>th</sup>. In case names cannot be communicated by that date,

countries must inform by writing to the host country the number of soloists, junior/senior Pairs, Team(s) and Group(s). A copy of the entry forms must also be sent to the President of the C.E.T.B.

### **2.3 IDENTIFICATION**

All athletes (including team and group members) must be members of the organization whose representative is a member of the C.E.T.B. All athletes (including team and group members) must hold:

- a) A valid passport or Identity card in their own name from the country he/she represents, as proof of their nationality.  
*Athletes who participate in the European Championship must have the nationality of the country they represent. (Verona January 1996 – Board)*
- b) A valid twirling - license/membership card from the recognized Member Country organization.
- c) Medical Certificate.  
*A medical certificate must be submitted on request of the organising country based on the rules and laws in that country. It is the responsibility of each participating country to cover their responsibility concerning their athletes. (Verona January 1996 – Board)*

### **2.4 ALTERNATES REQUIREMENTS**

#### **2.4.1 Freestyle**

Each country may have one alternate for each Freestyle division

No alternates will be permitted after the first round.

#### **2.4.2 Pair**

*Each country may have an alternate Pair and/or and alternate athlete. After the first round only one alternate athlete may be used. A mixed pair may have two alternates but can only use one to replace the same gender athlete. (Effective 2003 – winter 2003/Dublin)*

#### **2.4.3 Team**

Each country may have two alternates maximum for team.

*Each coach/country has the freedom to use 2 alternates during the different rounds of the team competition. The number of competing athletes in a team must not change. (Effective 2003 – winter 2003/Dublin)*

#### **2.4.4 Group**

Each country may have two alternates maximum for group.

*Each coach/country has the freedom to use 2 alternates during the different rounds of the group competition. The number of competing athletes in a group must not change. (Effective 2003 – winter 2003/Dublin)*

### **2.5 REQUIREMENTS FOR ATHLETES**

#### **2.5.1 Program**

It is required to perform a Freestyle program.

### 2.5.2 Enter The Floor

The athlete enters the performance area upon signal from the announcer to "take the floor" for competition.

### 2.5.3 Score spot

After each Freestyle program is completed, athletes go to the designated area. The coach may join the athlete(s) at this time to view the score. Once an athlete has reached the designated area, the next athlete may enter the competition floor to await signal to begin.

### 2.5.4 TV Light

All athletes must be prepared to perform under spot TV lights if deemed necessary by a TV production company. Some athletes may be televised and others may not be. All of them must be prepared to do so.

## 2.6 PERFORMANCE AREA

### 2.6.1 Competition-floor

Competition floor area is 80 feet by 50 feet. This should be marked as a boundary-line with visual tape.

### 2.6.2 Ceiling-height

Ceiling height is to be approximately 30 feet (10 meters).

## 2.7 ROUNDS

There will always be a Preliminary round and a Final. Based on the total number of participants (see schedule) there will also be a Semi-Final.

### 2.7.1 Freestyle

Nr. Of participants	Semi – Finals	Finals
0 – 6	-	0 – 6
7 – 20	-	6
21 – 30	15	6
31 or more	20	10

### 2.7.2 Pairs/teams/groups

Nr. Of participants	Semi – Finals	Finals
0 – 6	-	0 – 6
7 – 20	-	6
21 – 30	15	6
31 or more	20	10

*This rule is changed during the techn, winter meeting 2010 – England. Effective date January 2010.*

## 2.8 EUROPEAN CUP

A European Cup will be presented to the country with the highest number of points based on the placing of the countries soloist, pairs, team and group. (see tabulation)

A country can keep the European Cup if they won the nations classement three (3) times consecutively or five (5) times in total.

## **2.9 JUDGES**

Only qualified/certified CETB judges are allowed to judge the CETB competitions.

Judges must be able to speak English/French

The judges meeting will be held in English.

All judges must remain at the judges table until they have signed and verified their scores

Judges must be in time for all meetings

### *2.9.1 Freestyle*

One judge from each country of the C.E.T.B will judge the Freestyle competition.

### *2.9.2 Pair/team/group*

One judge from each country of the C.E.T.B will judge the pair/team/group competition.

Each country can send different judges for each division.

### *2.9.3 Same Judge*

Each division must be judged by the same judge from the preliminaries to the Finals.

### *2.9.4 Penalty-judge*

For CETB Competition are required 4 Penalty Judges. 2 (Two) of them from the host Country, the other (2) two from the other CETB Countries. These 4 judges must be National or International Judges. The Penalty Judges must wear the same uniform as CETB Judges

*This rule is changed during the techn, winter meeting 2010 – England. Effective date January 2010.*

### *2.9.5 Time-judge*

The host country will supply one timing judge for Freestyle/pairs/teams/groups, and the technical advisors will choose one timing judge from the other countries.

Official timing- and penalty- judges must have a meeting with the technical chair at the end of the judges-meeting day.

### *2.9.6 Judges meeting*

Judges who do not attend the judges meeting before the championship, cannot judge the championship without exception.

Every two year starting from 2011 all the Europeans judges must attend the updating meeting that will be held during the European Convention

*This rule is changed during the techn, summer meeting 2010 – England. Effective date January 2011.*

### *2.9.7 Alternated Judging*

The procedure of alternated judging is required for Jr/Sr women/men and Pairs. (*Winter 2003/Dublin*)

### *2.9.8 Start Judging*

Timing and judging begins and ends with the first and last note of the music.

### *2.9.9 Range Finding*

There will be an average of scores (range finding) taken by the tabulator on every soloist/pair/team/group in every division. The judges are then informed of the average score for that competitor, and, if necessary, must change their score to fit into the range before the scores are flashed.

After the 1<sup>st</sup>. athlete performs each judge will be shown the highest and lowest score also the range find. They will then give in a new score and this will give them the opportunity to change their score if they wish. This will happen in each round of the competition.

- The range find will be shown to all judges
- If the judges DoE is within 0,5 (freestyle) or 5,0 (pairs/teams/groups) above or below the OdE the judge must remain with their given score
- If the judges DoE is more than 0,5 (freestyle) or 5,0 (pairs/teams/groups) above or below the OdE the judge must only change the score by to the lowest or highest required score.

It is the responsibility of the Tabulator to refer any changes to the judge. If a judge is not willing to change the score because of the range find, the Judges Chair will be informed.

#### *2.9.10 Judges seating*

Judges will be seated in an elevated position looking onto the centre of the competition floor. Judges seating will be drawn only once for each table of judges. The drawing will take place during the Judges Meeting, before the competition and will be chaired by the CETB Judges Chair.

No further draw will be required. Countries names stay in the same place for the whole Championship.

#### *2.9.11 Availability Of Scores*

Preliminary scores for Freestyle, Pairs, Teams or Groups will be made available to countries technical advisor, before the start of the next round

### **2.10 PHOTOGRAPHY**

#### *2.10.1 Flash*

No flash photography is allowed during the competition.

#### *2.10.2 Special Lighting*

No special lighting will be permitted during the competition, only exception being TV lighting

### **2.11 CONTROLS**

#### *2.11.1 Each Contestant*

Each member country must report to the staff, during the office times and bring all papers for each contestant, to control, name, nationality, category, medical certificate, age and membership of the countries organization (before music test).

#### *2.11.2 Floor Monitor*

A music test will be organized in the arena of the championship to control: costumes by the floor monitor and floor and lights for each contestant and members of pairs/teams and/or groups. During this time the tapes/CD's should be given to the responsible person. It will be possible to test any music necessary.

#### *2.11.3 Baton And Make-up*

The floor monitor before the entrance onto the floor will control the baton and make-up.

#### *2.11.4 Doping Control*

A doping control may be held before or after the competition.

### 2.11.5 *Items On Competition floor*

Contestants may not take towel or other items beyond the boundary-lines onto the competition floor.

## 2.12 **ILLEGAL SUBSTANCES/ITEMS - PENALTIES**

(All penalties mentioned must be deducted from the average gross score)

### 2.12.1 *Powder*

Powder may be used, this will be provided by the host country and will be available on a table inside the contest hall, but not beyond the boundary-lines. Any loose powder must be released before entering floor.

### 2.12.2 *Attachments To The Baton*

The shaft of the baton may be of any color. Within a pair/team/group all athletes must use the same color of baton.

Multiple colors of tape may be used on the shaft of the baton. Within a Pair/Team/Group all members must use the same color(s) of tape.

### 2.12.3 *Disregarding Floor monitor*

If a contestant/contestants intentionally disregard the clothing or equipment, infringement pointed out by the floor monitor, then the floor monitor will inform the CETB Judges Chair or the CETB Technical Chair and the athlete/athletes will receive a penalty.

4 points penalty - soloists

20 points penalty - pairs/teams/groups

If the floor monitor does not spot the infraction, there will be no penalty.

## 2.13 **LEAVING THE FLOOR**

### 2.13.1 *A*

If the minimum number of athletes are performing (freestyle/pair/team/group) and an athlete leaves the floor before the minimum time requirement has been reached PENALTY DISQUALIFICATION

### 2.13.2 *B*

If the minimum number of athletes are performing (Freestyle/pair/team/group) and an athlete leaves the floor after the minimum time requirement has been reached for first-aid purposes (verification by a medical team), then the judges will judge the performance up to that point.

### 2.13.3 *C*

If during performance one or more athletes leaves the floor for any reason other than First Aid purposes and the minimum time requirement has not been reached.\*

Penalty 20 points.

### 2.13.4 *D*

If during performance one or more athletes leaves the floor for any reason other than First Aid purposes and the minimum time requirement has been reached.\*

Penalty Freestyle 2 points.

Penalty pair/team/group 10 points.

\*) Exceptions are made for first aid. (Verification by medical team).

#### **2.13.5 Uniform Failure**

If a uniform failure becomes hazardous, indecent or embarrassing, or in any case the safety of the athlete(s) can not be guaranteed the CETV the CETB Judges Chair and/or the CETB Technical Chair may stop the competition and order a restart for judging from the beginning of the routine, at the end of that division.

Penalty Freestyle	1 point
Penalty pairs/teams/groups	5 points

### **2.14 ORDER OF APPEARANCE**

#### **2.14.1 First Round**

The drawing for the order of appearance for the first round of the European Championships can take place on the evening before the first day of the technical meeting at the Head Quarters Hotel/sport centre. The CETB technical Chair, technical secretary and technical advisor of the host country must attend. All other technical advisors are welcome. If there is a mistake in the drawing order, a redraw must be done.

#### **2.14.2 Semi Final And Finals**

Drawing for order of appearance for semi-final/final competition will be done when names of the (semi)-finalists are announced. For drawing up the (semi)-finalists (soloists, pairs, teams and groups) the coach or the technical advisor of the involved country must be present.

#### **2.14.3 Drawing**

The official way in which the drawing is to be conducted is that the names (or numbers presenting the names) will be drawn from a container, while the number representing the order of performance is drawn from a separate container, simultaneously.

**Computer may also do drawing order.**

### **2.15 COMPETITOR NOT APPEARING**

#### **2.15.1 No Report**

Any soloist, pair, team or group that does not report when name is announced will be considered late and thus not eligible to compete.

#### **2.15.2 No Show**

In the event that a contestant, pair, team or group is a "no show" the next contestant, pair, team or group will be given sufficient time in which to report.

#### **2.15.3 Not Compete In Finals**

In the event that a freestyle/pair/team or group finalist for any reason cannot compete in the finals (sudden injury, illness or other) this finalist will receive automatically the last placement in that final.

### **2.16 OBSTRUCCION OR UNUSUAL CIRCUMSTANCE**

If a contestant is hindered in her/his performance by an obstruction or unusual circumstances, the contestant may have the opportunity to compete again from the beginning of the routine. (Restart)

### **2.17 MUSIC**

#### **2.17.1 Cassette or CD**

The music for all athletes will be selected and provided by the athletes on cassette or CD. The music must be labeled with the countries name and division.

### *2.17.2 Tape recorder / CD player*

Athletes may not supply their own tape recorders or CD player. Only official tape recorder or CD player can be used. Variable speed equipment must be provided by the host country and used at the music test and during the championships.

### *2.17.3 Failure Of The Music*

A failure of the music after the performance has started will constitute a restart, at the end of that division.

## **2.18 MUSICTEST**

### *2.18.1 Costume Check*

A half (1/2) hour before their countries music test, the contestants must wear their complete freestyle/pair/team/group costume and show it to the floor monitor. If there is any infraction they will be notified.

### *2.18.2 Music Test - Order Draw*

The host country will hold the first music test slot.

Each country will be assigned a specific time, according to:

A: The rehearsal order drawn at the CETB technical meeting in the winter.

B: The number of contestants present from that country.

Each country will have exclusive access to the performing area and to the sound equipment.

### *2.18.3 Time Allotment*

Time allotment is :   standard 10 minutes per country  
                                  5 minutes per team  
                                  5 minutes per group

Each country will be allowed a standard 10 minutes and 5 minutes per freestyle/pair/team/group thereafter. The maximum time per country with a full contingent will be 120 minutes. (*wintermeeting Belgium January 2006 – effective 01-01-2006*)

Rehearsal schedules will be sent to all countries at least 2 weeks prior to that European Championship, by the host country.

### *2.18.4 Tape- or CD-label*

Cassette tapes or CD's must be labeled with the contestant's name and division. Pair/Team/Group country name must be on the team/group tape or CD.

### *2.18.5 Procedure For Testing Music*

*During the music test there will be a time check done by an official of the host country. The person who does this time check will inform the coaches if there is a problem (Holland – January 1997)*

A representative of each athlete and pair/team/group will supervise the playing of that athlete/team/group music during the rehearsal. The possibility to change the music is only during the music test and not between rounds. The athlete and representative will determine whether or not the music is correct in regards to speed, volume and quality of sound. Necessary adjustments will be made and noted by the athlete's representative and by the Sound Technician. The Competition Director will provide the Sound Technician with a list of contestants for this purpose.

