

**BATON NEW BRUNSWICK**

**POLICY & GUIDE MANUAL**

**SEPTEMBER 2023**





# Policy and Guide Manual

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## **BNB Vision, Mission & Values**

BNB is a member of the Canadian Baton Twirling Federation. Our organization is run by a group of dedicated volunteers who help promote the sport of baton twirling in NB.

BNB prides itself on putting our athletes first and is committed to providing a fun and positive atmosphere for all twirlers, no matter the age or skill level.

### **Vision**

To inspire all New Brunswickers to embrace the sport of baton twirling and to make it accessible for everyone.

### **Mission**

Our mission is to promote, provide, administer, guide, educate and develop baton twirling in New Brunswick.

### **Core Values**

- Participation & Accessibility
- Physical Activity
- Health & Happiness
- Diversity
- Fairness
- Integrity & Respect
- Life Skills
- Teamwork & Collaboration
- Excellence
- Pursuing Learning
- Innovation & Creativity
- Accountability
- Sense of Community
- Having fun at every level

# Code of Ethics

## A. Character Development

1. All members must, above all, agree to abide by all Rules and Regulations of the CBTF.
2. All Teachers/Coaches shall make every effort to encourage good sportsmanship among athletes, parents and other BNB and CBTF members.
3. All Teachers/Coaches shall strive to share responsibility in developing the personality and good citizenship qualities in their athletes.
4. All Teachers/Coaches shall not make false claims concerning their own achievements or those of their athletes.

## B. Expertise of Instructors/Coaches

1. All Teachers/Coaches shall, to the best of their ability, keep informed of all BNB and CBTF competitions and functions and forward information accurately to their athletes.
2. All Teachers/Coaches shall make every effort to keep themselves informed of new techniques and teaching methods and therefore, afford the greatest possible advancement to their athletes.

## C. Professionalism of Instructors/Coaches

1. All Teachers/Coaches shall conduct themselves in a respectable manner.
2. All Teachers/Coaches shall never, in any manner, solicit the student(s) of another teacher/coach.
3. Before accepting a student from another teacher/coach, the previous teacher/coach **MUST** be notified by the new coach.
4. All Teachers/Coaches shall use discretion in commenting, directly or indirectly, on the teaching methods of other teachers/coaches.
5. All Teachers/Coaches must instruct a transferred student for a period of six (6) months or twenty (20) hours of actual and continuous instruction before claiming credit.
6. A coach must advise his/her athletes that he or she may be competing against them in the current year.

# Creeds

## **Athletes' Creed • Crédo des athlètes**

We, the athletes, promise to maintain a positive and friendly attitude on and off the competition floor. We will adhere to the rules and regulations at all times and demonstrate respect for judges, coaches, parents, volunteers, competitors and, most of all, ourselves.

Nous, les athlètes, promettons de conserver une attitude positive et amicale dans le cadre et à l'extérieur des compétitions. Nous observerons les règlements en tout temps et aurons du respect pour les juges, les entraîneurs, les parents, les bénévoles, les concurrents et, surtout, nous-mêmes.

## **Coaches' Creed • Crédo des entraîneurs**

We, the coaches, will display professionalism, integrity and respect for the letter and spirit of the sport by adhering to the rules and regulations of the CBTF. We will provide a supportive and informative foundation by striving to seek knowledge and gain experience expressing the highest regard for all members of the community.

Nous, les entraîneurs, ferons preuve de professionnalisme, d'intégrité et de respect pour la lettre et l'esprit du sport en adhérant aux règlements de la CBTF. Nous offrirons information et soutien en nous efforçant d'acquérir les connaissances et l'expérience reflétant le plus grand respect pour tous les membres de la communauté.

## **Judges' Creed • Crédo des juges**

I will always conduct myself in a professional manner, adhering to the rules and regulations of the CBTF. I will strive to make fair and unbiased decisions based on knowledge and objectivity, keeping in mind the spirit of the sport.

Je ferai toujours preuve de professionnalisme et respecterai les règlements de la CBTF. Je m'efforcerai de prendre des décisions justes et impartiales fondées sur la connaissance et l'objectivité, sans oublier l'esprit du sport.

## Coach's Code

1. Be reasonable in your demands on the young athlete's time, energy and enthusiasm. Remember that they have other interests.
2. Group players according to age, height, skill, and physical maturity whenever possible.
3. Avoid over-using athletes. All other athletes need and deserve equal time.
4. Remember that children participate for fun and enjoyment and that winning is only part of it. Never ridicule or yell at the athlete for making mistakes or losing a competition.
5. The scheduling and length of practice times and competitions should take into consideration the maturity level of the athlete.
6. Develop respect for the ability of opponents, as well as for the judgment of officials and other coaches.
7. Follow the advice of a physician when determining when an injured athlete is ready to train again.
8. Remember that athletes need a coach they can respect. Be generous with your praise when it is deserved, and set a good example.
9. Make a personal commitment to keep yourself informed on sound coaching principles and the principles of growth and development of athletes.
10. Make athletes aware of the physical fitness value of sports and their lifelong recreation value.

All BNB Coaches will hold a CBTF certification and will follow CBTF's Coaches Code of Conduct and Code of Ethics as stated below:

1. All Coaches must, above all, agree to abide by the Policies, Rules and Regulations, Constitution and Bylaws of the CBTF. Coaches must accept both the letter and the spirit of the rules that define and govern the sport.
2. All Coaches shall have sufficient pride in their profession. Professional integrity hinges upon affiliation with the CBTF and its endeavours.
3. All Coaches shall make every effort to encourage good sportsmanship among their athletes and club members.
4. All Coaches shall keep informed of any and all rules and rule changes and shall provide accurate information to their athletes and club members.

5. All Coaches shall make every effort to keep themselves informed of current techniques and teaching methods and therefore afford the greatest advancement for their athletes. Reasonable participation is required in professional reading, related activities, conferences, workshops and seminars. Growth is essential.
6. All Coaches shall conduct themselves in a respectable and professional manner at all times. Principles of professional conduct shall include:
  - Maintain physical and mental well-being
  - Present a worthy role model
  - Convey no reproach upon oneself
  - Make no false claims regarding coaching credentials
  - Convey no reproach upon the coaching profession or CBTF
  - Contribute to harmonious and beneficial professional relationships
7. A Coach's conduct towards other coaches, judges, officials, athletes, parents and club members shall be characterized by courtesy, good faith, fairness and respect. Coaches shall present a positive influence to their athletes with no trace of prejudice or preference due to style, background, previous accomplishments (or lack thereof), or associations. Each and every student shall be taught open-mindedly and with consideration, fairness and respect.
  - a. Coaches shall not, in any manner, approach the athlete(s) of another Coach or said athlete's parents in order to solicit athletes for his/her club.
  - b. If a Coach is approached by an athlete or the parent of any athlete of another Coach at a time other than the designated "open period" for transferring Coaches (August 31st to October 31st), it is that Coach's responsibility to ensure that the athlete's present Coach is informed before the transfer takes place.
  - c. It is recommended that communication take place between the involved parties as a display of good faith during any time a transfer occurs.
8. All Coaches shall instruct a transferred athlete for a period of a minimum of six (6) months or twenty (20) hours before claiming credit.
9. Coaches shall refrain from coaching, assisting, or prompting their athletes/groups while said athlete/group is performing before a Judge. This would include: facial expressions, body and hand signals or any other action that may be perceived as coaching, assisting or prompting.

## Parent's Code

1. Do not force an unwilling child to participate in sports.
2. **Remember** children are involved in organized sports for **their** enjoyment, not yours.
3. Encourage your child always to follow the rules.
4. Teach your child that honest effort is as important as victory so that the result of each competition is accepted without undue disappointment.
5. Turn defeat to victory by helping your child work towards skill improvement and good sportsmanship. Never ridicule or yell at your child for making a mistake or losing a competition.
6. Remember that children learn best by example. Applaud the good efforts of others.
7. Do not publicly question the officials' judgment and never their honesty.
8. Support all efforts to promote a safe and healthy sporting environment.
9. Support your children in as many activities as possible.
10. Encourage children in goals.
11. Support the coach.



# Athlete's Code of Conduct

***It's not whether you win or lose, it's how you play the game!***

As a twirling athlete, I will conduct myself at all times in a way that demonstrates my commitment to the following:

1. I will create a positive and fun environment for my teammates.
2. I will listen to my coaches and work towards the goals that are set.
3. I will be a role model for my teammates. I will control my anger and never use unsuitable language or make inappropriate gestures.
4. I will arrive at practices and competitions on time.
5. I will treat everyone fairly and with respect.
6. I will respect the judge's decisions.
7. I will respect my fellow competitors and positively recognize their efforts.
8. I will keep my cool, never throw my baton and maintain good sportsmanship.
9. I will work as hard for myself as for my team. My team's performance will benefit, but so will I.
10. I will show sporting conduct. I will applaud all routines, whether by my team or by my fellow competitors.
11. I will treat other athletes as I would like to be treated. I will allow the athletes to focus on task at hand.
12. I will remember that the idea of baton twirling is to have fun, improve my skills and feel good. I don't have to be first all the time.
13. I will cooperate with my coach, teammates and competitors, because if they weren't there I couldn't twirl and compete!