At the end of the music test of each country the tape/CD will be put in an envelope and be sealed and signed for by the coach. From that moment on it is not allowed to change the tape/CD anymore.

In the event that a country cannot attend their scheduled music test at the European Championships, that country may change their time slot with another country provided:

1. The other country is agreeable to the change
2. Both countries provide written notification to the Competition Director. If an emergency situation arises so that there is insufficient time to make arrangements to change with another country, the Competition Director upon consultation with the CETB Technical Chairperson has the authority to schedule a time slot for the country's music test that does not conflict or change already established time slots of the other countries. (i.e. at the end of all the music tests). The Competition Director is under no obligation to provide this alternate time slot, but should cooperate in an emergency situation if it is possible.

The Competition Director should notify all competition officials who could be involved with the music test (i.e. technicians) so that there is no confusion about the revised schedule.

#### *2.18.6 Official Timing*

Official timing is done during the competition by an official timer and not at the music test.

### 3 FREESTYLE

#### 3.1 GENERAL

##### 3.1.1 *One Baton*

The athlete will use only one baton.

##### 3.1.2 *Wipe Hands On.*

Athletes may wipe hands on baton or on own person.

##### 3.1.3 *Little Presentation*

Athletes may wish to do a little presentation before the music and timing begins. This is permitted.

#### 3.2 TIME

Time limit for Junior Freestyle (men/woman) is 1.30 minutes minimum and 2.00 minutes maximum, with a 10 second leeway before (1.20) and after (2.10). Athletes who perform over- or under- time will be penalized.

Penalty            4 points

Time limit for Senior Freestyle (men/woman) is 2 minutes minimum and 2.30 minutes maximum, with a 10 second leeway before (1.50) and after (2.40). Athletes who perform over- or under- time will be penalized.

Penalty            4 points

#### 3.3 PLACEMENT

The total score of the preliminaries, or the semi-final freestyle score will determine the final placements of Freestyle soloists.

#### 3.4 COSTUME

**The technical committee of the C.E.T.B. reinforces our philosophy to each member country that the European Championships costuming is in good taste, without theatrics and displays with pride the sport of baton twirling and the C.E.T.B.**

##### 3.4.1 *Woman*

All athletes (Freestyle, Pair, Team/Group) must wear a costume of their own choice. Bearing in mind that this is a sport!

Within the choice of the type of costume **female athletes** have the possibility of choosing from the following type of costumes;

- One piece leotard, or
- One piece leotard with any kind of skirt, or
- One piece leotard with any length of trousers / pants or unitard

##### 3.4.2 *Hair*

Hair must be secured by any method, bearing in mind that this is a sporting event. Hats are not allowed. Hair decoration(s) must be secured to the hair.

##### 3.4.3 *Make-up*

Moderate stage make-up to enhance facial features may be worn; bearing in mind that this is a sporting event. No ornamentation or paint is allowed.

#### 3.4.4 Men

All athletes (Freestyle, Pair, Team/Group) must wear a costume of their own choice. Bearing in mind that this is a sport!

Within the choice of the type of costume **male athletes** have the possibility of choosing from the following type of costumes;

- Costume with long trousers/pants
- Costume with short trousers/pants

#### 3.4.5 Shoes

Sport shoes must be worn; bearing in mind that this is a sporting event. On the legs, ankle socks may be worn. Tights must be of skin color only.

#### 3.4.6 Jewellery

No rings or jewellery is to be worn with the exception of small stud pierced earrings.

#### 3.4.7 Eye Glasses

Athletes may wear eyeglasses if necessary. No sunglasses.

### 3.5 WARM UP PERIOD SOLOISTS

Where divisions have 12 or fewer athletes, there shall be a single warm up period of 10 minutes.

13 to 24 athletes shall have 2 warm up periods of 10 minutes.

25 to 36 athletes shall have 3 warm up periods of 10 minutes.

37 to 48 athletes shall have 4 warm up periods of 10 minutes, and so on.

Each 10 minute period shall be divided into 2 periods of 5 minutes, run back to back, thus the maximum athletes in each period shall be 12. When the total of the warm up groupings do not divide equally, that the largest group will be in first set.

### 3.6 JUDGING THE FREESTYLE PROGRAM

Judging is based on the CETB/WBTF Freestyle judging system, using the Role Models.

Judges may elect to give athletes' tenths of points. Scores are flashed to audience after athlete's performance, judges score Technical Merit and then Artistic Expression. No score sheet is given to the athlete. A recap sheet will be given.

#### 3.1.1. Drops

The penalties for drops are; 0.2 per drop. (*January 2007 – Holland*)

## 4 PAIR

### 4.1 GENERAL

A pair will have two members and may consist of members of both sexes. A pair must perform a pair freestyle routine. Pairs perform the same pair routine for the preliminaries and finals.

### 4.2 TIME

Time limit for a **Junior Pair** is 1.30 minutes minimum and 2.00 minutes maximum, with a 10 second leeway before (1.20) and after (2.10). Athletes who perform over- or under- time will be penalized:

Penalty            20 points

Time limit for a **Senior Pair** is 2 minutes minimum and 2.30 minutes maximum, with a 10 second leeway before (1.50) and after (2.40). Athletes who perform over- or under- time will be penalized:

Penalty            20 points

### 4.3 PLACEMENT

The total score (after all penalties have been subtracted) will determine the primary placement of the pairs.

The total score for the FINAL COMPETITION ONLY (after all penalties have been subtracted) will determine the final placement of the pairs.

The total score will be shown for pairs.

### 4.4 COSTUME

**The technical committee of the C.E.T.B. reinforces our philosophy to each member country that the European Championships costuming is in good taste, without theatrics and displays with pride the sport of baton twirling and the C.E.T.B.**

#### 4.4.1 *General Pair costume*

Pair athletes must wear a costume of their own choice. Bearing in mind that this is a sport!

Within the choice of the type of costume **female athletes** have the possibility of choosing from the following type of costumes;

- One piece leotard, or
- One piece leotard with any kind of skirt, or
- One piece leotard with any length of trousers / pants or unitard

Within the choice of the type of costume **male athletes** have the possibility of choosing from the following type of costumes;

- Costume with long trousers/pants
- Costume with short trousers/pants

Within a Pair any combination of the above-mentioned types of costumes is allowed.

#### 4.4.2 *Hair*

Hair must be secured by any method, bearing in mind that this is a sporting event. Hats are not allowed. Hair decoration(s) must be secured to the hair.

#### 4.4.3 *Make-up*

Moderate stage make-up to enhance facial features may be worn; bearing in mind that this is a sporting event. No ornamentation or paint is allowed.

#### 4.4.4 *Shoes*

Sport shoes must be worn; bearing in mind that this is a sporting event. On the legs, ankle socks may be worn. Tights must be of skin color only.

#### 4.4.5 *Jewellery*

No rings or jewellery is to be worn with the exception of small stud pierced earrings.

#### 4.4.6 *Eye Glasses*

Athletes may wear eyeglasses if necessary. No sunglasses.

#### 4.4.7 *WARMING-UP*

Warm-up Periods:

Thirteen (13) or less pairs, there shall be a single warm-up period of 10 minutes  
14 to 26 pairs - 2 warm-up periods of 10 minutes.

#### 4.5 **Drops**

The penalties for drops are 0.5 per drop. (*January 2007 – Holland*)

#### 4.6 **JUDGING PAIRS**

Judging is based on the CETB/WBTF Freestyle judging system, using the Role Models.

Judges may elect to give athletes' tenths of points. Scores are flashed to audience after athlete's performance, judges score a total score with a maximum of 100 points. No score sheet is given to the athlete. A recap sheet will be given.

The total score will be shown for the pair. In case of penalties the sum of the penalties from each penalty judges are added together and divided by the number of penalty judges to get the average penalty score.

The pair's preliminary scores at the end of the preliminary round will be made available to each country Technical Advisor.

## 5 TEAM AND GROUP

### 5.1 GENERAL

#### 5.1.1 Team members

A team will have a minimum of 5 and a maximum of 9 members.

#### 5.1.2 Group members

A group will have a minimum of 10 members.

#### 5.1.3 Age Limit

The minimum age to compete at the European Championships will be 12 years (from January 1<sup>st</sup> to December 31<sup>st</sup>) The athlete should turn 12 years during the year of the championship. This would mean that some kids could be 11 years old during the CETB competition, if their birthday is for example in October. (*Effective 01-01-2006 – Winter 2004/ Geneva*)

#### 5.1.4 Consistency

The team/group may consist of members of both sexes if so desired.

#### 5.1.5 Starting Position

Starting position may be anywhere on the competition floor.

#### 5.1.6 Routine

Team/group routine will be a mixture of twirling team/group and dance twirl.

### 5.2 TIME

#### 5.2.1 Team

A team will perform for a minimum of 3.00 minutes and a maximum of 3.30 minutes with a 10 second leeway before (2.50 minutes) and a 10 second leeway after (3.40 minutes). Over- or under- time will be penalized. (*January 2008 – Germany*)

Penalty            20 points (to be deducted of the total average score)

#### 5.2.2 Group

A group will perform for a minimum of 3.00 minutes and a maximum of 3.30 minutes with a 10 second leeway before (2.50 minutes) and a 10 second leeway after (3.40 minutes). Over or under- time will be penalized.

Penalty            20 points (to be deducted of the total average score)

#### 5.2.3 Timing

Timing begins and ends with the first and last note of the music.

#### 5.2.4 Entrance

Teams/groups must enter from the judge's left and from behind the boundary lines. Each team/group has to enter the floor as soon as possible from the time they are announced. No music allowed. (*January 2010 – England*)

#### 5.2.5 Exit

Each team/group has to leave the floor immediately after they're finished the performing. (*January 2010 – England*)

#### 5.2.6. Drops

The penalties for drops are 0.5 per drop. (*January 2007 – Holland*)

### 5.3 PLACEMENT

#### 5.3.1 Primary Placement

The total score (after all penalties have been subtracted) will determine the primary placement of the teams/groups.

#### 5.3.2 Final Placement

The total score for the FINAL COMPETITION ONLY (after all penalties have been subtracted) will determine the final placement of the teams/groups.

### 5.4 COSTUME

The technical committee of the C.E.T.B. reinforces our philosophy to each member country that the European Championships costuming is in good taste, without theatrics and displays with pride the sport of baton twirling and the C.E.T.B.

#### 5.4.1 General costume rules for team/group

Team/Group athletes must wear a costume of their own choice. Bearing in mind that this is a sport!

Within the choice of the type of costume **female athletes** have the possibility of choosing from the following type of costumes;

- One piece leotard, or
- One piece leotard with any kind of skirt, or
- One piece leotard with any length of trousers / pants or unitard

Within the choice of the type of costume **male athletes** have the possibility of choosing from the following type of costumes;

- Costume with long trousers/pants
- Costume with short trousers/pants

Within a Team/Group a maximum of 2 of the above-mentioned types of costumes is allowed.

#### 5.4.2 Hair

Hair must be secured by any method, bearing in mind that this is a sporting event. Hats are not allowed. Hair decoration(s) must be secured to the hair.

#### 5.4.3 Shoes

Sport shoes must be worn; bearing in mind that this is a sporting event. On the legs, ankle socks may be worn. Tights must be of skin color only.

#### 5.4.4 Jewellery

No rings or jewellery is to be worn with the exception of small stud pierced earrings.

#### 5.4.5 Eye Glasses

Athletes may wear eyeglasses if necessary. No sunglasses.

### 5.5 WARM UP PERIOD TEAMS

Each team will have 4 minutes to warm up alone on the competition floor.  
(*January 2010 – England*)

## **5.6 WARM UP PERIOD GROUPS**

Each group will have 4 minutes to warm up alone on the competition floor.  
(January 2010 – England)

## **5.7 LEAVING THE FLOOR**

### **5.7.1**

If the minimum number of athletes are performing in a team/group and an athlete leaves the floor, making less athletes on the floor than the minimum number, before the minimum time requirement has been reached

PENALTY          DISQUALIFICATION

### **5.7.2**

If the minimum number of athletes are performing and an athlete leaves the floor after the minimum time requirement has been reached for first-aid purposes (verification by a medical team), then the judges will judge the performance up to that point.

### **5.7.3**

If during performance one or more athletes leaves the floor for any reason other than First Aid purposes and the minimum time requirement has not been reached.\*

Penalty                  20 points.

### **5.7.4**

If during performance one or more athletes leaves the floor for any reason other than First Aid purposes and the minimum time requirement has been reached.\*

Penalty                  10 points.

\*) Exceptions are made for music or costume problems.

## **5.8 JUDGING TEAM/GROUP**

Judging is based on the CETB/WBTF Freestyle judging system, using the Role Models.

Judges may elect to give athletes' tenths of points. Scores are flashed to audience after athlete's performance, judges score a total score with a maximum of 100 points. No score sheet is given to the athlete. A recap sheet will be given.

The total score will be shown for the team / group. In case of penalties the sum of the penalties from each penalty judges are added together and divided by the number of penalty judges to get the average penalty score.

The preliminary scores at the end of the preliminary round will be made available to each country Technical Advisor.

## 6 CUP OF CLUBS

The Cup of Clubs competition will be combined with the European Freestyle Grand Prix (schedule, opening & closing ceremony, music-test, costume-check etc.)

### 6.1 GENERAL

All clubs must be members of the organization whose representative is a member of the C.E.T.B.  
All athletes (team and group members) must hold:

- a) A valid passport or Identity card in their own name from the country he/she represents, as proof of their citizenship/nationality.
- b) A valid twirling - license/membership card from the recognized Member Country organization.
- c) Medical Certificate.  
*A medical certificate must be submitted on request of the organising country based on the rules and laws in that country. It is the responsibility of each participating country to cover their responsibility concerning their athletes. (Verona January 1996 – Board)*

Each member country must upon its arrival, provide the reception office with full documentation to check and control:

NAME, NATIONALITY, DIVISION, MEDICAL CERTIFICATES, AGE, MEMBER STATUS.

#### 6.1.1 Team members

A team will have a minimum of 5 athletes and a maximum of 9.

#### 6.1.2 Group members

A group is made up of a minimum of 10 athletes.

#### 6.1.3 Consistency

The team/group can be made up of athletes of both sexes if desired.

#### 6.1.4 Average Age

The average age of the athletes of the team/group determine the division in which they compete, taking no account of reserves.

#### 6.1.5 Divisions

Junior	0 – 16 years
Senior	16.1 and older

Age during the year of the competition from 1st January through to December 31st.

#### 6.1.6 Reserves

The inclusion of one or two reserves may not alter the division of the team or groups original entry. Reserves should be compatible in age. If a member of a team/group, for whatever reason cannot compete and if the team/group has no reserves, and this withdrawal changes the average age (therefore division) this team/group must compete in the original division in which they were entered.

### 6.2 EACH COUNTRY MAY PRESENT

4 Teams	two (2) teams in the junior division and two (2) teams in the senior division
4 Groups	two (2) groups in the junior division and two (2) groups in the senior division

### 6.3 Rounds

There will be a preliminary and a final for teams and groups, depending on the total number of participating teams/groups there can also be a semi-final.

Nr. Of participants	Semi – Finals	Finals
0 – 6	-	0 – 6
7 – 20	-	6
21 – 30	15	6
31 or more	20	10

*(January 2010 England - Effective January 2010)*

### 6.4 PARTICIPATION RULES

Participating teams/groups at the Cup of Clubs may only have a maximum of 50% of the athletes on the floor that reached the finals in the European or World Championships in the year N-1 or are selected for participation at the World Championships in the year N.

If a team/group participate in the year N-1 at European or World Championship and then in the year N change category (from group to team or from team to group), is allowed to participate at the ECoC in the year N.

During any Cup of Clubs competition participating athletes can only compete for one club once in a division, team and/or group (board Den Bosch – July 1997)

Athletes may not compete in Junior and Senior at the same time

### 6.5 PROCEDURE FOR THE HOST COUNTRY

To send to the host country the names of teams and groups participating in each division by May 15th. In case names cannot be communicated by that date, countries must inform the host country (written) of the number of teams/groups that will participate in each division.

#### 6.5.1 Reserve Team/group

There will be no reserve teams or groups be allowed for Cup of Clubs  
*(Motion 2 – summer-meeting Slovenia 2005 – effective 01-01-2006)*

#### 6.5.2 Copy Of The Entry forms

A copy of these entry forms must also be sent to the C.E.T.B. president.

#### 6.5.3 Supervision

The competition must be organized under the supervision and direction of the technical advisor of each host country.

#### 6.5.4 First Aid

First - the host country must provide Aid Medical team, which must be on duty during the entire competition.

## COMPETITION RULES

### 6.5.5 TIME JUNIOR TEAM

A **Junior team** will perform for a minimum of 3.00 minutes and a maximum of 3.30 minutes with a 10 second leeway before (2:50) and a 10 second leeway after (3:40).

Penalty under-/overtime penalty            20 points

### 6.5.6 TIME SENIOR TEAM

A **Senior team** will perform for a minimum of 3.00 minutes and a maximum of 3.30 minutes with a 10 second leeway before (2:50) and a 10 second leeway after (3:40).

Penalty under-/overtime penalty            20 points

### 6.5.7 TIME JUNIOR GROUP

A **Junior group** will perform for a minimum of 3 minutes and a maximum of 3.30 minutes with a 10 second leeway before (2:50) and a 10 second leeway after (3:40).

Penalty under-/overtime penalty            20 points

### 6.5.8 TIME SENIOR GROUP

A **Senior group** will perform for a minimum of 3.00 minutes and a maximum of 3.30 minutes with a 10 second leeway before (2:50) and a 10 second leeway after (3:40).

Penalty under-/overtime penalty            20 points

### 6.5.9 Timing

The timing begins and ends with the first and last notes of the music.

### 6.5.10 Routine

The routine of each team/group will be a variety of twirling, dancing and teamwork.

### 6.5.11 Starting Position

Starting position may be any where on the competition floor area, but entry onto the area must be from the judge's left.

### 6.5.12 Entrance

Teams/groups must enter from the judge's left and from behind the boundary lines. Each team/group has to enter the floor as soon as possible from the time they are announced. No music allowed.  
(January 2010 – England)

### 6.5.13 Exit

Each team/group has to leave the floor immediately after they're finished the performing.  
(January 2010 – England)

### 6.5.14 Drops

The penalties for drops are 0.5 per drop. (January 2007 – Holland)

## 6.6 LEAVING THE FLOOR

### 6.6.1 A

If the minimum number of athletes are performing in a team/group and an athlete leaves the floor, making less athletes on the floor than the minimum number, before the minimum time requirement has been reached

PENALTY      DISQUALIFICATION

### 6.6.2 B

If the minimum number of athletes are performing and an athlete leaves the floor after the minimum time requirement has been reached for first-aid purposes (verification by a medical team), then the judges will judge the performance up to that point.

### 6.6.3 C

If during performance one or more athletes leaves the floor for any reason other than First Aid purposes and the minimum time requirement has not been reached.\*

Penalty                      20 points.

### 6.6.4 D

If during performance one or more athletes leaves the floor for any reason other than First Aid purposes and the minimum time requirement has been reached.\*

Penalty                      10 points.

\*) Exceptions are made for music or costume problems.

## 6.7 ILLEGAL SUBSTANCES/ITEMS/PENALTIES

### 6.7.1 Powder

Powder may be used, this will be provided by the host country and will be available on a table inside the contest hall, but not on the Arena. Any loose powder must be released before entering floor.

Penalty                      20 points

### 6.7.2 Drug Control

A drug control may be carried out before or after the competition.

### 6.7.3 Baton

The shaft of the baton may be of any colour. Within a pair/team/group all athletes must use the same colour of baton.

Multiple colours of tape may be used on the shaft of the baton. Within a Pair/Team/Group all members must use the same colour(s) of tape.

### 6.7.4 Towel

Athletes may not carry towels or other articles onto the competition area.

## **6.8 FLOORMONITOR**

The floor monitor will check for clothing, make up, and equipment infractions to teams/groups before entrance onto the competition floor. If any teams/groups intentionally disregard an infraction pointed out by the floor monitor, she/he will inform the CETB judges Chair of CETB Techn. Chair, who will in turn inform the panel of judges and the team/group will receive a penalty.

Penalty            20 points

If the floor monitor does not spot the infraction, there will be no penalty.

## **6.9 COMPETITOR NOT APPEARING**

### *6.9.1 No Report*

A team/group that does not report when their name is announced will be considered late thus

Penalty            20 points

### *6.9.2 Next Team/group*

In the event that a team or group is a "no show" the next team or group will be given sufficient time in which to report.

### *6.9.3 No Report In Final*

In the event that a team or group finalist for any reason cannot compete in the finals (sudden injury, illness or other) this finalist will receive automatically the last placement in this final.

## **6.10 OBSTRUCTION OR UNUSUAL CIRCUMSTANCE**

If a team/group is hindered in her/his performance by an obstruction or unusual circumstances, the team/group may have the opportunity to compete from the beginning of the routine. (restart)

## **6.11 COMPETITION FLOOR**

### *6.11.1 Measure*

Competition floor area is 15 x 24 m. this may be marked as a boundary line with visual tape.

### *6.11.2 Ceiling Height*

Ceiling height is to be approximately 10 m.

## **6.12 MUSIC**

### *6.12.1 Tape/CD Label*

Teams/groups will select their own music and provide it on cassette or CD. The music tapes or CD's must be labeled with the team/group name and division.

### *6.12.2 Official Tape Recorder/CD player*

Athletes may not supply their own tape recorders or CD players. Only official music equipment recorder can be used.

### *6.12.3 Failure Of Music*

A failure of the music after the performance has started will constitute a restart, at the end of that division.

### *6.12.4 Variable Speed*

The host country must supply a variable speed system for use at the music test and during the competition.

### 6.13 COSTUME RULES

The technical committee of the C.E.T.B. reinforces our philosophy to each member country that the Cup of Clubs costuming is in good taste, without theatrics and displays with pride the sport of baton twirling and the C.E.T.B.

#### 6.13.1 Costume rules CoC teams/groups

Team/Group athletes must wear a costume of their own choice. Bearing in mind that this is a sport!

Within the choice of the type of costume **female athletes** have the possibility of choosing from the following type of costumes;

- One piece leotard, or
- One piece leotard with any kind of skirt, or
- One piece leotard with any length of trousers / pants or unitard

Within the choice of the type of costume **male athletes** have the possibility of choosing from the following type of costumes;

- Costume with long trousers/pants
- Costume with short trousers/pants

Within a Team/Group a maximum of 2 of the above mentioned types of costumes is allowed.

#### 6.13.2 Hair

Hair must be secured by any method, bearing in mind that this is a sporting event. Hats are not allowed. Hair decoration must be secured to the hair.

#### 6.13.3 Shoes

Sport shoes must be worn; bearing in mind that this is a sporting event.

#### 6.13.4 Legs

Ankle socks may be worn. Tights must be of skin color only.

#### 6.13.5 Jewellery

No jewellery or rings may be worn, except for small stud earrings (pearl or stone).

#### 6.13.6 Eyeglasses

Athletes may wear spectacles (at their own risk) if necessary, but no sunglasses.

#### **6.14 JUDGING TEAMS/GROUPS**

Judging is based on the CETB/WBTF Freestyle judging system, using the Role Models.

Judges may elect to give athletes' tenths of points. Scores are flashed to audience after athlete's performance, judges score a total score with a maximum of 100 points. No score sheet is given to the athlete. A recap sheet will be given.

The total score will be shown for the team / group. In case of penalties the sum of the penalties from each penalty judges are added together and divided by the number of penalty judges to get the average penalty score. Penalty points are deducted from the gross average score

The preliminary scores at the end of the preliminary round will be made available to each country Technical Advisor.

#### **6.15 CoC/EFGP MUSICTEST**

**In combination with the CoC competition the European Freestyle Grand Prix (FGP) will be organized. The music test for CoC and EFGP will be combined.**

##### *6.15.1 First Music Test*

The host country will hold the first music test slot.

Each country will be assigned a specific time, according to:

A: The rehearsal order drawn at the CETB technical meeting in the winter.

B: The number of contestants present from that country.

Each country will have exclusive access to the performing area and to the sound equipment.

##### *6.15.2 Time Allotment*

Time allotment is :       standard 10 minutes per country  
                                  5 minutes per team  
                                  5 minutes per group

Each country will be allowed a standard 10 minutes and 5 minutes per freestyle/pair/team/group thereafter. The maximum time per country with a full contingent will be 120 minutes. (*wintermeeting Belgium January 2006 – effective 01-01-2006*)

Rehearsal schedules will be sent to all countries at least 2 weeks prior to that Cup of Clubs, by the host country.

#### **6.16 PROCEDURE FOR TESTING MUSIC**

*During the music test there will be a time check done by an official of the host country. The person who does this time check will inform the coaches if there is a problem (Holland – January 1997)*

A representative of each team/group will supervise the playing of that team/group music during the rehearsal. The possibility to change the music is only during the music test and not between rounds. The team/group and representative will determine whether or not the music is correct in regards to speed, volume and quality of sound. Necessary adjustments will be made and noted by the team/group's representative and by the Sound Technician. The Competition Director will provide the Sound Technician with a list of contestants for this purpose.

Cassette tapes or CD's must be labeled with the team/group's name, division and country.

At the end of the music test of each country the tape or CD will be put in an envelope and be sealed and signed for by the coach. From that moment on it is not allowed to change the tape or CD anymore.

In the event that a country cannot attend their scheduled music test at the Cup of Clubs, that country may change their time slot with another country provided:

- The other country is agreeable to the change
- Both countries provide written notification to the Competition Director. If an emergency situation arises so that there is insufficient time to make arrangements to change with another country, the Competition Director upon consultation with the CETB Technical Chairperson has the authority to schedule a time slot for the country's music test that does not conflict or change already established time slots of the other countries. (i.e. at the end of all the music tests). The Competition Director is under no obligation to provide this alternate time slot, but should cooperate in an emergency situation if it is possible
- The Competition Director should notify all competition officials who could be involved with the music test (i.e. technicians) so that there is no confusion about the revised schedule.

### **6.17 Official Timing**

The official timers do official timing during the competition.

#### **6.17.1 REHEARSAL WITH LIGHTS**

It would be desirable if the performance area would be available to the countries teams/groups in the evening so that they may practice under the same lighting conditions that will be used for those events held during the evening.

### **6.18 Order of appearance**

The drawing for the order of appearance for the Cup of Clubs is done during the Technical Summer Meeting.

### **6.19 Warming up**

Each team and Group will have 4 minutes to warm up alone on the competition floor.

*(January 2010 – England)*

## 7 EUROPEAN FREESTYLE GRAND PRIX

The C.E.T.B. is organizing the European Freestyle Grand Prix (EFGP) in combination with the Cup of Clubs. Both competitions will be combined. These 2 events must be organized during a Thursday, Friday, Saturday and Sunday.