## Dress Code

### Regional Competitions

**Opening and closing ceremonies:** All athletes MUST be in a full tracksuit and/or twirling costume. Hair must be in a bun, short hair tied back away from the face. Tattoos must be covered at all times.

NO JEANS!! NO CHEWING GUM!!

**Awards Presentation:** All athletes MUST be in a full tracksuit and/or twirling costume. All athletes receiving an award MUST have a baton and perform a proper salute before an award will be given. Tattoos must be covered at all times.

Shoes and hair must be as if you were ready to go out on the competition floor to compete. Competition is not over until all awards are handed out!

### National Competition - Canadians

**Team Trials - Opening and closing ceremonies:** All athletes MUST be in their full Provincial tracksuit. Hair must be presentable. Remember you are representing the province of New Brunswick. Tattoos must be covered at all times.

**Individual/Championships/Opens – Opening and closing ceremonies:** All athletes must be in full provincial tracksuit, twirling costume or what CBTF announces that they would like the athletes to wear. Tattoos must be covered at all times.

### Proper Dress Code – Casual Wear

Athletes representing Baton New Brunswick and their own twirling clubs are expected to wear appropriate clothing. This may not necessarily be in keeping with today's fashions; however, everyone is expected to dress sensibly and modestly. The following guidelines should be kept in mind:

- Tops must have full backs and fronts that completely cover the chest and waist area.
- Shorts and skirts are to be of length no shorter than mid thigh. **(When in doubt, check with your Coach)**
- Pants are to be worn properly fastened at the waist to ensure that undergarments do not show.
- Clothing should not bear any offensive slogans.
- Cover-ups should be worn over bathing suits outside the pool/water area at all times.

## **Hotels for Nationals**

All New Brunswick Teams and Individual Twirlers will be required to stay at the same hotel chosen by Baton New Brunswick.

### **General**

- Each twirling athlete must have paid his/her membership fee.
- Athletes representing their own twirling club and Baton New Brunswick must behave accordingly.
- Athletes must dress in appropriate clothes and behave in a befitting manner both on and off the area of activity.
- All athletes must be responsible and co-operating members of Baton New Brunswick.

# BNB Safe Sport Policy Clause

## Purpose

1. This Policy describes how Baton New Brunswick (referred to as BNB for the rest of this document) and its Members aims to provide a safe sport environment.

## Commitment to True Sport Principles

2. BNB and its Members commits to the True Sport Principles which are:
  - a) **Go for It** – Rise to the challenge – always strive for excellence. Discover how good you can be.
  - b) **Fairly Participate** – BNB Members will obey both the letter and spirit of the rules (examples, creeds). Winning is only meaningful when competition is fair.
  - c) **Respect Others** – Show respect for everyone involved in creating your sporting experience, both in and out of the gym. Win with dignity and lose with grace.
  - d) **Keep it Fun** – Find the joy of sport. Keep a positive attitude both in and out of the gym.
  - e) **Stay Healthy** – Place physical and mental health above all other considerations – avoid unsafe activities. Respect your body and keep in good physical condition.
  - f) **Include Everyone** – Share sport with others. Ensure everyone has a place to participate.
  - g) **Give Back** – Find ways to show your appreciation for the community that supports your sport and helps make it possible.

## Pledge

3. The stakeholders, members, and leaders of BNB and its Members are expected to live the True Sport Principles and BNB and its Members pledges to embed the True Sport Principles in its governance and operations in the following ways:
  - a) **Conduct Standards** – BNB and its Members will adopt comprehensive conduct standards that are expected to be followed by Individuals
  - b) **Athlete Protection** – BNB and its Members will provide coaches and other stakeholders with general and sport-specific athlete protection guidelines
  - c) **Dispute Resolution and Investigations** – BNB and its Members will have dispute resolution processes that are confidential and procedurally fair and that require independent investigation for certain alleged violations of the conduct standards
  - d) **Strategy** – BNB and its Members will have strategic plans that reflects the organization’s mission, vision, and values
  - e) **Governance** – BNB and its Members will have a diverse blend of supportive leaders and will adhere to principles of good governance
  - f) **Risk Management** – BNB and its Members will intentionally manage risks to its operations and events through the use of risk management plans.

# BNB Athlete Protection Policy

## Purpose

1. This *Athlete Protection Policy* describes how Persons in Authority shall maintain a safe sport environment for all Athletes.

## Interactions between Persons in Authority and Athletes – the ‘Rule of Two’

2. Baton New Brunswick and its Members strongly recommend the ‘Rule of Two’ for all Persons in Authority who interact with Athletes. The Coaching Association of Canada describes the intention of the ‘Rule of Two’ as follows:

A coach must never be alone or out of sight with a minor\* athlete. Two NCCP trained or certified coaches should always be present with an athlete, especially a minor athlete, when in a potentially vulnerable situation such as in a locker room or meeting room. All one-on-one interactions between a coach and an athlete must take place within earshot and in view of a second coach except for medical emergencies. One of the coaches must also be of the same gender as the athlete. Should there be a circumstance where a second screened and NCCP trained or certified coach is not available, a screened volunteer, parent, or adult can be recruited.

3. Baton New Brunswick recognizes that fully implementing the ‘Rule of Two’, as described above (and modified accordingly for Persons in Authority), in all circumstances, may not always be possible. Consequently, at a minimum, interactions between Persons in Authority and Athletes must respect the following:
  - a) The training environment should be open and transparent so that all interactions between Persons in Authority and Athletes are observable.
  - b) Private or one-on-one situations must be avoided unless they are open and observable by another adult or Athlete.
  - c) Persons in Authority shall not invite or have a Vulnerable Individual (or Vulnerable Individuals) in their home without the written permission and knowledge of the Vulnerable Individual's parent or guardian.
  - d) Vulnerable Individuals must not be in any situation where they are alone with a Person in Authority without another screened adult or Athlete present unless prior written permission is obtained from the Athlete’s parent or guardian.

## Practices and Competitions

4. As it relates to practices and/or competitions, the following shall be respected:
  - a) A Person in Authority should never be alone with a Vulnerable Individual prior to or following a competition or practice unless the Person in Authority is the Athlete’s parent or guardian.

- b) If the Vulnerable Individual is the first Athlete to arrive, the Athlete’s parent should remain until another Athlete or Person in Authority arrives.
- c) If a Vulnerable Individual would potentially be alone with a Person in Authority following a competition or practice, the Person in Authority should ask another Person in Authority (or a parent or guardian of another Athlete) to stay until all the Athletes have been picked up. If an adult is unavailable, another Athlete, who is preferably not a Vulnerable Individual, should be present to avoid the Person in Authority being alone with a Vulnerable Individual.
- d) Persons in Authority giving instructions, demonstrating skills, or facilitating drills or lessons to an individual Athlete should always do so within earshot and eyesight of another Person in Authority.
- e) When observing the Rule of Two is not possible due to training or competition circumstances, Persons in Authority and Athletes should take additional steps to achieve transparency and accountability in their interactions. For example, a Person in Authority and an Athlete who know they will be away from other Individuals for a lengthy period must inform another Person in Authority where they are going and when they are expected to return. Persons in Authority should always be reachable by phone or text message.

## Communications

- 5. Communications between Persons in Authority and Athletes should respect the following:
  - a) Group messages, group emails or team pages are to be used as the regular method of communication between Persons in Authority and Athletes.
  - b) Persons in Authority may only send texts, direct messages on social media or emails to individual Athletes when necessary and only for communicating information related to team issues and activities (e.g., non-personal information). Any such texts, messages or emails shall be professional in tone.
  - c) Electronic communication between Persons in Authority and Athletes that is personal in nature should be avoided. If such communication occurs, it must be recorded and available for review by another Person in Authority and/or by the Athlete’s parent/guardian.
  - d) Parents and guardians may request that their child not be contacted by a Person in Authority using any form of electronic communication and/or to request that certain information about their child may not be distributed in any form of electronic communications.
  - e) All communication between a Person in Authority and Athletes must be between the hours of 6:00 a.m. and midnight unless extenuating circumstances justify otherwise.
  - f) Communications concerning drugs or alcohol use (unless regarding its prohibition) is not permitted.
  - g) No sexually explicit language or imagery or sexually-oriented conversation may be communicated in any medium.
  - h) Persons in Authority are not permitted to ask Athletes to keep a secret for them.