Each country can enter the following;

- 4 junior women
- 4 senior women
- 3 junior men
- 3 senior men
- 1 junior pair
- 1 senior pair
- NO RESERVES

*Rule Changed during the Techn winter meeting 2010. Effective January 2012*

Soloists/pairs that reached the finals of the Freestyle/pair event during the European/World championships in the year N –1 are not allowed to enter the EFGP. **Any athlete breaking this rule will be disqualified.**

If a soloist/pair participate in the year N-1 at European or World Championship and then in the year N change age category (from junior to senior), is allowed to participate at European Free Style Gran Prix in the year N.

Soloists/pairs that are selected for the World championships in the year N are not allowed to enter the EFGP. **Any athlete breaking this rule will be disqualified.**

In the event one of the members of the pair is changed the pair may take part in the EFGP.

Time allowed for Freestyle/Pair athletes for music test would be determined fairly by the host country depending on the number of athletes entered. This will not affect music test time for CoC athletes.

### *ROUNDS for EFGP*

*This rule is changed during the techn, winter meeting 2005 – Slovenia. Effective date January 2006.*

Nr. Of participants	Semi – Finals	Finals
0 – 6	-	0 – 6
7 – 20	-	6
21 – 30	15	6
31 or more	20	10

*In order to give more credibility to the Freestyle Grand Prix, the Technical Committee proposed some changes (mentioned below) (Techn. Comm. winter 2003 – Ireland) effective 01-01-2005*

- ❖ Name change event; European Freestyle Grand Prix (EFGP)
- ❖ During the opening and closing ceremony athletes are allowed to wear national track suites.
- ❖ During the opening ceremony national anthems and flags will be used
- ❖ National anthems of winner to be played
- ❖ There's no minimum age for participation in this event
- ❖ Athletes name and country (Pair) to be announced when they enter the floor for competition
- ❖ Every participant will receive a certificate. Finalists should have this indicated on their certificate
- ❖ The EFGP is a European Freestyle competition without any titles.

- ❖ **All other rules and regulations will be as per the C.E.T.B. European Championships.**

## **8 JUDGES**

### **8.1 Per Country**

Each country may provide one judge per division. Within the CETB we know the following divisions;

- Junior women Freestyle (E.C./FGP)
- Senior women Freestyle (E.C./FGP)
- Junior men Freestyle (E.C./FGP)
- Senior men Freestyle (E.C./FGP)
- Junior Pair (E.C./FGP)
- Senior Pair (E.C./FGP)
- Junior Team (E.C./CoC)
- Senior Team (E.C./CoC)
- Junior Group (E.C./CoC)
- Senior Group (E.C./Coc)

**\*) Within the European Championships the CETB has no age limits for teams and groups.**

### **8.2 Alternated Judging**

There are two tables of judges, each judges alternative divisions. The procedure of alternated judging is required for Jr./Sr. Women/Men and Pairs. Each panel of judges will have a tabulator.

### **8.3 Number Of Judges**

Per table, the judge's panel should be made up of a maximum of judges as many as there are participating countries (i.e. per table only one judge per country is allowed to judge)

### **8.4 Per Division**

One judge from each country of the C.E.T.B. plus penalty judges will judge each division.

### **8.5 Odd Number Of Judges**

Should any country be unable to provide more than one judge, then one or other of the tables of judges may have fewer judges than the number of participating countries. Drawing will decide on which table the judge may judge

### **8.6 Same Judge**

The same judge from the preliminaries to the finals must judge each division.

### **8.7 Penalty-judge**

For all CETB Competition (EC-ECOC-FGP) are required 4 penalty judges. Two from the Host Country and two from the other CETB Countries. These 4 judges must be National or International Judges. Penalty judges must wear the same uniform as Cetb Judges.

*(January 2010-England, Effective January 2010)*

### **8.8 Time-judge**

The host country will supply two timing judges. Official timing- and penalty- judges must have a meeting with the Technical & Judges Chair at the end of the judges meeting.

### **8.9 Judges Meetings**

Judges who do not attend the CETB judges meeting before the competitions, are not allowed to judge the CETB competition, without exception.

### **8.10 Judging Start**

Judging begins when the music starts (first note) and will end when the music ends (last note).

### **8.11 Range Finding**

There will be an average of scores (range finding) taken by the tabulator on every team/group in every division. The judges are then informed of the average score for that team/group, and (if necessary) must change their score to fit into the range before the scores are flashed.

### **8.12 Judges Seating**

Judges will be seated in an elevated position looking onto the centre of the competition floor.

### **8.13 Draw Judges Seating**

Judges seating will be drawn once only, for each table of judges. The draw will take place before the competition at the Judges meeting by the CETB judge's chair. No further draw will be required.

### **8.14 Replacement Judge(s)**

If a judge is ill or unable to continue during a round then her/his score for that round will be removed. The number of judges remaining will establish the placement of the athletes. The judge cannot be replaced under any circumstances for the remainder of that round. The replacement of a judge is at the discretion of the CETB Judges & Technical chair.

### **8.15 Duties**

Judge the CETB divisions.

To rate the Contestants, Pair, Teams and Groups by assessing comparative scores to the various captions based on the C.E.T.B. linear scale; to rank the Individuals, Pair, Teams and Groups in order of their expertise in each caption. Judges must flash their scores to the audience on the Announcers signal.

### **8.16 Timing And Penalties.**

To record errors in the performances, and to time the performance. These judges must notify the Tabulator of any infraction in timing that should result in a penalty. The timing begins and ends with the first and the last note of the music.

#### **8.16.1 Number Of Judges Required.**

For all divisions; there will be one judge from each member Country for each division, plus a Tabulator, plus two timing and penalty judges. One timing and penalty Judge will be supplied by the Host Country, the other drawn from those extra judges available from Counties other than the Host.

It is not necessary to have only one judge per Country for the entire contest. For instance a Country can have two or more judges representing that Country, but each must judge a separate division not two or more from the same Country on the division. One tabulator per table.

### **8.17 Selection.**

Each Country will select its own Judge(s).

### **8.18 Qualifications.**

All Judges must hold a valid passport or certificate of citizenship from the Country he/she represents.

Judges must be familiar with the rule, procedures and goals of the C.E.T.B. Championship Competition.

Judges must be selected out of the Qualified Judges List of C.E.T.B., and must have passed the Judges Clinic of the C.E.T.B. (or W.B.T.F.)

### **8.19 Requirements.**

All Judges must attend the Judges meeting, before all C.E.T.B. competitions. A judge who is not present at those meetings cannot Judge. Judges (or a representative of their country) must present their passport to the Registrar for verification.

### **8.20 Dress**

Judges will dress for Official duties in accordance with the caliber of importance of an European Championship and/or CETB Competition, *The colors Navy Blue or Black will be allowed. The shirt of blouse must be white or cream. (Summer-meeting Slovenia – 2005 effective 01-01-2006)*

### **8.21 Conduct**

All Judges are expected to maintain a dignified attitude on duty. Judges should refrain from discussing performances with anyone while they are in function.

Judges are on duty during the complete CETB competition. They are not allowed to train athletes during the competition, nor should they enter into conversation or controversies with athletes, coaches, or other involved individuals except those recognized as having an official role in the contest management. The judges will work the entire competition under the direct responsibility of the CETB Judges Chair.

Judges are to be prompt for all official duties and to execute the course of their duties with as much speed and efficiency as possible.

Judges are expected to co-operate with Tabulation for any corrections, signatures, etc., whenever necessary and with all other contest personnel when needed to aid them in their official duties.

Judges will restrict their consumption of food and beverages during the contest to the time(s) and places specified by the Contest Director.

Judges must check their scores and sign for agreement the total score lists before they leave the judges table

### **8.22 Tabulator**

#### *8.22.1 Duties.*

The Tabulator will be responsible for the "range find" procedure and the range find master score sheets. The Tabulator may have an assistant for this purpose. The Tabulator is responsible to ensure that the judge's score is within the established range and will inform the CETB Judges and/or Technical Chair if judges do not cooperate. The Tabulator will be seated in the immediate judging area for each category of competition. The tabulator will work under the direct responsibility of the CETB Judges Chair and/or CETB Technical Chair

#### *8.22.2 Selection.*

The CETB Judges and Technical Chair should approve the two Tabulators chosen by the host country.

**8.22.3 Preferred Qualifications (sometimes it is not possible to fulfill the qualifications, alterations can be made).**

- The Tabulator will not be a member of the regular panel of Judges.
- The Tabulator will have no students or children in the European Competition.
- The Tabulator shall not be a member of the Board of Directors unless otherwise approved by the Board and Technical Committee.
- The Tabulator will be familiar with the rules, procedures and goals of the C.E.T.B. European Championship.
- The person who is chosen to be the Tabulator must have experience in judging international competition
- It's preferred that the tabulator passed the C.E.T.B. Judges Clinics.

The persons the host country nominates for the position of tabulator must not be their Technical Advisor, who should remain free to liaise between the CETC Judges Chair, the CETC Technical Chair, the CETB Technical Committee and organizers during the entire championships.

**8.23 Judges attendant (aide)**

**8.23.1 Duties.**

To aid and attend to the care and comfort of the Judges during the contest.

To act as a liaison between the judges panel and other contest personnel in the communication of information and messages during the contest.

The Judges Attendant is responsible for making sure that the Judges meals, snacks, etc. are available at the appointed time and place.

The Judges Attendant is also responsible for providing any extra equipment, supplies, etc. that the Judges may need during the course of the contest, other than that which is the responsibility of the Judges themselves.

**8.23.2 Selection.**

The Host Country chooses the Judges Attendant.

**8.23.3 Qualifications.**

The Judges Attendant should be familiar with the contest operation and facility, and should display a cheerful and co-operative attitude. It would be advantageous for the Judges Attendant to speak more than one language.

**8.23.4 Requirements.**

To be present and available to the Judges during the entire contest. The Judges Attendant will not sit with the Judges while they are Judging, but should make frequent periodic visits to the Judges area during the course of the contest. These visits will be made between contestants. The Judges Attendant will use the utmost discretion so as not to hinder or obstruct the Judges in the performance of their duties.

## 9 TABULATION

Tabulation is a critical area of the contest operation. The reliability of the system of tabulation, as well as the tabulating team itself, is crucial to the success of the contest. Speed and efficiency with minimum chance of error are the necessary ingredients for the process and methods that are used in determining the results of the European Championships. Complete accuracy is the primary concern. Everyone must have complete confidence in the system and in the users of that system, so that there is never any cause to doubt the accuracy of the results.

The effectiveness of the various systems described herein has been established through many years of testing and use by organizations associated with competitive baton twirling and related activities.

The titles of assistant, tabulator, and computer are used interchangeably and all refer to the same person or group of people.

### 9.1 PRIOR TO THE CONTEST

The tabulators will meet together to go over score sheets, rules and procedures and make up assignments of work.

The tabulators will set up the tabulation area and check all equipment (adding machines working correctly, enough paper, etc.)

Tabulators will prepare the score sheets, judges worksheets and recap sheets by:

- 1) filling in the names according to contestants, order of performance previously drawn in the Technical Advisors meeting
- 2) arranging in folders for each judge, contestants score sheets, judges worksheets, etc. in order of performance
- 3) preparing Tally Sheet for Countries by filling in names of each countries contestants in each division.

### 9.2 FREESTYLE COMPETITION

The safeguard in the method of tabulation for Freestyle competition lies in the duplicate tabulation system. The following step by step procedure must be used.

#### 9.2.1 *Score-sheet System.*

Upon receiving the completed original and the first (yellow) copy (of the Freestyle score sheet packet) from each judge by messenger, the Chief Tabulator examines the sheets for completeness, i.e. the score sheets must be signed, carbons distinct and complete. If any of these details are missing, the sheets are sent back to the judge for correction and initialing.

#### 9.2.2 *Each Computer Then Proceeds*

- 1) Cross out the highest and lowest score for Technical Merit and for Artistic Expression.
- 2) Compute the total for that contestant for Technical Merit and Artistic Expression disregarding the highest and lowest scores that have been crossed out, and record the total scores in the Total Column. Always use 4 decimal places on each computation (4 digits to the right of the decimal point).
- 3) Add the total for Technical Merit and for Artistic Expression to get the Total Freestyle and record this sum in the indicated space.

- 4) Divide the total by, number of judges minus 2 - high and low to get the Average Score and record this score in the indicated column.
- 5) The sum of the penalties from each timing and penalty judge is recorded on the proper column and then added together to get the total penalties. The Total Penalties score is divided by 2 to get the average Penalty Score. The Average Penalty score is subtracted from the Total Average Score in Freestyle.

After both computers have completed the Freestyle Score they compare these scores. These scores must agree to the same ten thousandth of a point (Whole numbers and 4 decimal places).

Each computer then records the Freestyle Score in the indicated Column of the preliminary Recap Sheet for Soloist and passes these sheets to Computer No. 3 and No. 4.

After both Computers have computed the Total Score for that contestant, they compare these scores, these scores must agree to the same ten thousandth of a point.

Computers No. 3. and No. 4. then pass the Preliminary Recap Sheets back to Computers No. 1. and No. 2.

This process is repeated for each contestant in the division.

When the last contestants scores have been computed and recorded on both the Freestyle Recap Sheet and the Preliminary Recap Sheet, then computers No. 3. and No. 4. determine the placement of each contestant, the Preliminary Recap Sheet being first place, and proceeding to last place in descending order. The places are to be clearly marked in the Place Column, from first to last place. Each computer completion of the placement markings.

The Chief Tabulator then takes Computer No. 1. Freestyle Recap Sheet to the judges for verification, following this procedure:

- 1) The Chief Tabulator reads out aloud judges No. 1 scores fore each contestant for Technical Merit, wile judge No. 1. Follows along on his/her worksheet. The same procedure is repeated for Artistic Expression.
- 2) If the judge agrees that all scores are correct, then the judge signs the bottom of the Freestyle Recap Sheet in the column with that judges scores.
- 3) In the event that there is a discrepancy between the judges scores and the tabulators scores, the Competition Director will be immediately notified. The Contest Director will determine which score the judge actually flashed, and the judge will be bound by the score that he/she wrote on the score sheet.
- 4) This procedure is repeated for the remainder of the judges.

After the scores on the Freestyle Recap Sheet have been verified and signed by the judges, the Chief Tabulator places the signed copy of the Freestyle Recap Sheet in the Permanent Record File.

The Chief Tabulator then proceeds to make machine copies of the duplicate Freestyle Recap Sheet from computer No. 2. These copies will be in number: one for each contestant in the division, one for the head of each countrys delegation, one for each judge, one for each Chairperson of the Technical

Advisors, the Contest Director and the Chief Tabulator. The original is placed in the Permanent Record File.

The Chief Tabulator also makes the same number of copies of the Preliminary Recap Sheet from computer No. 3, and place the original in the Permanent Record File.

The Chief Tabulator then takes Computer No. 4 Preliminary Recap Sheet, circles the names of the semi finalists/finalists who will advance to the semi final/finals and writes these names on a semi finalists/finalists Form marked, Soloist. The original of this semi finalist/finalist Form is given to the announcer, the copy is used by the Chief Tabulator for the drawing, The recap sheet is then passed to computer No. 5. (This can be done before the copies are made if necessary). The preliminary round and semi final round are elimination rounds only.

### **9.3 DRAWING ORDER OF APPEARANCE SEMI/FINAL FREESTYLE COMPETITION**

The technical chair person conducts the Drawing for Order of Appearance for the Semi/Final Freestyle Competition as soon as the names of the six finalists have been announced. The drawing will be conducted in the following manner:

- 1) Each contestant (or a representative there of) will draw a number indicating that contestants performance number for that division of the semi/final Competition.
- 2) The Chief Tabulator will record (print clearly or type) the names of the contestants in proper Order of Appearance for the Freestyle Competition Form.
- 3) The original of this form will be given to the Announcer, the first copy will be given to the Sound Technician, and the second copy will be used by the Chief Tabulator to prepare the recap sheets for the Final Freestyle Competition.

The Chief Tabulator will prepare two Freestyle Recap Sheets(for Finals) and two for Final Recap Sheets for Soloists by:

Typing or printing clearly the names of the Finalists in the proper order for that division.

The Chief Tabulator will also fill in the finalists names in the proper order in the indicated spaces on a judges Freestyle Worksheet and make one copy for each judge for that division. The Chief Tabulator will also prepare the Freestyle Score Sheets for the Final Competition.

These procedures are repeated for each division.

This Steps are repeated for the Final Freestyle Competition with the Final Recap Sheet substituted for the Preliminary Recap Sheet.

#### **9.3.1 Winner List**

The Chief Tabulator will prepare two copies of a Winner List (one each for the Contest Director and The Announcer) listing the finalists placing in reverse order, from sixth to first, with each finalists country listed. This is done for each division.

The Chief Tabulator may delegate such duties as making copies, etc. to and assistant, however the accuracy and efficiency of the tabulating team and the process of tabulation of the contest itself is ultimate responsibility of the Chief Tabulator.

## 9.4 PAIR/TEAM AND GROUP COMPETITION

Protection against error for tabulating the Pair/Team/Group Competition is based on the duplicate score sheet system. The following step by step procedure must be used.

Upon Receiving the completed original and the first (color) copy (of the Team/Group score sheet packet) from each judge by messenger, the Chief Tabulator examines the sheets for completeness, i.e., signed, all blanks filled in, corrections initialled, unit scores inserted and proper relation (not 40 in a 30 point caption, for instance), carbons distinct and complete. If any of these details are missing or incorrectly done, the original and carbon are sent back to the particular judge for correction and initialising. The Chief Tabulator also examines the two Timing and Penalty Judges sheets in the manner.

### 9.4.1 Each Computer Then Proceeds

The completed score sheets are then turned over to two assistants for preliminary computation. Assistant No. 1. (Computer No. 1.) works only with the original score sheets, Assistant No. 2. (Computer No. 2.) works only with the (color) copies. Each proceeds to:

- 1) Add the scores of the three captions (Content, Precision and Unison, General Effect) to get the Pair/Team/Group Total Score. Compare this with the judges total that should appear in the indicated box on each score sheet.
- 2) If a Tabulators total score does not agree with the judges, the Tabulators should compare their total with each other to determine the origin of the discrepancy. If it is a judges error, both score sheets should be handed to the messenger to return to the judge for correction and initialling.
- 3) Staple or slip the score sheets together ( originals in one pack, copies in the other). These must be in order of the judges seating arrangement (left to right, facing the judges).
- 4) Pass these sets of score sheets to Computer No. 3. and No. 4. for recording and final computation. Computer No. 3. works with the originals, computer No. 4. works with the (color) copies. Each proceeds to:

### 6.4.2 Tabulation And High And Low Score

- 1) The high and low score of the pair, team and groups TOTAL score be thrown out for tabulation purposes for both the European Cup of Clubs and the European Championships.
- 2) Record all of the total scores for that Pair/Team/Group in each judges column of the Pair/Team/Group RecapSheet.
- 3) Compare these totals with each other by having the first computer read the scores across out load from left to right, while the second computer follows along on his/her Pair/Team/Group Recap Sheet.

Computers No. 3. and No. 4. then complete the tabulation of the Pair/Team/Group competition by the following procedure:

- 1) Each, working separately, computes the Gross Score for that Pair/Team or Group and records this sum in the indicated column.
- 2) The Gross Score is divided by the (number of judges) minus 2 (high/low) to get the Average Gross Score.
- 3) The sum of the penalties from each Timing and Penalty judge is recorded in the proper column, and then added together to get the Total Penalties.
- 4) The Total Penalties Score is divided by 2 to get the Average Penalty Score.
- 5) The Average Penalty Score is subtracted from the Average Gross Score to get the Final Average Score.
- 6) The Tabulators then compare the Final Average Score. If they agree to the same one hundredth of a point, it is likely that the results are correct.

This process is repeated for each team/group

After the last Pair/Team/Group score sheets have been tabulated and all scores recorded and computed on the Pair/Team/group Recap Sheet. Computers No. 3. and No. 4. determine the placement of each Team/Group starting with the highest numerical score in the Final Average Column being first place, and proceeding to the last place in descending order. The places are to be clearly marked in the Place Column from first to last place. Each computer works separately, checking with each other for accuracy after completion of the placement marking.

Computer No. 4 Pair/Team/Group Recap Sheet is given to the Chief Tabulator who makes the following machine copies:

One for each Pair/Team/Group, one for the head of each countrys delegation, one for each judge, one for each Chairperson of the Technical Advisors, the Contest Director and the Chief Tabulator. The original is placed in the Permanent Record File. Computer No. 3. circles the name (country) of the top three Pair/Teams/Groups who will advance to the Finals, and writes those names on a Finalists Form (marked Pair/Team or Group). The original of the Finalists Form is given to the Announcer, the copy is used by the Chief Tabulator for the drawing.

#### **9.5 DRAWING ORDER OF APPEARANCE FINAL PAIR/TEAM/GROUP COMPETITION**

The technical chairperson conducts the drawing for the order of performance for the Final Pair/Team/Group Competition as soon as the finalists have been announced. The drawing will be conducted in the following manner:

- 1) A representative from each Pair/Team/Group will draw a number, from one to three, indicating that Pair/Team/Group performance number for that division of the Finals Competition.
- 2) The Chief Tabulator will record (print clearly or type) the names of the (countries) of the Pair/Teams/Groups in proper Order of Appearance for Final.

#### 9.5.1 *Pair/Team/group Competition Form*

The original of this form will be given to the Announcer, the first copy will be given to the Sound Technician, and the second copy will be used by the Chief Tabulator to prepare the score sheets for the Pair/Team/Group Finals.

The Chief Tabulator will type or print clearly the names (country) of each Pair/Team/Group finalists on the Pair/Team/Group Score Sheets (one score sheet for each Pair/Team/Group for each judge). The set of score sheets for each judge will be arranged in order of appearance drawn.

Next, the team finalists will be listed in order of appearance on two copies of the Pair/Team/Group Recap Sheet.

The Chief Tabulator will also fill in the Pair/Team/Group finalists in the proper order in the indicated spaces on a Judges Pair/Team/Group Worksheet, and make one copy for each judge.

This steps are repeated for the Pair/Team/Group Finals Competition.

#### 9.5.2 *Winner List Pair/Team/Group*

The Chief Tabulator will prepare two copies of a Winner List (one each for the Contest Director and the Announcer) listing the Pair/Team/Group finalists placings in reverse order, from third to first.

The Chief Tabulator may delegate such duties as making copies, etc. to an assistant, however the accuracy and efficiency of the tabulating Pair/Team/Group and the process of tabulating the contest itself is the ultimate responsibility of the Chief Tabulator.

### 9.6 **TABULATION PROCEDURE TO DETERMINE WINNING COUNTRY**

#### 9.6.1 *A*

Upon receiving the copy of Computer No. 4. Preliminary Recap Sheet for Soloist from Chief Tabulator and working with the Tally Sheet for Countries, Computer No.5. proceeds to:

- 1) Record preliminary placement in the indicated column for all the countries contestants in that division excluding those contestants who are semi/finalists.
- 2) Using the place point chart based on the number of actual competitors who performed in each division locate the amount of points allocated for each place (7th, 13th or 15th through last place) depending on whether the division has a semi/finals and the number competing in the semi/finals and record these points in the indicated spaces.
- 3) Compute the total for all the countries who do not have semi/finalists in that division and record this sum in the Division Total Column.
- 4) The Preliminary Recap Sheet for Soloist and the Tally Sheets for Countries are then passed to the Chief Tabulator who check the computations and returns the Tally sheet to computer No. 5. The Preliminary Recap Sheet is then placed in the permanent Record File.
- 5) Repeat steps 1 through 4 for all divisions.
- 6) Record the Divisional Points and the Countries Total Points for all those countries who have no semi-finalists in individual or

finalists in team/group competition on to the Countries Recap Sheet for the European Cup in the designated spaces.

NOTE:

The same procedure from 6.6 must be done for pairs.

9.6.2 B

Upon receiving the copy of computer No. 3 Team/Group Recap Sheet for Preliminaries and working with the Tally Sheet for Countries, Computer No. 5. precede to:

- 1) Record the preliminary placement in the indicated column for each Country Team or Group who are finalists.
- 2) Using a place point chart previously designed and based on the number of actual Teams/Groups who performed, locate the amount of points allotted for each place (4th, 5th, 6th through last place, depending on the number of teams/groups in finals) and record these points in the Divisional Total Column.
- 3) Teams and Groups points are determined by placement and number in the category times 5 (i.e., 1st place in a category of 8 will receive 8 points x 5 = 40 points, second place receives 7 points x 5 = 35 points, etc.).
- 4) The Team/Group Recap Sheet and the Tally Sheets for Countries are then passed to the Chief Tabulator who checks the computations and returns the tally sheets to computer No. 5. The Team/Group Recap Sheet is then placed in the Permanent Record File.

9.6.3 C

Upon receiving the copy of computer No. 4. Final Recap Sheet for Soloist and working with the Tally Sheet for the Countries, Computer No. 5. Proceed to:

- 1) Record the semi/Final Placement in the indicated column for all the semi/finalists in that division who are not finalists
- 2) Using the place point chart, assign the correct number of points for each semi/finalist's placement who are not finalists
- 3) Compute the total for all countries who had semi/finalists in the in the Division Total Column
- 4) The semi/Final Recap Sheet for Soloists and the Tally Sheets for Countries are then passed to the Chief Tabulator who checks the computations and returns the Tally Sheets to Computer No. 5. The semi/Final Recap Sheet is then placed in the Permanent Record File.
- 5) Repeat steps 1 through 4 for all divisions.
- 6) Record the Divisional Points and the Countries Total Points for all those Countries with Freestyle semi/finalists (but with no Team or Group finalists) onto the Countries Recap Sheet for the European Cup in the designated spaces.

NOTE:

Repeat all steps in A for finalist, using final recap sheet for soloists. Also the same procedure must be followed for pairs.

#### 9.6.4 D

Upon receiving the copy of Computer No. 3 Team and Group Recap Sheet for Finals and working with the Tally Sheets for Countries, Computer No. 5. proceed to:

- 1) Record the final placement in the indicated column for each country's Team or Group in finals.
- 2) Using a place point chart, locate the amount of points allotted for each final place and record these points in the Division Total Column.
- 3) Compute the Totals for all countries with finalists in the Team/Group competition.
- 4) The Team/Group Recap Sheets for Finals and the Tally Sheets for Countries are then passed to the chief Tabulator who checks the computations and returns the tally sheets to computer No. 5. The Team/Group Recap Sheet is then placed in the permanent Record File.
- 5) Record the Divisional Points and the Country's Total Points for all those countries with Team or Group finalists onto the countries Recap Sheet for the European Cup in the designated spaces.
- 6) Determine the Final Placement for each country (1st place being the highest number of points in the Total Column of the Countries Recap Sheet for European Cup) and record those placements in the indicated column.
- 7) All the Tally Sheets for Countries and the Countries Recap Sheets are passed to the Chief Tabulator who checks the final computations and placements.
- 8) The Chief Tabulator records the names of the winning country and the second and third place countries in reverse order on the Winner List, the original of which is given to the Announcer and the copy to the Contest Director.
- 9) The Chief Tabulator then makes the following machine copies of the Countries Recap Sheets for the European Cup: one copy each for the head of each country's delegation, the Chairperson of the Technical Advisor, the contest Director, the Chief Tabulator, the Judge and the C.E.T.B. Headquarters.
- 10) The Chief Tabulator places each original of the Tally sheet for Countries in that country's head delegation folder and places the carbon copies in the Permanent Record File.