## **Travel**

6. Any travel involving Persons in Authority and Athletes shall respect the following:
  - a) Teams or groups of Athletes shall always have at least two Persons in Authority with them.
  - b) For mixed-gender teams or groups of Athletes, there should be one Person in Authority from each gender.
  - c) Screened parents or other volunteers will be available in situations when two Persons in Authority cannot be present.
  - d) No Person in Authority may drive a vehicle alone with an Athlete unless the Person in Authority is the Athlete's parent or guardian.
  - e) A Person in Authority may not share a room or be alone in a hotel room with an Athlete unless the Person in Authority is the Athlete's parent or guardian.
  - f) Room or bed checks during overnight stays must be done by two Persons in Authority.
  - g) For overnight travel when Athletes must share a hotel room, roommates will be age-appropriate (e.g., within two years of age of one another) and of the same gender identity.

## **Locker Room/Changing Areas**

7. The following shall apply to locker rooms, changing areas, and meeting rooms:
  - a) Interactions (i.e., conversations) between Persons in Authority and Athletes should not occur in any room where there is a reasonable expectation of privacy such as a locker room, restroom or changing area. A second adult should be present for any necessary interaction between an adult and an Athlete in any such room (i.e. the Rule of Two must be respected).
  - b) If Persons in Authority are not present in the locker room or changing area, or if they are not permitted to be present, they should still be available outside the locker room or changing area and be able to enter the room or area if required, for reasons including, but not limited to, team communications and/or emergencies.

## **Photography/Video**

8. Any photograph or video involving an Athlete shall respect the following:
  - a) Photographs and video may only be taken in public view, must observe generally accepted standards of decency, and be both appropriate for and in the best interest of the Athlete.
  - b) The use of recording devices of any kind in rooms where there is a reasonable expectation of privacy is strictly prohibited.
  - c) Examples of photos that shall be edited or deleted include:
    - i. Images with nudity or where undergarments are showing
    - ii. Suggestive or provocative poses
    - iii. Embarrassing images

- d) If any photographs or videos will be used on any form of public media, an Image Consent Form must be completed before any images are taken and used. Which is attached to all registration forms provided by BNB.

## Physical Contact

9. It is recognized that some physical contact between Persons in Authority and Athletes may be necessary for various reasons including, but not limited to, teaching a skill, or tending to an injury. Any physical contact shall respect the following:
  - a) Unless it is otherwise impossible because of serious injury or other justifiable circumstances, a Person in Authority must always clarify with an Athlete where and why any physical contact will occur prior to the contact occurring. The Person in Authority must make clear that he or she is requesting to touch the Athlete and not requiring physical contact.
  - b) Infrequent, non-intentional physical contact during a training session is permitted
  - c) Hugs lasting longer than five seconds, cuddling, physical horseplay, and physical contact initiated by the Person in Authority are not permitted. It is recognized that some Athletes may initiate hugging or another physical contact with a Person in Authority for various reasons (e.g., such as celebrating or crying after a poor performance), but this physical contact should always be limited to circumstances where the Person in Authority believes it is in the best interest of the Athlete and when it occurs in an open and observable environment.

## Enforcement

10. Any alleged violations of this *Athlete Protection Policy* shall be addressed pursuant to the *Baton New Brunswick Code of Conduct*.

*\*A minor athlete is any persons under the age of 18.*



# BNB Screening Policy

## Criminal Record Checks

### 1. General Information

Criminal Records Checks (CRC) are to be utilized within the screen process as a tool to lower risk to Baton New Brunswick (BNB) and its members.

### 2. BNB Requirements

- a) All BNB members volunteering for positions on the Executive of the BNB Board of Directors must provide a CRC when they take office.
- b) If, in the event that a CRC is not returned “clear”; it is the responsibility of the applicant to provide details of the offense(s) listed. It is at the joint discretion of the BNB President and 1<sup>st</sup> Vice President to accept or decline in light of the details provided by both the RCMP and the applicant with respect to their position. In the case that either the BNB President or 1<sup>st</sup> Vice President CRC is not returned “clear”, another member of the Executive will be selected to review the case to replace the member under review. If it is a complex case, BNB may seek outside consultation of Police Service.
- c) When a criminal record check does not reveal a relevant offence, the President will return the original copy. The President will keep a record (name, position, date completed) of all the criminal record checks and document them as approved or in progress.
- d) Volunteers will not be “grand-fathered” in and will be required to complete a CRC for the position they currently occupy.
- e) The CRC must be renewed by all affected members at least every 2 years. Records and requests of these shall be the responsibility of the BNB President.
- f) If required, BNB will provide the letter used by non-profit organizations requesting the CRC checks. Members requiring said checks will be processed annually by BNB President or designate (pending RCMP criteria) at no charge to the volunteers. BNB will pay all costs.
- g) BNB will request only the criminal record check, the vulnerable sector search is not required.

### **3. Affiliated Club Guidelines**

BNB will require that all affiliated clubs perform the same CRC for all members in the following categories, and will pay the costs for these CRC:

- Executive and board position volunteers handling money.
- Coaches 18 years of age and over. Coaches independent of supervision, who are 18 years old and up, require a vulnerable sector check.
- Other positions as deemed necessary by individual club executive committees.

# Policy on the Prevention of Harassment Bullying, Abuse and Maltreatment

## I. Recognition and Prevention of Abuse Policy

This policy sets out the principles and practices of Baton New Brunswick with regards to abusive behavior towards athletes. Each Club is responsible for adopting a similar policy and adapting it to provincial, regional or local requirements as appropriate.

### A. Policy

It is the policy of Baton New Brunswick that there shall be no abuse and neglect or any form of maltreatment, whether physical, emotional or sexual of any athlete in any of its programs. Baton New Brunswick expects every parent, volunteer and coach to take all reasonable steps to safeguard the welfare of its athletes and protect them from any form of maltreatment.

#### 1. Definitions of Abuse

Child abuse is any form of physical, emotional and/or sexual mistreatment or lack of care that causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and/or breach of trust. Across Canada a person is considered a child up to the age of 16 to 19 years depending on provincial legislation.

#### 2. Emotional Abuse

Emotional abuse is a chronic attack on a child's self-esteem; it is psychologically destructive behavior by a person in a position of power, authority or trust. It can take the form of name-calling, threatening, ridiculing, berating, intimidating, isolating, hazing or ignoring the child's needs.

#### 3. Physical Abuse

Physical abuse is when a person in a position of power or trust purposefully injures or threatens to injure a child or youth. This may take the form of slapping, hitting, shaking, kicking, pulling hair or ears, throwing, shoving, grabbing, hazing or excessive exercise as a form of punishment.

#### 4. Maltreatment

1. *“Maltreatment”* – A volitional act by an Individual that results in harm or the potential for physical or psychological harm to another Individual, and includes any of the following behaviours or conduct:
  - a) Psychological Maltreatment: any pattern or single serious incident of deliberate conduct that has the potential to be harmful to the psychological well-being of an Individual. Psychological Maltreatment is determined by the objective behaviour, and not whether harm is intended or results from the behaviour. It includes:
    - i. Verbal Acts: verbally assaulting or attacking an Individual, including, but not limited to, unwarranted personal criticisms; body shaming; derogatory comments related to an Individual’s identity (e.g., race, gender identity or expression, ethnicity, Indigenous status, ability/disability); comments that are demeaning, humiliating, belittling, intimidating, insulting or threatening; the use of rumours or false statements about an Individual to diminish their reputation; using confidential sport and non-sport information inappropriately. Verbal Maltreatment may also occur in online forms.
    - ii. Non-Assaultive Physical Acts (no physical contact): physically aggressive behaviours, including, but not limited to, throwing objects at or in the presence of others without striking another; hitting, striking or punching objects in the presence of others.
    - iii. Acts that Deny Attention or Support: acts of commission that deny attention, lack of support or isolation including, but not limited to, ignoring psychological needs or socially isolating an Individual repeatedly or for an extended period of time; abandonment of an Athlete as punishment for poor performance; arbitrarily or unreasonably denying feedback, training opportunities, support or attention for extended periods of time and/or asking others to do the same.
  - b) Physical Maltreatment: any pattern or single serious incident of deliberate conduct that has the potential to be harmful to the physical well-being of an Individual. Physical Maltreatment is determined by the objective behaviour, and not whether harm is intended or results from the behaviour. It includes, without limitation:
    - i. Contact behaviours: including, but not limited to, deliberately punching, kicking, beating, biting, striking, strangling or slapping another; deliberately hitting another with an object.
    - ii. Non-contact behaviours: including, but not limited to, isolating an Individual in a confined space; forcing an Individual to assume a painful stance or position for no athletic purpose (e.g., requiring an Athlete to kneel on a hard surface); the use of exercise for the purposes of punishment; withholding, recommending against, or denying adequate hydration, nutrition, medical attention or sleep; denying access to a toilet; providing alcohol to an Individual under the legal drinking age; providing illegal drugs or non-prescribed medications to an Individual; encouraging or knowingly permitting an Athlete

to return to play prematurely following any injury or after a concussion and without the clearance of a medical professional; encouraging an Athlete to perform a skill for which they are known to not be developmentally ready.