## 9.7 Ties

*Ties will remain unbroken for all places in all divisions. In the event that there is a tie in any division for the last place, advancing to the semi final/final the both freestyle athletes/pairs/teams/groups will advance.*

*When allotting the place points for the European Cup, the following procedure will be used;*

- 1. Both contestants will receive the same placing, and the next placement will be skipped (i.e. the event of an 8th. place tie between two contestants, both contestants will receive 8th place, and the next placing will be 10th.)*
- 2. Add the place points allotted for the tied placement and the next placement that was skipped, divide by the number of contestants tied and give each contestant the same number of place points (i.e. if the amount of points for 8th place is 20 and 9th place is 19, then those two amounts would be added together to get 39, then divided by 2 to get 19.5 and each of the tied contestants would receive 19,5 points.*
- 3. If there is a tie for European Cup [the travelling trophy will remain with one country from the end of the championships until the cup of clubs the following year, at which time the travelling trophy will be turned over to the other member country to be returned at the next European Twirling Championships. There will be a draw to determine which country receives the travelling trophy first.*
- 4. Both countries will receive a plaque. CETB will be responsible for providing a duplicate plaque to the other European Cup winner.*
- 5. When there is a tie for medal position both athletes will receive a medal, and the next placement will be skipped. (i.e. in the event of a 2nd place tie, both contestants will receive a silver medal, there will be no 3rd place awarded and the next place will be 4th.*

*(Verona Winter 1996)*

## 9.8 COLLECTION AND DISTRIBUTION OF SCORE SHEETS, ETC

The Chief Tabulator (and/or assistants) must prepare a packet (or folder) of score sheets for each of the following:

- 1) All Soloists packet to contain :  
Copy of Freestyle Recap Sheet (for Preliminaries) for that contestants division.  
Copy of Preliminary Recap Sheet for Soloists for that contestants division.

In addition to preliminary packet a Finals packet will contain:

- Copy of Freestyle Recap Sheet (for Finals) for that division.
- Copy of Finals Recap Sheet for Soloists for that division.

The originals of that Teams/Groups Score Sheets (one from each judge) for preliminaries (including one Timing and Penalty Sheet for each Timing and Penalty judge).

Copy of Team/Pair/Groups Recap Sheet for Preliminaries.

The originals of that Pair/Teams/Groups Score Sheets (one for each judge) for Finals (including one Timing and Penalty Sheet from each Timing and Penalty Judge).

The contest director will receive:

- Copy of Teams/Groups Recap Sheet for Finals.
- Copy of Freestyle Recap Sheet (for Preliminaries) for all divisions.
- Copy of Freestyle Recap Sheet (for Finals) for all divisions.

Copy of Preliminary Recap Sheet for Soloists for all divisions.  
Copy of Finals Recap sheet for Soloists for all divisions.  
Copy of Teams/Groups Recap Sheet for Preliminaries.  
Copy of Teams/Groups Recap Sheet for Finals.  
Copy of Countries Recap Sheet for the European Cup.  
Copy of the range finding forms for each round.

## **9.9 CERTIFICATE OF PARTICIPATION**

Each contestant will receive a certificate of participation. Each member of a pair/team/group will also receive a certificate of participation.

### *9.9.1 The Head Of The Countries Delegation.*

These packets will be the same as the Contest Directors except they will also contain that countries Tally

### *9.9.2 Judge*

These packets will include the same sheets that are listed under Contest Director. If two or more judges represent one country each judge from that country will receive only the recap sheets from the division(s) that he/she judged.

### *9.9.3 Chief Tabulator.*

Same packet as Contest Director.

### *9.9.4 Chairperson Of Technical Advisors.*

The packet contains the same sheets as the Contest Director plus the Permanent Record File.

### *9.9.5 C.E.T.B. Headquarters*

Same as Contest Director.

### *9.9.6 The Permanent Record File*

The Permanent Record File is turned over to the Chairperson of the Technical Advisors and will contain:

Freestyle Recap Sheet for each division for Preliminaries - signed by judges.

Original of the second Freestyle Recap Sheet from Computer N. 2. for each division for Preliminaries.

Two original Preliminary Recap Sheet for Soloists for each division.

Freestyle Recap Sheet for each division for Finals - signed by the judges.

Original of the second Freestyle Recap Sheet from computer No. 2. for each division for Finals

Original of Final Recap Sheet for Soloists for each division.

Team/Group Score Sheets, (color) copies, (one from each judge for each Team/Group for preliminaries.

Two original Team/Group Recap Sheets (Preliminaries).

Team/Group Score Sheets, (color) copies, (one from each judge for each Team/Group Finalists), for final Team/Group competition.

Team/Group Timing and Penalty Sheets (color) copies (one from each Timing and Penalty judge for each Team/Group for Preliminaries).

Team/Group Timing and Penalty Sheets (color) copies (one from each Timing and Penalty judge for each Team/Group for Finals).

Two original Team/Group Recap Sheets (Finals).

The Chairperson of the Technical Advisors will take temporary custody of the Permanent Record File for the purpose of settling any dispute that may arise in the tabulation or judging of the European Championships.

The Chairperson of the Technical Advisors will hold the Permanent Record File until the next annual meeting of the C.E.T.B., at which time will be turned over to the Secretary of the C.E.T.B. and/or kept on file at C.E.T.B. Headquarters. All score sheet packets will be presented to the recipients in Official C.E.T.B. Folders designed for that purpose.

## **10 OFFICIAL CONTEST PERSONNEL**

### **10.1 CONTEST DIRECTOR.**

A Contest Director is needed in order to assure standarization of contest operation regardless of site

#### *10.1.1 Duties.*

The Contest Director Supervises, organizes and co-ordinates the entire contest, competition rehearsals, music tests, opening and closing ceremonies, presentation of Awards, etc..

#### *10.1.2 Selection.*

The Contest Director is selected by the host country.

#### *10.1.3 Qualifications.*

The person chosen as the Contest Director must be familiar with the rules, procedures and goals of the C.E.T.B. European Championships, having attended previous C.E.T.B. European Championships and (ideally) been involved in some capacity in the workings of the Contest (Judge, head tabulator, technical advisor, etc.).

This person should have experience in organizing baton twirling contests of the size and scope of a regional or national competition.

#### *10.1.4 Specific Requirements And Duties.*

See Appendix 1. Contest Director, Job Description.

### **10.2 ANNOUNCER.**

The Announcer conducts the programme by;

1. Announcing the contestants names, and communicating messages, etc., to the audience. The Announcer is responsible for providing programme continuity and for insuring that contest progresses with speed and efficiency.
2. Introducing dignitaries, judges and other personnel.

The Announcer is chosen by the Host Country. The person chosen as Announcer must be familiar with the rules, procedures and goals of the C.E.T.B. Championships, and have a knowledge of baton twirling. The Announcer should have a pleasant and clear speaking voice.

It would be desirable for the Announcer to be able to speak more than one of the languages of the C.E.T.B. Member Countries.

Must attend Announcers meeting and must be on duty during the entire championships.

### **10.3 ASSISTANT(S) TO THE ANNOUNCER.**

A Representative from each member Country will be available to assist the announcer during the performance of their own athletes (Freestyle, team and group events).

The Assistants will help the correct pronunciation of names, and would be available to make announcements or give special instructions to the athletes in their own language if necessary.

Each Country will select its own Assistant.

The name of each person acting as Assistant to the announcer, will be sent to the Contest Director prior to the European Championships. This is the responsibility of each Country's representative to the C.E.T.B..

The Assistant Announcer will be required to attend the Announcer's meeting.  
Must be available when needed determined by the Contest Director and Announcer.

#### **10.4 OFFICIAL TIMER.**

##### *10.4.1 Duties*

The Official Timers are employed during the Freestyle, Pair, Team and Group portion of the competition for the preliminaries, semifinals and Finals and are positioned in the Judges area.

It is the responsibility of the Official Timers to time EACH Performance during the contest. The Timer is required to record the time of each performance on the list with the Official times from the music test, provided by the contest director and to determine whether or not each performance was within the allotted time.

It is further more the responsibility of the Official Timer to report any undertime or overtime information to the tabulator.

The Job of the Official Timers carries a serious responsibility for being completely accurate.

The Official Timer must insure that the Stopwatches used are in good working order and are totally accurate.

##### *10.4.2 Selection.*

One Official Timer is chosen by the Host Country.

##### *10.4.3 Qualification.*

The Official Timers must be familiar with all the rules and procedures of Freestyle, Pair, Teams and Groups Competition that apply to and affect the timing of the routine.

The Official Timers must display a conscientious and serious attitude concerning the responsibility entrusted to him/her.

##### *10.4.4 Requirements.*

The Official Timer and Penalty Judges must have a meeting with Technical Chair at the end of the Judges meeting.

##### *10.4.5 Dress.*

See Judges Dress

#### **10.5 FLOOR MONITOR.**

##### *10.5.1 Duties.*

The Floor Monitor must ensure that the Athletes do not carry towels or other unauthorized objects across the boundary lines.

The Floor Monitor helps to maintain a smooth traffic flow of contestants during the competition.

He/she shall impart any last minute information to the contestant that may be necessary.

It is the responsibility of the Floor Monitor to check all the batons to assure their legality under the rules of the C.E.T.B. and to report any infractions immediately to the coach, giving the contestant the opportunity to provide an acceptable substitute. Should a contestant, having been forewarned, fail to use a legal baton, the Floor Monitor must report the infraction immediately to the CETB judges chair and/or CETB Technical Chair.

The Floor Monitor must also check to make sure that all costumes meet the requirements as set forth in the C.E.T.B. Rules. The Floor Monitor is responsible for pointing out infractions in costuming as soon as possible to the contestants, in the event that acceptable article of apparel may be substituted in time. In the event that a Freestyle, pair, team or group should fail to wear an acceptable costume/ uniform, and having been forewarned, the Floor Monitor must report the infraction immediately to the CETB judges chair and/or CETB technical Chair.

The Floor Monitor will help to keep all unauthorized persons off the competition floor. During the Pair, Team and Group Competition, the Floor Monitor will be positioned at the athletes entrance onto the floor. During the Freestyle Competition, there will be a designated area to which each athlete must report prior to his his/her performance. The Floor Monitor will be in this area. The athlete plus a maximum of two representatives are welcome in this area, and are encouraged to appear.

#### *10.5.2 Selection.*

Chosen by Host Country.

#### *10.5.3 Qualifications.*

The Floor Monitor must have a thorough knowledge of all the C.E.T.B. Rules pertaining to his/her duties.

The Floor Monitor must display a conscientious and serious attitude about the responsibility entrusted to him/her.

It would be advantageous for the Floor Monitor to be able to speak more than one language.

#### *10.5.4 Requirements.*

The Floor Monitor must have a meeting with the Chair of the Technical Committee. This meeting should take place immediately after the draw for the Order of Appearance of the athletes.

#### *10.5.5 Dress.*

See Judges Dress

#### *10.5.6 Conduct.*

See Judges Conduct 7.4.8

### **10.6 TABULATION MANAGER (CHIEF TABULATOR).**

#### *10.6.1 Duties.*

To organize and oversee the complete operation of Tabulating the Contest.

To be responsible for the accuracy of the results as they pertain to the Tabulator.

To supervise all Tabulation personnel; to instruct them in their duties and assign tasks, (other Tabulation personnel consists of 5 assistant tabulators/computers and 1 - 2 messengers).

To perform various duties as specified in the chapter on Contest Systems and Procedures,

#### *10.6.2 Selection.*

Chosen by Host Country.

#### *10.6.3 Qualifications.*

A thorough knowledge and understanding of the C.E.T.B. Rules and Procedures that govern the contest itself, and of the score sheets and Tabulation methods required.

The ability to work efficiently and cheerfully under pressure.

The ability to enlist and encourage co-operation from other personnel.

#### *10.6.4 Requirements.*

The Tabulation Manager must attend the Tabulation Meeting.

### **10.7 TABULATION ASSISTANT/COMPUTERS.**

#### *10.7.1 Duties.*

In general, the Tabulators function is to compute the total scores for each contestant, Team and Group from the score sheets and from the score flashed by the Judges.

A more detailed step by step description of the Tabulation process is explained in the chapter Tabulation.

#### *10.7.2 Selections*

Tabulation assistants are chosen by the host country

#### *10.7.3 Qualifications*

The successful operation of the system requires 100% competency and accuracy on the part of the Tabulators. For this reason, fully trained and experienced Tabulators are absolutely essential; people who are accustomed to concentrating on details and working with figures, and who are familiar with the score sheets. The pressure and strain of a contest of this importance make it necessary to have Tabulators who can and will figure scores accurate for hours in spite of all distractions.

#### *10.7.4 Responsibilities.*

The Tabulation assistants must attend the Tabulation Meeting.

### **10.8 MESSENGERS.**

#### *10.8.1 Duties.*

The Messenger (s) will act as runners to collect score sheets from the Judges to be Tabulated, to return score sheets to the Judges if any corrections, etc. are needed, and to deliver any messages necessary between the Judges and Tabulators.

They may also be called upon to run other errands for the Judges or Tabulators ( i.e., bringing food to Tabulators, Announcers, etc..

#### *10.8.2 Selection.*

The Messenger(s) will be chosen by the Host Country.

#### *10.8.3 Qualifications.*

The messenger(s) should be familiar with the contest operation and facility, and should display a cheerful and co-operative attitude.

It would be advantageous for the Messenger(s) to be able to speak more than one language.

#### *10.8.4 Requirements.*

The Messenger(s) is based in the Tabulation area, and is required to be available to the Tabulators and Judges during the entire contest. The Messenger(s) will execute his/her duties with speed and discretion so as not to disrupt the Tabulators, nor to hinder or obstruct the Judges in the performance of their duties.