- c) Sexual Maltreatment, including, but not limited to, any act targeting an Individual's sexuality, gender identity or expression, that is committed, threatened or attempted against that person, and includes, but is not limited to, the Criminal Code offences of sexual assault, sexual exploitation, sexual interference, invitation to sexual touching, indecent exposure, voyeurism and non-consensual distribution of sexual/intimate images. Sexual Maltreatment also includes sexual harassment and stalking, cyber harassment, and cyber stalking of a sexual nature. Examples of Sexual Maltreatment include, but are not limited to:
1. Any penetration of any part of a person's body, however slight, with any object or body part by a person upon another person, including, but not limited to:
    1. vaginal penetration by a penis, object, tongue, or finger; and
    2. anal penetration by a penis, object, tongue, or finger.
  2. Any intentional touching of a sexual nature of any part of a person's body, however slight, with any object or body part by a person upon another person, including, but not limited to:
    1. kissing;
    2. intentional touching of the breasts, buttocks, groin or genitals, whether clothed or unclothed, or intentionally touching of another with any of these body parts;
    3. any contact, no matter how slight, between the mouth of one person and the genitalia of another person;
    4. making a person touch themselves or someone else with or on any of the body parts listed in 2); and
    5. any intentional touching in a sexualized manner.
- d) Neglect: any pattern or a single serious incident of lack of reasonable care, inattention to an Individual's needs, nurturing or well-being, or omissions in care. Neglect is determined by the objective behaviour but the behaviour must be evaluated with consideration given to the Individual's needs and requirements, not whether harm is intended or results from the behaviour. Neglect, or acts of omission, include without limitation, not providing an Athlete recovery time and/or treatment for a sport injury; not being aware of and not considering an Individual's physical or intellectual disability; not considering supervision of an Athlete during travel, training or competition; not considering the welfare of the Athlete when prescribing dieting or other weight control methods; disregarding the use of prohibited substances by an Athlete; failure to ensure safety of equipment or environment; allowing an Athlete to disregard sport rules, regulations, and standards, or subjecting Individuals to the risk of Maltreatment.

- e) Grooming: includes, without limitation, deliberate conduct by an Individual to sexualize a relationship with a Minor, and which includes making inappropriate behaviour seem normal and gradually engaging in ‘boundary violations’ which have been professionally identified to Canadian standards (e.g., a degrading remark, a sexual joke, sexualized physical contact; adult participants sharing rooms with a Minor who is not an immediate family member; providing a massage or other purported therapeutic interventions with no specific training or expertise; private social media and text communications; sharing personal photographs; shared use of locker rooms; private meetings; private travel; and providing gifts).
- f) Interference with or manipulation of process:
  - i. An adult Individual violates the *Code of Conduct and Ethics* by directly or indirectly interfering with a process instituted pursuant to this Code or any other policy found in the *Safe Sport Policy Manual* by:
    1. falsifying, distorting, or misrepresenting information, the resolution process, or an outcome;
    2. destroying or concealing information;
    3. attempting to discourage an Individual’s proper participation in or use of the Organization’s or a Member’s processes;
    4. harassing or intimidating (verbally or physically) any person involved in the Organization’s or a Member’s processes before, during, and/or following any proceedings;
    5. publicly disclosing an Individual’s identifying information, without the Individual’s agreement;
    6. failing to comply with any temporary or provisional measure or other final sanction;
    7. distributing or otherwise publicizing materials an Individual gains access to during any investigation or hearing, except as required by law or as expressly permitted; or
    8. influencing or attempting to influence another Individual to interfere with or manipulate the process.
- g) Retaliation: An Individual shall not take an adverse action against any other Individual for making a good faith report of possible Maltreatment or for participating in any process found in a policy included in the *Safe Sport Policy Manual*. Retaliation includes threatening, intimidating, harassing, coercing or any other conduct that would discourage a reasonable person from engaging or participating in the Organization’s or a Member’s processes. Retaliation after the conclusion of investigation and sanction processes is also prohibited. Retaliation may be present even where there is a finding that no Maltreatment occurred. Retaliation does not include good-faith actions lawfully pursued in response to a report of possible Maltreatment.

- h) Aiding and abetting:
  - i. Any act taken with the purpose of facilitating, promoting, or encouraging the commission of Maltreatment by an Individual. Aiding and abetting also includes, without limitation, knowingly:
    1. allowing any person who has been suspended or is otherwise ineligible to be in any way associated with sport or to coach or instruct Individuals;
    2. providing any coaching-related advice or service to an Athlete who has been suspended or is otherwise ineligible; and
    3. allowing any Individual to violate the terms of their suspension or any other sanctions imposed.

## **II. Bullying and Harassment Policy**

This Policy sets out the principles and practices of Baton New Brunswick regarding bullying and harassment. Each club is responsible for adopting a similar policy, adapting it to provincial, regional and local requirements as appropriate.

### **A. Statement of Purpose**

Baton New Brunswick is committed to providing a sport environment that promotes equal opportunities and prohibits discriminatory practices and bullying.

Harassment is a form of discrimination that is prohibited by human rights legislation in Canada. Bullying involves a person expressing their power through the humiliation of another person. Bullying may be a form of harassment but also has some of its own defining characteristics. The sport setting is one setting in which bullying occurs. In some cases coaches and athletes use bullying tactics deliberately to motivate performance and to weaken opponents.

Baton New Brunswick supports the right of all its members, whether athletes, volunteers or employees, to participate in all Baton New Brunswick activities free from any form of harassment and bullying. Further, Baton New Brunswick emphasizes the importance of eliminating harassment and bullying in baton twirling as a key element in ensuring the safety of young athletes.

A sports environment that actively discourages harassment and bullying and builds relationships based on trust and mutual respect is an environment that discourages the abuse of children and youth, and encourages the overall development of the individual.

In order to further these objectives, Baton New Brunswick will make every reasonable effort to promote awareness of the problem of harassment and bullying among all its members, and to respond quickly and effectively to complaints or disclosures of harassment or bullying.

## **B. Policy**

It is the policy of Baton New Brunswick that harassment and bullying in all its forms will not be tolerated during the course of any Baton New Brunswick activity or program. Accordingly, all Baton New Brunswick personnel (coaches, volunteers, officials) and partners (parents, guardians) are responsible for making every reasonable effort to uphold this commitment. Specifically, this includes refraining from harassing or bullying behavior, responding promptly and informally to minor incidents of harassment or bullying and following local or national policy guidelines for reporting or responding to more serious complaints of harassment or bullying. Athletes are expected to refrain from harassing or bullying behavior and are encouraged to report incidents of harassment or bullying.

### **1. Definition of Harassment**

Harassment is defined as conduct, gestures or comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals, and which create a hostile or intimidating environment for work or sports activities, or which negatively affect performance or work conditions. Any of the different forms of harassment must be based on the grounds prohibited in human rights legislation, such as race, ethnicity, color, religion, age, sex, marital status, family status, disability, pardoned conviction and sexual orientation. Harassment may occur between anyone over the age of 12, between peers (e.g.: athlete to athlete of the same age group, parent to official, coach to coach) or between someone in a position of power or authority and an adult in a subordinate position (e.g.: coach to athlete, sports administrator to employee).

The following is a non-exhaustive list of examples of harassment:

- Unwelcome jokes, innuendo or teasing about a person's body, looks, race, sexual orientation etc.
- Condescending, patronizing, threatening or punishing actions which undermine self-esteem
- Practical jokes which cause awkwardness or embarrassment, or may endanger a person's safety
- Degrading or inappropriate hazing rituals
- Unwanted or unnecessary physical contact including touching, patting, pinching
- Unwanted conduct, comments, gestures or invitations of a sexual nature which are likely to cause offence or humiliation, or which might on reasonable grounds be perceived as placing a condition of a sexual nature on employment or on any opportunity for training or advancement
- Sexual assault or physical assault

It is important to note that the behaviors described in items 5 to 7, when directed towards a child or youth, constitute abuse under child protection legislation.



## **2. Definition of Bullying**

Bullying involves a person expressing their power through the humiliation of another person. Bullying describes behaviors that are similar to harassment, but occur between children under the age of twelve, or behaviors between youth or between adults that are not addressed under human rights laws. Bullies are typically cruel, demeaning and hostile towards the targets of their bullying. The law does not address the issue of bullying, however, bullying behavior is similar to harassment in that it is defined as hurtful interpersonal mistreatment of a person. Bullying can be broken down into four types; physical (hit or kick victims; take/damage personal property), verbal (name calling; insults; constant teasing), relational (try to cut off victims from social connection by convincing peers to exclude or reject a certain person), and reactive (engage in bullying as well as provoke bullies to attack by taunting them). The following is a non exhaustive list of tactics used by bullies to control their targets:

- Unwarranted yelling and screaming directed at the target
- continually criticizing the target's abilities
- blaming the target of the bullying for mistakes
- Making unreasonable demands related to performance
- Repeated insults or put downs of the target
- Repeated threats to remove or restrict opportunities or privileges
- Denying or discounting the targets accomplishments
- Threats of and actual physical violence

## **3. Response and Remedies**

It is the position of Baton New Brunswick that harassment and bullying cannot and should not be tolerated in any environment, including baton twirling. Both harassment and bullying are unacceptable and harmful. Baton New Brunswick recognizes the serious negative impact of all types of harassment and bullying on personal dignity, individual and group development and performance, enjoyment of the sport and in some cases, personal safety.

At the same time, Baton New Brunswick recognizes that not all incidents of harassment and bullying are equally serious in their consequences. Both harassment and bullying cover a wide spectrum of behaviors, and the response to both must be equally broad in range, appropriate to the behavior in question and capable of providing a constructive remedy. There must be no summary justice or hasty punishment. The process of investigation and settlement of any complaint of harassment or bullying must be fair to all parties, allowing adequate opportunity for the presentation of a response to the allegations.

Minor incidents of harassment or bullying should be corrected promptly and informally, taking a constructive approach and with the goal of bringing about a change in negative attitudes and behavior.

More serious incidents should be dealt with according to the relevant association, club or national policy guidelines. Complaints should be handled in a timely, sensitive, responsible and confidential manner. There should be no tolerance of reprisals taken against any party to a complaint. The names of parties and the circumstances of the complaint should be kept confidential except where disclosure is necessary for the purposes of investigation or taking disciplinary measures.

Anyone making a complaint that is found to be clearly unfounded, false, malicious or frivolous may be subject to discipline.

# BNB Alternate Dispute Resolution Policy

## Definitions

1. The following terms have these meanings in this Policy:
  - a) “BNB” – Baton New Brunswick
  - b) “*In writing*”- A letter, fax or email sent directly to BNB.

## Purpose

2. BNB supports the principles of Alternate Dispute Resolution (ADR) and is committed to the techniques of negotiation, facilitation, and mediation as effective ways to resolve disputes.
3. BNB encourages all individuals and parties to communicate openly, collaborate, and use problem-solving and negotiation techniques to resolve their differences. BNB believes that negotiated settlements are usually preferable to outcomes resolved through other dispute resolution techniques.

## Application of this Policy

4. This Policy applies to all disputes within BNB when all parties to the dispute agree that such a course of action would be mutually beneficial.

## Facilitation and Mediation

5. If all parties to a dispute agree to Alternate Dispute Resolution, a mediator or facilitator shall be appointed by BNB and/or the Case Manager to mediate or facilitate the dispute.
6. The mediator or facilitator shall decide the format under which the dispute shall be mediated or facilitated.
7. The final decision will be communicated by the mediator or facilitator to the parties and BNB.
8. Should a negotiated decision be reached, the decision shall be reported to, and approved by BNB.
9. Should a negotiated decision not be reached by the deadline specified by the mediator or facilitator, or if the parties to the dispute do not agree to Alternate Dispute Resolution, the dispute shall be considered under the appropriate section of BNB’s *Discipline and Complaints Policy* or *Appeal Policy*.

10. The costs of mediation and facilitation will be shared equally by the parties or paid by BNB upon BNB's sole discretion.

**Final and Binding**

11. Any negotiated decision will be binding on the parties. Negotiated decisions may not be appealed.

12. No action or legal proceeding will be commenced against BNB or its Individuals in respect of a dispute, unless BNB has refused or failed to provide or abide by its governing documents.

## BNB Complaints Policy

BNB has adopted and will adhere to CBTF's Complaint Policy as outlined below.

### CBTF Complaints Policy and Procedures

This policy shall be executed by the *CBTF Complaints Officer*. The CBTF Executive shall assign a current CBTF member in good standing to act as Complaints Officer, in order to resolve professional disputes, conflicts or problems. This person will assess the nature of the issue and oversee an attempt to bring a quick resolution to the issue.

Examples of such Issues (but not restricted to):

- Mistreatment of athletes, other professionals or other CBTF members
- Not adhering to CBTF rules and regulations, policies and codes
- Not adhering to accepted methods of conducting CBTF courses
- Judges' uniform infractions
- Non-compliance of the CBTF Social Media Policy
- Inappropriate online behaviour
- Inappropriate social behaviour with athletes and other professionals
- Poor sportsmanship
- Soliciting of athletes
- False claims concerning achievements or credentials. Examples:
  - Judging events not certified to judge
  - Adjudicating SDP ribbons/badges/pins not certified to adjudicate
  - Conducting CBTF courses not certified to teach
  - Advertising incorrect certification levels
  - Advertising incorrect achievements of their students or club

**NOTE:** This Complaints Policy can apply retroactively to matters that have arisen prior to this Policy coming into effect.

**NOTE:** This procedure does not replace or otherwise affect the "Discipline Clause" in the CBTF Bylaws.

**THERE IS NO COURSE OF ACTION THAT CAN BE TAKEN AGAINST THE COMPLAINTS OFFICER AND/OR THE DISCIPLINE COMMITTEE.**

**THE OFFICER'S AND/OR COMMITTEE'S DECISIONS ARE BINDING AND FINAL.**

## COMPLAINTS OFFICER

The [CBTF Complaints Officer Application Form and Non-Disclosure Agreement](#) is available in the [Forms section](#) of the website.

### Qualities, Skills, Attributes

- Excellent understanding and complete knowledge of all CBTF codes, rules, regulations and policies
- Not related to any of the involved parties\*
- Not a fellow baton club member to any of the involved parties\*
- Understanding, unbiased and professional manner
- Ability to maintain confidentiality
- Experience in investigating, analyzing and responding to complex complaints
- Ability to communicate effectively and sensitively
- Strong communication skills, written and verbal

Should the Complaints Officer be unable to carry out his/her responsibilities due to these points, the CBTF Executive shall appoint another CBTF member in good standing to address the particular issue.

\*NOTE: Should the issue be technically related, the relevant National Rep (ie: Judges, Coaches, Group, SDP) shall be kept informed and shall receive any and all documentation pertaining to the issue and the outcome.

### Responsibilities

- To be the main point of liaison for all involved parties including the CBTF Executive
- To investigate, gather all pertinent information and facts and manage the resolution of complaints within a reasonable time frame
- To determine how best to resolve the issue including suggested discipline methods (if required)
- To keep CBTF President, Technical Chairperson and \*National Rep informed of the progress of the issue throughout the process
- To prepare a final confidential report (including recommended discipline methods, if required) for the involved parties and the CBTF Executive
- To ensure that any disciplinary assessments are carried out.

### Honorarium

Upon completion of a complaint process, the Filing Fee from the Complainant shall be given as an honorarium to the Complaints Officer. The Board shall review the Fee annually at the Fall Conference.

## COMPLAINT OUTCOMES

A variety of discipline outcomes are possible (the order below is based on the severity of the issue):

1. Verbal Warning from Complaints Officer
2. Written Warning from Complaints Officer with cc: to President, Technical Chair, relevant National Rep (if applicable) and the Complainant
3. Written letter with Fine Assessment – Complaints Officer to recommend a monetary amount to CBTF Executive based on severity of issue and whether the party(ies) may continue in their profession (eg: judging, coaching) until the fine is paid to CBTF Treasurer.
4. Suspended for a determined time period from the specific profession (eg: if a judging issue, member would be suspended from judging) – length of time to be established by the CBTF Executive and National Rep (a fine may also be assessed).
5. Suspension from CBTF, for a determined time period from CBTF – this decision to be made by the CBTF Board of Directors. If a technically related issue, a joint meeting of the Board and the CBTF Technical Committee shall be called by the CBTF President (a monetary fine may also be assessed).
6. Permanent expulsion from CBTF – this decision to be made by the CBTF Board of Directors. If a technically related issue, a joint meeting of the Board and the CBTF Technical Committee shall be called by the CBTF President.

## COMPLAINT PROCEDURES

Issues must be presented in writing from the Complainant to the CBTF President with a cc: to the CBTF Technical Chairperson and the relevant National Rep. The letter must include the following:

- Name, phone, email and CBTF membership # of the Complainant
- Name, phone, email and CBTF membership # of the member(s) alleged to be involved
- Date and location where the issue took place
- Full and factual account of the issue in question
- CBTF rule, regulation, policy or code in question

A Filing Fee of \$25.00 from the Complainant accompanying the letter shall be required before the process can begin. Cheque, money order or eTransfer is to be made payable to CBTF and sent to the CBTF Treasurer. Once the process is finalized, a full refund shall be made if the complaint is deemed valid by the Complaints Officer or Discipline Committee.

If the issue involves competition results, the issue must be filed within 48 hours of the final day of the competition and the Competition Director notified immediately by the Complaints Officer. It will be the responsibility of the Competition Director to notify all persons involved that (1) an issue has been filed with the Complaints Officer and (2) competition results will be pending until the issue has been settled or discontinued, whichever comes first.

The President shall forward all correspondence and information to the Complaints Officer.

The Officer shall contact the involved parties and begin the process of resolving the issue. The Officer may direct the parties to a form of conflict resolution, mediation or arbitration.