The Messenger(s) must attend the Tabulation Meeting.

### **10.9 PUBLIC RELATIONS DIRECTOR.**

#### *10.9.1 Duties.*

In general, the PR Director promotes the European Championship especially through the use of Radio, TV, and the Press.

The PR Director is responsible for making contact with newspapers, TV stations, etc., and for issuing press releases to various representatives of the media.

The PR sets up and oversees sessions with the press, TV, etc., for interviews and pictures with various athletes and officials of the C.E.T.B.

The PR Director also co-ordinates all filming, pictures, interviews, etc., that may occur during the competition; dealing with the media representatives for the purpose of assisting as well as minimising disruption to the contest. The PR Director works in co-operation with the Contest Director and other official personnel.

The PR Directors major concerns are in gaining publicity for the Championships, and in projecting the true and proper image of baton twirling as a sport.

#### *10.9.2 Selection.*

The PR Director is chosen by the Host Country.

#### *10.9.3 Qualifications.*

The PR Director must be familiar with the rules, procedures and goals of the C.E.T.B. and the European Championship. The PR Director must have a thorough knowledge of Baton Twirling.

The PR Director must have had substantial experience in Public Relations, and especially with the promotion of Baton Twirling Contests of this importance.

The PR Director should have a knowledge of the geography and culture of the Host Country, City and Contest facilities.

It would be advantages for the PR Director to be a citizen of the Host Country, providing he/she meets the other qualifications listed above.

It would be advantageous for the PR Director to be able to speak several languages.

#### *10.9.4 Requirements.*

The PR Director is required to attend any meeting and/or consultations with other official personnel that are deemed necessary by the C.E.T.B. Board of Directors or by the President of the C.E.T.B.

### **10.10 HOST COUNTRY LIAISON OFFICER.**

#### *10.10.1 Duties.*

The Liaison Officer will act as consultant for and intermediary between all contest personnel, members of other Countries' delegates and the Host Country.

The Liaison Officer will provide information and advice concerning hotels, restaurants, transportation, contest facilities, sightseeing opportunities, etc..

The Liaison Officer will offer aid to the Contest Director, PR Director and other official personnel in the scheduling of the time and places for meetings, PR sessions, etc., and for other use of the available facilities.

The Liaison officer may be called on to solve special problems of delegations or official personnel that relate to the specific knowledge and talents of the Liaison Officer.

#### *10.10.2 Selection.*

The Liaison Officer is selected by the Host Country.

The Liaison Officers name, address, etc., will be sent to all members of the C.E.T.B. 8 weeks in advance of the European Championships.

#### *10.10.3 Qualification.*

The Liaison Officer must have a thorough knowledge of the Country, City, and immediate area of the City in which the contest is being held. This knowledge must extend to such topics as listed above under Duties.

The Liaison Officer must have a sincere desire to extend the hospitality of the Host Country to the delegates from other Countries through practical assistance, while displaying a cheerful and co-operative attitude.

It would be most advantageous for the Liaison Officer to be able to speak several languages.

#### *10.10.4 Responsibilities.*

The Liaison Officer will be on duty and available during the contest in a designated area or room.

The Liaison Officer will also be available to the delegations, 3 days prior to the contest and 3 day afterward.

The Liaison Officer will attend a meeting of the C.E.T.B. Board and/or Technical Advisor to acquaint the members with the facilities and services available. If possible, a tour of facilities will be scheduled at this time.

If the Host Country desires, and if the Liaison Officer is chosen well enough in advance, inquiries from other Countries concerning facilities, services etc., may be directed to the Liaison Officer by mail.

The Liaison Officer will provide a General Information telephone number during the contest and the morning and evening hours prior to the contest. The telephone will be manned for a period of several days

The Liaison Officer will provide necessary information to the Information Station as needed.

### **10.11 ADDITIONAL PERSONNEL.**

These people will be furnished by the Host Country. In some instances certain personnel are provided by the company through which the Contest Facility is rented.

**10.12 SALESPEOPLE/VENDORS.**

**10.13 ADMISSION OFFICIAL.**

In charge of selling the tickets for admission to the Contest.

**10.14 INFORMATION OFFICER(S).**

Function: To operate and maintain an Information Station during the Contest for the convenience of the Athletes, Coaches, Spectators, etc.. These people will answer questions, offer assistance and otherwise provide general information concerning:

- 1) The Contest schedule, rules, etc.
- 2) The Contest site facilities, services, etc..

Official publications of the C.E.T.B. , contest Manual, rules, etc., May be sold at the Information Station.

The Contest Director, Liaison Officer, PR Director, and other Official Contest personnel will provide the Information Station with a flow of information prior to and throughout the contest.

**10.15 LIGHTING TECHNICIANS.**

**10.16 SECURITY GUARDS.**

**10.17 SOUND TECHNICIANS.**

In charge of operating the sound equipment and variable speed tapeplayer (microphone, speakers, etc.). These people must be familiar with the specific equipment being used. The Sound Technicians must be available for the music tests as well as for the Competition.

They will maintain a list of contestants with notations of specific instructions for playing each contestants music.

**10.18 BUILDING (MAINTENANCE) SUPERVISOR.**

Responsible for keeping the facilities clean and should be available for assistance in the event of emergencies that relate to the building itself (Power failure, clogged drains, etc.).

**10.19 FIRST AID ATTENDANTS.**

Medical personel must be in attendance during the entire Championships.

Function: To operate and maintain a First Aid Station; to provide basic emergency medical treatment if needed.

**10.20 OFFICIAL CONTEST PHOTOGRAPHER(S).**

For taking pictures during Awards Ceremonies, etc., And for Video taping, whichever events are specified by the Board of Directors and or Technical Advisor.

**10.21 REGISTRAR.**

During the Rehearsal and Music Tests the Registrar maintains and operates a Registration Station.

Representatives from each Countries delegation will report to this station to register and pick up official badges, passes, etc., for that delegation, permitting the Athletes and other Officials entry into the complete CETB competition.

The representative from each Countries delegation must also present the passports of all of the countries contestants to the registrar for Official verification.

The Judges from each Country, or their representatives, will present their passports to the Registrar for Official verification.

The Registrar will also present the representatives with any bulletin or information ( i.e., Contestants order of performance drawn in the Technical Advisors meeting, etc. ).

The Registrar will provide the representatives with the correct number of Contest programs for that Countries Contestants. The Contest Director will supply the Registrar with necessary lists and Information.

## **10.22 ANNOUNCING THE CONTEST**

General announcements and introductions will be made in English and French.

Procedure for announcing:

- Announce the name (name athlete/pair/team/group and country) and tell them that they may take the floor for competition
- As each athlete/pair/team/group finishes, read out the scores of the previous contestant(s) (see procedure for announcing the scores)
- Tell the next contestant Team or Group that they may take the floor for competition.
- Make sure all judges are ready before announcing the name of the next Team or Group.

Judges' scores will be announced in the language of the Host Country and in English.

- Procedure for announcing the Scores
- When judges are ready, announce the contestants name.
- When the contestant(s) stands in the designated area instruct the judges to prepare their scores.
- After all the judges have prepared their scores (they should hold the score cards at chest level, turned so that the scores are not visible, when they are ready ) Command them; (Judges may we have your scores for; \*) Judges scores should always be displayed simultaneously).
- Read aloud each judges set of scores from the announcers Left to Right,
- identifying the judge by country first, and then announcing the score.(i.e. Belgium - 8.5; England - 8.0 etc. ). Each judges score should be read first in the language of the host country, and second in English, before moving on the next judge.
- As each countries score is announced, that judge will lower her/his score cards.
- The Announcer then repeats steps D through to G for Artistic Expression (only in Freestyle).
- After the scores are read out, the next contestant may take the floor for competition

\*) In Freestyle each judge gives 2 scores; Technical Merit and Artistic Expression. For Pairs, Teams and Groups the judges will only give one total score.

### **10.23 Awards all events**

*Every participant in a C.E.T.B. championship (European Championships, Cup of Clubs, Freestyle Grand Prix) receives a certificate of participation, reserves included. (Holland – January 1997)*

#### **10.23.1 Freestyle**

*Each Athlete that reaches the finals of the European Championships receives a medal. (Holland – January 1997)*

1st. place winner in the Junior women, Senior women, Junior men, and Senior men divisions will receive a Gold lion (with ribbon) of the design by the C.E.T.B.

The 2nd. place winner will receive a silver lion of the same design.

The 3rd. place winner will receive a bronze lion of the same design.

The 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup>. Place receive a plaque

The event, place and year will appear on the back of .

All contestants will receive an official C.E.T.B. Certificate of participation, reserves included.

#### **10.23.2 Pairs**

1st. place winner in the Junior and Senior pair will receive a Gold lion (with ribbon) of the design by the C.E.T.B.

The 2nd. place winner will receive a silver lion of the same design.

The 3rd. place winner will receive a bronze lion of the same design.

The 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup>. Place receive a plaque

The event, place and year will appear on the back of .

All Pairs will receive an official C.E.T.B. Certificate of participation, included reserves.

#### **10.23.3 Teams And Groups.**

1<sup>st</sup>. place winner in the team or group event will receive a Gold lion (with ribbon) of the design by the C.E.T.B.

The 2nd. place winner will receive a silver lion of the same design.

The 3rd. place winner will receive a bronze lion of the same design.

The 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup>. Place receive a plaque

The event, place and year will appear on the back of .

All Team or Group members will receive a certificate of participation, included reserves.

#### **10.23.4 European Cup**

The country whose athletes, pairs, team and group earn the highest number accumulated place points will receive the EUROPEAN CUP.

The countries who are placed 2nd. and 3rd. will receive plaques.

A country can keep the European Cup if they won the European Cup three times consecutively or five times in total.

#### **10.23.5 Extra Awards.**

Extra awards may be presented by the host Country.

#### *10.23.6 Providing Medals*

The CETB is responsible for providing plaques for the 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> places in all divisions (Freestyle, Pairs, Teams and Groups – 2 plaques per Pair, 1 plaque per Team/Group)

The CETB is responsible for providing plaques for the 2<sup>nd</sup> and 3<sup>rd</sup> place of the European Cup

The CETB provides gold, silver and bronze medals for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place in all divisions (Freestyle, Pairs, Teams and Groups)

### **10.24 COMPETITION SCHEDULE AND PROCEDURES**

#### *10.24.1 First Day.*

#### *10.24.2 Rehearsals And Music Tests.*

Approximate times starts 8:00 a.m.

Each country will be assigned a specific time according to the rehearsal order drawn at the Annual C.E.T.B. winter meeting. During their scheduled time, each country will have exclusive access to the performing area, and to the sound equipment.

Rehearsal schedules will be sent to all countries at least two weeks prior to that championship by the host countries Contest Director.

A rehearsal may be scheduled in advance for all participants for the opening ceremonies (this may be held midway through the scheduled music tests or at the end).

#### *10.24.2.1 Procedure For Testing Music.*

1.

A representative (Coach) of each athlete, pair, team or group will supervise the playing of that contestant, team or group music during the rehearsal. At this time changes of speed are possible. The official timer will time each music, and provide a list with all the times of each contestants, pair, team and group. The athlete and representative will determine whether or not the music is correct in regards to speed, volume and quality of sound. Necessary adjustments will be made and noted by the athletes representative and the sound technician. Sound Technician will be provided with a list of contestants by the Contest Director for this purpose.

2.

Cassette tapes or CD's must be labelled with the contestants name and division. Pair, team and group labelled with countries Name (or Clubs name in case of CoC). In some countries it will be necessary to provide a list with music titles and composers for the tax. If this is necessary for the host country, it must be sent out in advance to the Countries, to provide these lists.

### **10.25 REGISTRATION.**

The registrar will maintain and operate the registration station during the rehearsals and music tests. Representatives from each countries delegation will report to the registration station to: Register and pick up badges, passes, programs, etc.; verify contestants and judges passports; receive any bulletins or other special information.

#### *10.25.1 Persons Requiring Registration:*

1. All contestants including pair, team and group members.
2. All judges, official timers, official penalty judges.

3. All contestant officials and others who will need badges and/or passes into the contest (Technical advisors, announcers, tabulators, floor monitors etc.). make definite list.

#### *10.25.2 Rehearsal With Lights.*

It will be desirable if the gymnasium would be available to the contestants in the evening so that they may practice under the same lighting conditions that will be used for those events held in the evening.

#### *10.25.3 Second Day – Competition starts*

##### 10.25.3.1 Opening Ceremonies

Approximate times - 8:00 a.m. to 8:30 a.m. Parade of Countries onto designated areas of the contest floor for introduction of judges and dignitaries, welcoming remarks, playing of anthems etc.

Ceremonial music will accompany procession.

##### 10.25.3.2 Order Of Procession:

- President and Board of Directors ( these dignitaries may proceed directly to a special area for seating.
- Contest Director
- Technical Advisory panel
- Judges Panel
- Each countries delegation of athletes and officials

Instead of parading in a panel, these could be with own countries delegation.

A flag bearer chosen by the host country will precede each delegation.

The judges and athletes oath must be read out in French and English, before all CETB competitions.

A draw will take place to select the country to read the athletes creed/judges oath.

#### Preliminary Competition Freestyle

Junior Woman Competition

Junior Men Competition

Senior Woman Competition

Senior Men Competition

Preliminary Freestyle competition is held in the order who was drawn in the Technical Advisors meeting.

Before entering the floor for competition, each contestant must report to the Floor Monitor to have Batons and uniforms checked.

After each Freestyle performance is completed, the contestant goes to a designated area in which to view her/his scores and may be joined by a coach or other representative. The next contestant may then enter the contest floor.