Once the issue has been resolved, the Complaints Officer shall prepare a written report to the Executive and relevant National Rep outlining the procedures and results of the process.

If the issue is deemed minor by the Complaints Officer and can be resolved simply between the Officer and the involved party(ies), then, once a successful conclusion to the issue has been reached, the Officer shall prepare a confidential report with copies to the involved party(ies), the CBTF Executive and \*relevant National Rep. The matter shall then be closed and the decision of the Complaints Officer considered final.

In the event that the Complaints Officer cannot resolve the issue, she/he shall forward all materials to the Discipline Committee and that Committee shall proceed in the regular fashion.

Should the Committee require further information or clarification from the Complaints Officer, she/he may be consulted by the Committee; however, the purpose is for gathering information or providing clarification only.

## **DISCIPLINE COMMITTEE**

However, if the Complaints Officer deems the issue to be major and more complex, the CBTF President is empowered to establish a Discipline Committee to determine the validity of any allegations brought against a member and to impose sanctions for any failure to follow the policies of CBTF. This Discipline Committee:

- Shall not include the Complaints Officer who investigated the issue initially.
- The President shall determine the number of members required for this Committee.
- Members shall be current CBTF members and may include CBTF Board members.
- Members shall possess the same qualities, skills and attributes as listed for the Complaints Officer.
- The Committee members shall select a Committee Head to call meetings and lead the discussions.

### **Clarifications:**

- If the President is one of the involved parties, the First Vice-President shall assume the responsibilities regarding the selection of the Committee.
- Should the President or any other member of the Board of Directors of the Federation be one of the involved parties, that Director must remove him/herself from any involvement with the said issue.
- No Director may vote on any matter in which they have a direct pecuniary interest, or on any matter in which their individual conduct is directly or indirectly called into question, or in any matter in respect of which they may be required to give evidence before the Complaints Officer.



## BNB Investigations Policy

The Baton New Brunswick Complaints and Discipline Policy is intended to facilitate the resolution of complaints in a manner that does not require engaging additional resources to uncover relevant facts and bring the issue to a close. It relies on the Complainant and Respondent to provide factual information, including witness statements and other relevant documentation, to substantiate or defend against a complaint, and permits the Discipline Chair or Discipline Panel to make a decision based on the information provided. However, the BNB recognizes that there may be circumstances under which an investigation is necessary or desirable, such as when a Party to the complaint is unable to provide adequate or necessary information or when the situation leading to a complaint is complex.

1. In accordance with the Complaints and Discipline Policy, the Case Manager has the responsibility and discretion to determine whether an investigation into a complaint is necessary; the BNB may also initiate an investigation when made aware of concerns but when no formal complaint has been filed.
2. Upon determining that an investigation is necessary or desirable, the Case Manager or the BNB shall appoint an Investigator to review the complaint or as otherwise directed.
3. The Investigator may be a representative of the BNB or an independent third-party skilled in investigating; the Investigator should not have a conflict-of-interest and should have no connection to either Party involved in the complaint.
4. The Case Manager and the BNB will adhere to all disclosure and reporting responsibilities required by any government entity, local police force, or child protection agency.
5. If the complaint is related to workplace harassment, federal and/or provincial legislation may apply; the Investigator should review workplace safety legislation and/or consult independent experts to determine if this is the case.
6. The investigation may take any form as decided by the Investigator, guided by any applicable legislation and in consultation with the Case Manager and the BNB, where applicable; it may include:
  - a) Interview of the Complainant;
  - b) Interview of witnesses;
  - c) Developing a statement of facts (Complainant's perspective), prepared by the Investigator, acknowledged by the Complainant, and provided to the Respondent;
  - d) Interview of the Respondent;
  - e) Interview of additional witnesses; and
  - f) Developing a statement of facts (Respondent's perspective), prepared by the Investigator, acknowledged by the Respondent, and provided to the Complainant.

7. Should the Investigator find that there are possible instances of offences under the Criminal Code, particularly related to criminal harassment (stalking), uttering threats, assault, sexual interference, or sexual exploitation, they shall advise the Complainant and the BNB to refer the matter to police.
8. Upon completion of their investigation, the Investigator shall prepare a report that will include a summary of evidence provided by the Parties and any witnesses (including both statements of facts), and a recommendation of whether, on a balance of probabilities, an incident occurred that could be considered misconduct or a breach of a governing document; the report shall be provided to the Case Manager and the BNB, as applicable.
9. The Case Manager shall determine next steps, according to the Complaints and Discipline Policy, and shall provide the report to the Discipline Chair or Discipline Panel as required; the Discipline Chair or Discipline Panel shall consider the report, in addition to submissions from the Parties, before rendering a decision.
10. The Investigator will make every effort to preserve the confidentiality of the Complainant, Respondent, and any other party, however maintaining anonymity may be difficult and disclosure of information may be necessary for the purpose of investigation, taking corrective action, or as otherwise required by BNB policy.

# BNB Appeals Policy

## Definitions

1. The following terms have these meanings in this Policy:
  - a) *"Appellant"* – The Party appealing a decision
  - b) *"Appeals Panel"* – A single person, or in extraordinary circumstances and at the discretion of the Case Manager, three persons, who will hear and decide the appeal.
  - c) *"BNB"* – Baton New Brunswick
  - d) *"Case Manager"* – An individual appointed by BNB, who need not be a member or affiliated with BNB, to administer this Appeal Policy. The Case Manager will comply with the position description described in Appendix "A".
  - e) *"Days"* – Days including weekend and holidays
  - f) *"In writing"*- A letter, fax or email sent directly to BNB.
  - g) *"Individuals"* – All categories of membership defined in BNB's Bylaws, including clubs, teams as well as, all individuals engaged in activities with BNB including, but not limited to, athletes, coaches, judges, officials, volunteers, managers, administrators, committee members, and directors and officers of BNB.
  - h) *"Respondent"* – The body whose decision is being appealed

## Purpose

2. BNB provides Individuals with this *Appeal Policy* to appeal certain decisions made by BNB.

## Scope and Application of this Policy

3. Any Individual who is directly affected by a BNB decision will have the right to appeal that decision; provided the appeal falls within the jurisdiction of this Policy and there are sufficient grounds for the appeal under the 'Grounds for Appeal' section of this Policy.
4. This Policy **will not apply** to decisions relating to:
  - a) Employment
  - b) Infractions for doping offenses
  - c) The rules of the sport
  - d) Budgeting and budget implementation
  - e) Operational structure and committee appointments
  - f) Volunteer appointments and the withdrawal of termination of those appointments
  - g) Decisions rendered by entities other than BNB (appeals of these decisions shall be dealt with pursuant to the policies of those other entities unless requested and accepted by BNB at its sole discretion)
  - h) Commercial matters
  - i) Decisions made under this Policy

## Timing and Conditions of Appeal

5. Individuals who wish to appeal a decision have twenty-one (21) days from the date on which they received notice of the decision to submit, in writing to BNB, the following:
  - a) Notice of the intention to appeal
  - b) Contact information and status of the Appellant
  - c) Name of the Respondent and any affected parties, when known to the Appellant
  - d) Date the Appellant was advised of the decision being appealed
  - e) A copy of the decision being appealed, or description of decision if written document is not available
  - f) Grounds for the appeal
  - g) Detailed reasons for the appeal
  - h) All evidence that supports the appeal
  - i) Requested remedy or remedies
  - j) An appeal fee of five hundred dollars (\$500) which will be refunded if the appeal is successful, or forfeited if the appeal is denied. Payment method: cheque payable to the Baton New Brunswick.
  
6. An Individual who wishes to initiate an appeal beyond the twenty-one (21) day period must provide a written request stating the reasons for an exemption. The decision to allow, or not allow, an appeal outside of the twenty-one (21) day period will be at the sole discretion of the Case Manager and may not be appealed.

## Case Manager

7. Upon the receipt of an appeal, BNB will appoint an independent Case Manager to manage and administer appeals submitted in accordance with this Policy and such appointment is not appealable.

## Grounds for Appeal

8. An appeal may only be heard if there are sufficient grounds for appeal, as determined by the Case Manager. Sufficient grounds only include the Respondent:
  - a) Made a decision that it did not have the authority or jurisdiction (as set out in the Respondent's governing documents)
  - b) Failed to follow its own procedures (as set out in the Respondent's governing documents)
  - c) Made a decision that was influenced by bias (where bias is defined as a lack of neutrality to such an extent that the decision-maker appears not to have considered other views)
  - d) Made a decision that was grossly unreasonable
  
9. The Appellant must demonstrate, on a balance of probabilities, that the Respondent has made a procedural error as described in the 'Grounds for Appeal' section of this Policy.

## **Alternate Dispute Resolution**

10. Upon receiving the notice of the appeal, the fee, and all other information (outlined in the 'Timing of Appeal' section of this Policy), the Appeal Panel may suggest, and the Parties may consent, the appeal to be heard under the Association's *Alternate Dispute Resolution Policy*.
11. Appeals resolved by mediation under BNB's *Alternate Dispute Resolution Policy* will cause the administration fee to be refunded to the Appellant.

## **Screening of Appeal**

12. Should the appeal not be resolved by using the *Alternate Dispute Resolution Policy*, the Case Manager will have the following responsibilities:
  - a) Determine if the appeal falls under the scope of this Policy
  - b) Determine if the appeal was submitted in a timely manner
  - c) Decide whether there are sufficient grounds for the appeal
13. If the appeal is denied on the basis of insufficient grounds, because it was not submitted in a timely manner, or because it did not fall under the scope of this Policy, the Appellant and BNB will be notified, in writing, by the Panel of the reasons for this decision. This decision may not be appealed.
14. If there are sufficient grounds for an appeal, the Case Manager will appoint an Appeal Panel (the "Panel") which shall consist of a single Adjudicator, to hear the appeal. In extraordinary circumstances, and at the discretion of the Case Manager, a Panel of three persons may be appointed to hear the appeal. In this event, the Case Manager will appoint three Panel members and designate one of the appointees to serve as the Chair.
15. The Case Manager will establish and adhere to timeframes that ensure procedural fairness and that the matter is heard in a timely fashion.

## **Procedure for Appeal Hearing**

16. The Case Manager, in cooperation with the Panel, shall then decide the format under which the appeal will be heard. This decision may not be appealed.
17. The format of the hearing may involve an oral in-person hearing, an oral hearing by telephone/telecommunications or other electronic means, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Panel deem appropriate in the circumstances, provided that:

- a) The hearing will be held within a timeline determined by the Case Manager or the Panel
- b) The Parties will be given reasonable notice of the day, time and place of the hearing, in the case of an oral in-person hearing, an oral hearing by telephone or other telecommunications
- c) Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing
- d) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
- e) The Panel may request that any other individual participate and give evidence at the hearing
- f) The Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the appeal, but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate
- g) If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in their own right under this Policy, that party will become a party to the appeal in question and will be bound by its outcome
- h) The decision to uphold or reject the appeal will be by a majority vote of the Panel

18. The hearing will proceed in any event, even if a Party chooses not to participate in the hearing.

19. In fulfilling its duties, the Panel may obtain independent advice.

### **Appeal Decision**

20. The Panel shall issue its decision, in writing and with reasons, after the hearing's conclusion. In making its decision, the Panel will have no greater authority than that of the original decision-maker. The Panel may decide to:

- a) Reject the appeal and confirm the decision being appealed
- b) Uphold the appeal and refer the matter back to the initial decision-maker for a new decision
- c) Uphold the appeal and vary the decision

21. The Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and BNB within 14 days of the hearing's conclusion. In extraordinary circumstances, the Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued thereafter. The decision will be considered a matter of public record unless decided otherwise by the Panel.

### **Confidentiality**

22. The appeals process is confidential and involves only the Parties, the Case Manager, the Panel, and any independent advisors to the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information to any person not involved in the proceedings.

## **Final and Binding**

23. The decision of the Panel will be binding on the Parties and on all BNB's Individuals.
24. No action or legal proceeding will be commenced against BNB or Individuals in respect of a dispute, unless BNB has refused or failed to provide or abide by the appeal process as set out in this Policy.

## **Case Manager Position Description**

### **Purpose**

1. In some of its policies, BNB requires the appointment of a Case Manager. This Position Description outlines the role, identity, responsibilities and tasks of the Case Manager.

### **Policies**

1. The following Policies require the appointment of a Case Manager:
  - a) Discipline and Complaints
  - b) Appeal
  - c) Alternate Dispute Resolution Policy

### **Identity**

2. The Case Manager, whether or not appointed by BNB at their sole discretion, should be experienced with the management of disputes in an unbiased manner. The individual should not be connected in any way to the issue being disputed (and/or the outcome of the dispute) but does not necessarily need to be an independent third-party not connected with BNB – though the guaranteed independence and neutrality of a third-party is preferred. The individual does not need to be a Member of BNB.
3. The Case Manager's identity does not need to be approved by any of the parties involved in the dispute, excluding BNB.

### **Discretion - Complaints**

4. When a complaint is filed, the Case Manager is required to:
  - a) Determine whether the complaint is frivolous and within the jurisdiction of the Discipline and Complaints Policy
  - b) Propose the use of BNB's Alternate Dispute Resolution Policy
  - c) Appoint the Panel, if necessary
  - d) Coordinate all administrative aspects and set timelines
  - e) Provide administrative assistance and logistical support to the Panel as required

- f) Provide any other service or support that may be necessary to ensure a fair and timely proceeding

### **Discretion - Appeals**

- 5. When an appeal is filed, the Case Manager is required to:
  - 1. Propose the use of BNB's Alternate Dispute Resolution Policy
  - 2. Determine if the appeal falls under the scope of the Appeal Policy
  - 3. Determine if the appeal was submitted in a timely manner
  - 4. Decide whether there are sufficient grounds for the appeal
  - 5. Appoint the Panel, if necessary
  - 6. Coordinate all administrative aspects and set timelines
  - 7. Provide administrative assistance and logistical support to the Panel as required
  - 8. Provide any other service or support that may be necessary to ensure a fair and timely proceeding
  
- 6. When determining if there are sufficient grounds for appeal, the Case Manager is not acting as the Panel and determining the merits of the appeal, but instead determining whether the Appellant has properly shown that an error, as described in the Appeal Policy, has been properly argued. The Case Manager will need to carefully consult BNB's policies and procedures, and analyze the process that contributed to the decision, to determine whether there are appropriate grounds.

### **Discretion – Alternate Dispute Resolution**

- 7. When the parties agree to the jurisdiction of the Alternate Dispute Resolution Policy, the Case Manager maybe required to:
  - a) Appoint the mediator or facilitator
  - b) Coordinate all administrative aspects and set timelines
  - c) Provide administrative assistance and logistical support to the mediator or facilitator as required

### **Hearing Format - Discretion**

- 8. If necessary, the Case Manager is required to exercise their discretion to determine the format of the hearing. Hearings typically take the following forms:
  - a) In person
  - b) Conference call
  - c) Written submissions
  - d) Conference call + written submissions



9. In determining the format of the hearing the Case Manager should consider:
  - a) The distance between the parties
  - b) The animosity between the parties
  - c) The time commitment and location of the Panel
  - d) The timelines for a decision
  - e) The language barriers between the parties
  - f) The gravity of the complaint/appeal

### **Panel Appointment**

10. The Case Manager is required to appoint a Panel of one person, or three in extraordinary circumstances, to decide the issue. The individual(s) should have the following characteristics:
  - a) Experience in dispute resolution
  - b) Experience with sport disputes
  - c) No connection to either party
  - d) Preferably no connection with the Parties
  - e) Decisive
11. The Case Manager should remind the Panel to adhere to the powers given to the Panel by the applicable policy. For example, if the policy does not permit the Panel to suspend the respondent indefinitely, then the Panel cannot sanction the respondent in this manner.

### **Communication**

12. Especially when the hearing is to be held by written submissions, the Case Manager is required to communicate swiftly, clearly, and decisively with each party. The parties must adhere to the deadlines set by the Case Manager or by the applicable policy and the process must move forward even if a party misses a deadline.
13. When coordinating an oral hearing, the Case Manager should first consider the schedule of the Panel, then the schedule of the complainant, and then the schedule of the respondent in an attempt to find a suitable time for everyone.

### **Suggested Procedure**

14. The Case Manager may implement the following procedure to facilitate the Discipline and Complaints Policy or the Appeal Policy:
  - a) Receive the written complaint or appeal

- b) Communicate with the Complainant/Appellant that you have been appointed the Case Manager and that their complaint/appeal will be disclosed to the Respondent and Panel. Also determine if there is additional evidence or written submissions to follow, if so, provide a deadline for receipt. (After this step, the Complainant/Appellant may not have another opportunity to make additional submissions or provide evidence, unless determined otherwise by the Panel)
- c) Determine whether the complaint is within the jurisdiction of the applicable Policy.
- d) Notify the Respondent that you are the Case Manager and are in receipt of a complaint/appeal. Communicate to the Respondent that any submissions will be provided to the Complainant/Appellant and Panel. Provide the Respondent with a reasonable timeframe to submit their response document and any applicable evidence. (After this step, the Respondent may not have another opportunity to make additional submissions or provide evidence, unless determined otherwise by the Panel).
- e) The Case Manager may wish to provide the Complainant/Appellant to submit a rebuttal, but the rebuttal must be limited to issues raised by the Respondent and is not an opportunity to provide new evidence. The Panel may exclude such new evidence.
- f) Appoint the Panel
- g) Conduct a hearing either via written documentation, teleconference, in – person, or a combination of these techniques.
- h) Ensure the Panel renders a written decision within a prescribed timeline.