Names of Finalists will be announced as soon as they are released from Tabulation, Drawings for Order of Appearance for Finalists will be done shortly after Finalists are announced.

#### *10.25.4 Third Day.*

Preliminary Pair/Team/Group Competition.

Before entering the Floor for competition, all Teams or Groups must report to the Floor Monitor to have batons and uniform checked

Semi-finals Freestyle (Woman and Men /Juniors and Seniors)

Finalists announced and Drawing for Order of Appearance for Final Team and Group Competition.

#### *10.25.5 Fourth Day*

Finals Individuals (Woman and Men /Juniors and Seniors)

Finals for Pairs, Teams and Groups.

##### 10.25.5.1 Closing Ceremony And Award Presentations.

Closing Ceremony will be directly after all Tabulation is done, as soon as the results are able to be announced.

Parade of Athletes by County onto the competition floor for Closing remarks and presentation of Awards.

Other personnel to participate in parade will be selected by C.E.T.B.

Awards are announced in the following order from 6th. place to 1st. place for Soloists: Junior Women, Junior Men, Senior Men, Senior Women. and 3rd. to 1st place for Teams and Groups.

As their names are announced, winners will take their places on specially marked risers to receive their Awards.

Flags from the County of 1st., 2nd., and 3rd place winners will be displayed, and the national anthem will be played.

After the Awards are given for each division, the winners will resume their position in their country's delegation.

Immediately following the Closing Ceremony, a representative from each country will report to the Tabulation area to pick up all the score sheet folders for that country's Athletes. Judges and other official contest personnel may also pick up their folders at this time.

## **10.26 CONTEST SITE**

(Facilities, Equipment and Supplies)

The European Championships will be held indoors in a gymnasium or auditorium. In selecting the contest site and facility, special consideration must be given to the need to provide certain services and conditions. These services and conditions should be in accordance with the following standards and requirements.

### *10.26.1 Facilities*

Competition area

The size of the competition floor shall be 50 feet by 80 feet(15.24 meters by 24.38 meters)

The composition floor shall be clearly marked with the 50 feet by 80 feet Boundary Lines, and the centre shall be designated with a visible X.

The composition of the floor shall be of wood, concrete, or any other substance that is smooth, level and free from any obstruction or hazards that may in any way hinder the contestants' performance.

It is important that the floor is not too slippery and/or sticky.

### *10.26.2 Ceiling Height*

The ceiling height is to be approximately 30 feet (9.14 meter) unobstructed.

### *10.26.3 Lighting*

The lighting should be adequate, yet not too intense or directed so as not to create a glare or otherwise hinder the vision of the Athletes.

The Athletes should have an opportunity to rehearse under the same lighting condition as the contest.

### *10.26.4 Spectator Seating*

There shall be adequate seating capacity, with the location and arrangement of seats being convenient for viewing the competition.

### *10.26.5 Judges Seating*

Freestyle, Pair and Team/Group Competition:

The Judges area shall be in an elevated section in the exact Centre Front of the competition floor. This section may be in the stands but must be clearly designated as the Judges Area and must be positioned away from any spectator traffic, so that no person or object may pass between the judges line of vision and the contest floor. The Judges Area must also be isolated from any contact with any unauthorised person or group. It would be helpful if some type of small table or desk could be provided as a work surface for each judge.

### *10.26.6 Officials And Other Dignitaries Seating.*

A special designated area of the stands shall be provided for these officials to view the contest.

### *10.26.7 Dressing Rooms*

There must be sufficient number of rooms for the athletes to change costume, and to provide isolation and privacy for the contestants and coaches.

The Dressing rooms should be convenient in that the users would have swift and easy accessibility to the performing area.

## **10.27 FOOD**

Food and beverages should be available for purchase for contestants as well as spectators during the competition, and during any long session that require the attention of the athletes, such as music tests, rehearsals, etc..

Prices of food should be as reasonable as possible. Food items and beverages should be sufficient variety and quality. Food should be sold in a location or locations convenient for athletes and spectators.

## **10.28 TRANSPORTATION**

The contest facility should be situated for easy availability of public transportation and/or special transportation services should be made available to the delegates by the host country at reasonable price.

## **10.29 TV.**

Consideration should be given to special lighting, the possible necessities of space allotments, etc., in the event the European/Cup of Clubs Championships should be televised.

## **10.30 AWARD AREAS.**

A special area will be decorated for this purpose and will contain a display of the awards, risers, and method for displaying flags of winning countries athletes.

### **10.31 PHOTOGRAPHY AREA.**

There will be a designated Photography Area for people other than Press and official Photographers who wish to take pictures during awards.

### **10.32 AREA FOR CONTESTANTS TO VIEW FREESTYLE SCORES**

Preferably in the vicinity of the Announcer.

### **10.33 JUDGES ROOM.**

For Judges to be able to relax and have meals, snacks served to them.

### **10.34 MEETING ROOMS.**

See Responsibilities of Host Country and Meeting Chart

### **10.35 EQUIPMENT.**

All equipment and supplies listed here are the responsibility of the Host Country unless stated otherwise.

### **10.36 SOUND SYSTEM.**

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.

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 test.

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 ensure that the speed and volume settings designated for each contestants 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.

### **10.37 SOUND TECHNICIANS.**

Tables and chairs are needed in quantity depending upon the size of the sound system, number of technicians, etc..

### **10.38 ANNOUNCER AND ASSISTANTS.**

Small table or podium, plus 2 chairs.

### **10.39 REFEREE.**

Small table and chair near the announcer.

**10.40 FLOOR MONITOR.**

Small table and chair in designated area.

**10.41 CONTEST DIRECTOR, PR DIRECTOR**

One or two tables and chairs needed in announcers area.

**10.42 LIAISON OFFICER.**

Table, or desk, and chairs in designated area or room.

**10.43 INFORMATION STATION, FIRST AID ATTENDANTS AND SALES PEOPLE.**

Several tables and chairs needed.

**10.44 STOPWATCHES.**

For timing Team/Group/Pair and Freestyle Competition.

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

**10.45 ADDING MACHINES**

For Tabulation.

**10.46 COPY MACHINE.**

For making copies of score sheets and Recap sheets.

**10.47 ADDITIONAL SUPPLIES FOR TABULATION.**

Staplers and extra staples	Paper clips
Staple remover	Scissors
Scratch pads	Spare roll of adding machine paper
Carbon paper	Rubber bands
Pens and Pencils	Folders
Tape	Contest Rules and Manual
Calculators	Permanent Record Folders.

**10.48 SCORE SHEETS, TABULATION SHEETS, AND JUDGES WORKSHEETS**

*10.48.1 Soloist*

These are to be ordered from C.E.T.B. Headquarters in sufficient supply and prepared and arranged by the tabulators, Extras should be ordered.

Freestyle Score Sheets - These come in packets containing one original and two carbon copies (3 different color sheets). Amount: one packet per contestant, per judge.

Freestyle Judges Worksheet - single sheets. Amount: one sheet per judge per division for preliminaries, and one sheet per judge per division for Finals.

Freestyle recap sheets - single sheets. Amount: Two sheets per division for preliminaries, two per division for Finals.

Preliminary recap sheets for Soloists - single sheets. Amount: Two sheets per division.

Finals recap sheets for Soloists - single sheets. Amount: Two sheets per division.

#### *10.48.2 Pair/team/group*

Team Score Sheets - Packet containing one original and two carbon copies (3 different color sheets). Amount: one packet per team, per judge for preliminaries, and one packet per team, per judge for Finals.

Team Judges Worksheet - single sheets. Amount: one for each judge for preliminaries, and one for each Judge for Finals.

Team Recap Sheets - single sheets. Amount: Two for preliminaries and two for Finals.

Timing and penalty sheets for Teams - packet containing one original and two carbon copies (3 different colors). Amount: One packet per team, per judge for preliminaries and one packet per team, per judge for Finals.

Team Timing and Penalty Judges Worksheet - single sheets. Amount: One sheet per judge for preliminaries, and one per judge for Finals.

#### *10.48.3 Penalty Sheets*

Timing and penalty sheets for groups - packet containing one original and two carbon copies (3 different colors). Amount: One packet per group, per judge for preliminaries and one packet per group, per judge for Finals.

Group Timing and Penalty Judges Worksheet - single sheets. Amount: One sheet per judge for preliminaries, and one per judge for Finals.

Timing and penalty sheets for Freestyle - packet containing One original and Two carbon copies (3 different colors). Amount: one packet per Soloist, per judge for preliminaries and one packet per Soloist, per judge for Finals.

Freestyle Timing and Penalty Judges Worksheet - single sheets. Amount: One sheet per judge for preliminaries, and one per judge for Finals.

#### *10.48.4 European Cup*

Tally sheets for Countries - packets containing one original and one carbon copy. Amount; one per Country. Countries recap sheet for the European Cup - single sheets. Amount; one

### **10.49 CONTEST FORMS.**

Finalists Form - Packets containing One original and One carbon copy. Amount: One packet per division for Soloists, and One packet per Team, and One per Group.

Order of appearance for finals form - packets containing One original and Two carbon copies. Amount: One packet per division for Soloists, one packet for Teams, and One packet per Group

Winners List - Packets containing One original and One carbon copy. Amount: One packet per division for Freestyle, One packet per Team, and One per Group.

#### **10.50 JUDGES FLASH CARDS (SCORE CARDS)**

The C.E.T.B. will provide these in sufficient numbers so that each judge will have one set.

The C.E.T.B. will loan the host Country the set of cards, and following the European Championships, will surrender the cards to the host Country for the next year ( immediately following the contest or at the Annual meeting of the C.E.T.B. ).

The Score Cards will be designed for ease of handling, and visibility. They will be similar in appearance (size, shape, colors, materials etc.) to those used by the C.E.T.B.

#### **10.51 ADDITIONAL SUPPLIES FOR JUDGES.**

Pens, clipboards, scratch pads.

#### **10.52 OFFICIAL C.E.T.B. FOLDERS.**

To be presented to contestants and Official contest personnel at the end of contest. Folders will contain complete score sheets, recap sheets, certificates of participation, etc.. For specific details see chapter in Contest Systems and Procedures; 29 - Collation and Distribution of Score Sheets."

#### **10.53 BADGES AND/OR PASSES.**

Will be provided for officials from each country as well as contestants. (Detailed list of who gets badges).

#### **10.54 PROGRAMMES.**

Programmes are printed and supplied by Host Country. Programmes will be sold during the competition - price to be determined by the Host Country.

Programmes to be given free of charge to:

- 1) The contestants.
- 2) The Judges and Technical Advisors.
- 3) The members of the C.E.T.B. Board of Directors.

Advertisements will appear in the programme at the discretion of the Host Country and prices to be determined by the Host Country.

#### **10.55 TICKETS.**

Tickets will be printed and supplied by the Host Country. Ticket price (admission fee) will be determined by the Host Country.

The Host Country will determine any advertising to appear on the tickets, and the price of such advertising.

The Official C.E.T.B. Logo should appear on the tickets.

## 10.56 RESPONSIBILITIES OF THE HOST COUNTRY

Many of these responsibilities have been mentioned and/or explained in previous chapters, especially those chapters on Contest Personnel and Control Site. The host country must supply the following personnel:

Liaison Officer	Announcer
One/two Judges	Judges Assistant
One Timing and Penalty Judge (pair, Team, Groups, Freestyle)	Tabulation Assistants
Sales people and Vendors	Messenger
Admission Official	Lighting Technicians
Ticket Sellers	Security Guards
	Sound Technicians

### *10.56.1 Information Officials*

Registrar  
Tabulation Manager  
Floor Monitor

### *First Aid Attendants*

PC Director  
Referee/Official Timer  
Building Superior

Secures Facilities For

Contest: Consistent with established standards and requirements established by the C.E.T.B.

Meetings: Considerations are; space required, equipment required, comfort, proximity to contest.

### *10.56.2 Plans And Schedules.*

1. Contest.
2. Rehearsal and Music Test (mail Schedule)
3. Reception(s) and other functions of a social nature (These should be scheduled so as not to interfere with the rehearsals or competitions).

### *10.56.3 Provides Equipment And Supplies.*

Score sheets and other contest forms (orders sufficient supply from C.E.T.B. Headquarters)

### *10.56.4 Tabulation.*

Flash cards (from C.E.T.B. Headquarters).

Awards.

Orders from C.E.T.B. Headquarters.

May present special awards.

Decorates Award area.

Supplies Interpreters to meetings.

Provides assistance in the making of Hotel reservations.

Must receive hotel specification and number of reservations needed.

These responsibilities may be through Liaison Officer.

Informs other Counties of Transportation availability.

Assist in the charting of special transport.

Responsible for food availability for Rehearsal, Competition. Must be sufficient variety and quality and reasonably priced.

Chooses Ceremonial music.

*10.56.5 Judges.*

Prepare and provide a private room for judges.

Schedule breaks for meals and other (may be responsibility of Contest Director) .

Arrange so that seating of judges during Freestyle, Pair, Team and group Competition is in area large enough so that it is isolated from spectators, and provides judges with a degree of isolation from each other.

Temperature of judge's area is also a consideration.

Responsibility for marking of the floor boundaries, consistent with C.E.T.B. rules.

## **11 THE ATHLETES OATH**

We the athletes swear on this flag that we will compete with loyalty and lofty sporting attitude. We pledge ourselves to respect each other and to get on well together.

Our behaviour will be characterized by the highest righteousness and honesty and it shall be a clear example for all those who are watching and following us.

In the name of the sport we practise and compete with correct behaviour. The competition we are going to begin will help in consolidating a lasting, fraternal and sincere friendship among all young people in the World.

## 12 JUDGES OATH

We the judges swear on this flag that we will judge with loyalty and impartiality. Our behaviour will be characterized by the highest righteousness and honesty and it shall be a clear example for all those who are watching and following us.