## **BNB Risk Management Policy**

BNB has adopted and will adhere to CBTF's Risk Management Policy as outlined below.

## **CBTF Risk Management Policy**

### **Accidents & Injuries**

- The Competition Director or designate and/or the Head Judge shall have the authority to immediately stop the competition whenever a risk factor related to safety becomes evident.
- If this situation occurs during individual competition, the competition on the lane where the situation occurs shall be stopped on that lane only by the competition director and/or the judge judging that event.
- If an athlete must leave the competition to seek outside medical assistance because of a situation that has occurred during a competition, the athlete shall require a Medical Certificate stating that he/she may continue competing at that competition.
- If the situation involves a medical injury or illness (that does not require outside medical assistance), the Competition Director, in consultation with authorized medical personnel, shall determine whether the athlete(s) may be allowed to continue competing.
- All visible injuries must be declared prior to the competition day. For example, if you will be wearing a medical support brace, tensor bandage, tape, etc. you must have a medical note stating it is safe for you to compete the day of the competition and that the brace, bandage, tape etc is required for competition. This rule will apply to any visible injury an athlete has.
- Refunds will be given if a medical certificate is provided within 2 weeks of the event. Either for injury prior to the day of competition, but after registration was sent, or because of an injury that occurred during competition.

The above items must be included in competition brochures or otherwise be made known to all competition participants.

- If a risk factor related to safety becomes evident during a CBTF sanctioned event other than a competition, the Event Coordinator or person in charge will have the authority to stop the event until the safety issue is resolved.

## **Flooring Requirements**

- All facilities where CBTF sanctioned competitions are held must have hardwood flooring for the main competition floor. The practice gym/area should also have hardwood flooring, if at all possible.
- Flooring must be safe and properly maintained with no obstacles, broken parts or any other risk factor that would affect the safety of the competition participants.
- Flooring for other CBTF sanctioned events (clinics, workshops, etc) must be suitable and safe for participants.
- No tarp flooring is permitted.
- Flooring should not be slippery or sticky.

## **Lane Boundary Guidelines for CBTF Events**

- 15 feet wide: Compulsory Moves, Pre-Events, Solo, 2-Baton, 3-Baton, Duet
  - 30 feet wide: Medley, Solo Dance Twirl
  - 50 feet x 84 feet: CBTF Group Events
  - Minimum 40 feet wide: Short Program (during team trial events)
  - 50 feet x 80 feet: WBTF Pairs and Teams
  - 50 feet x 60 feet: WBTF Freestyle
- (WBTF Rules state that these boundaries will not be strictly interpreted as boundaries per se but the size of the floor that is available to the freestyle athletes. Should an athlete step on or across the lines, the judges shall determine whether or not this is cause for lowering the score based on the athlete's floor pattern and use of the space.)

## **Warm-Ups at Canadian Championships**

- For Individual and Duet events held at Canadians, a pre-determined number of sets may warm up on the main competition floor as determined by the Competition Director and CBTF Technical Chair.
- Competition Directors at Open and Provincial competitions may employ whatever method best suits their situation (based on number of athletes, practice area availability and time restrictions) with regard for risk management.

## **Mishaps**

- Should a mishap occur at a competition, the judge(s) who were affected by the mishap will direct the athlete/group to stop competing and, in consultation with the Head Judge and the Competition Director, assess the severity of the incident to determine whether the athlete/group will re-compete or not. If so, the athlete/group will start at the beginning of the routine and judging will re-commence at the point where the mishap occurred.
- Examples of Mishaps: costume failure, power failure, music failure
- Clarification: The CBTF Risk Management Policy will apply to more serious situations (eg: accidents, injuries).

## **Practice Gym/Area Guidelines**

- Individual/Duet Events at Canadians - each athlete/duet will be provided a 12' x 12' area
- CBTF/WBTF Team, Dance Twirl Teams – the next three competing teams
- Corps – the next two competing corps
- Individual/Pair Events at National Team Trials – the next seven competing individuals/pairs

## **BNB Disability Policy**

BNB strives to be accessible and inclusive for all participants, as much at the recreational level than at the competitive level. All athletes are welcome and we will strive to make reasonable modifications to allow all athletes to progress and reach their potential in the sport of Baton Twirling. Below are general guidelines that BNB will follow:

### **Adaptations**

Physical activity in Canada includes everyone, regardless of any ability or circumstance. Some sports and activities may, however, require a few adaptations to make them as accessible as possible. Below you'll find recommendations and suggestions on how to accommodate individuals that may have limitations or different needs. With a positive attitude and a little ingenuity, any activity can be made enjoyable for all.

### **Sensory**

There are no limitations to participating in this activity for individuals with a sensory limitation since this is an individual activity. Provide lots of audible and visual instruction as needed.

### **Learning/Cognitive Disabilities**

Creativity is the key. Have fun and provide lots of positive reinforcement. The baton can be substituted with a hula hoop or hollow Frisbee if that better suits the participant.

### **Mobility Limitation**

Very little adaptation needs to be done to enjoy baton twirling. If a baton does not suit the participants needs, consider using a hollow Frisbee or a hula hoop and spin with your arm. Also a scarf can be used if preferred and the activity could be similar to rhythmic gymnastics.

### **Competitive Level**

At the competitive level, BNB will adhere to CBTF's policy in regards with providing a Special Needs Lane at each competition.

All competition brochures must indicate a separate division for Special Needs Athletes for all events. Special Needs Athletes will be scored with the existing CBTF scoring system and awards will be the same as for other athletes.

In order to allow judges to be more sensitive to groups with a Special Needs Athlete, the coach may choose to submit a doctor's letter with the declaration and with each competition entry form. The competition director will notify the Head Judge for consideration while judging.

## **BNB Concussion Policy**

Baton New Brunswick understands that having a concussion policy is crucial to the health and wellness of their athletes. BNB recommends this “Return to Play Protocol” before an athlete is allowed to return to both training and competition.

Health and wellness of young athletes is imperative and BNB strongly recommends that all athletes who receive any sort of injury, especially to the head, seek medical attention immediately.

This Return to Play Protocol is ONLY a recommendation. The top priority is always to seek a medical opinion.

### **What is a concussion?**

A concussion is a brain injury that is caused by a bump or blow to the head. It can change the way the brain normally works. It can occur during practices or games/competition in any sport. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be potentially serious. A concussion can happen even if the athlete has not been rendered unconscious. Concussions cannot be seen. Signs and symptoms of a concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If an athlete reports any symptoms of concussion, they should seek medical attention immediately.

### **What are the symptoms of a concussion?**

If the athlete has experienced a bump or blow to the head during a competition or practice, look for any of the following symptoms:

- Headache or “pressure” in the head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Light sensitivity
- Noise sensitivity
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty paying attention
- Memory problems
- Confusion
- Irritability
- Neck pain
- Feeling nervous or anxious
- Sadness
- Not “feeling right”

## **Symptoms parents/guardians may notice**

After an athlete sustains a concussion, any individual may notice that the athlete:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Unable to recall events prior to or after being hit
- Shows behaviour or personality changes
- Appears more emotional

## **What should an athlete do if they think they have a concussion?**

Inform their coach(es) and parents/guardian immediately. Never ignore a bump or blow to the head, even if the athlete feels fine. Also, notify the coach if a teammate might have a concussion. Inform the coach about any recent concussion in ANY sport or activity. The athlete's coach may not know about a concussion the athlete received in another sport or activity, unless the coach has been updated on the athlete's condition.

Seek medical attention immediately. A doctor or healthcare professional can tell if a concussion has been sustained, its severity, and when the athlete is OK to return to play.

Allow the athlete time to heal. If the athlete has had a concussion, their brain needs time to heal. While their brain is still healing, they are much more likely to have a second concussion. Repeated concussions can cause damage to the brain. It is important to rest until receiving approval from a doctor or healthcare professional to return to play.

It is better to miss one competition than the whole season. Concussions can cause permanent brain damage, affecting the athlete for a lifetime.

## **How can an athlete prevent a concussion?**

Every sport is different, but there are steps to take to protect the athletes.

Follow the rules of the sport and the coach's rules for safety.

Have respect for the other athletes and practice good sportsmanship at all times



## Concussion Management

When an athlete has been diagnosed with a concussion, it is important that the athlete's parent/legal guardian or spouse is informed.

All athletes diagnosed with a concussion must be provided with a standardized Medical Assessment Letter that notifies the athlete and their parents/legal guardian/spouse that they have been diagnosed with a concussion and may not return to any activities until medically cleared to do so by a medical doctor or nurse practitioner.

It is the responsibility of the athlete or their parent/legal guardian to provide this documentation to the athlete's coaches and teachers. Athletes or their parent/legal guardian are responsible for injury reporting and concussion surveillance where applicable.

Athletes diagnosed with a concussion are to be managed by a medical doctor, following the removal from sport.

Once the athlete has completed their Return-to-Baton Strategies and are deemed to be clinically recovered from their concussion, the medical doctor or nurse practitioner can consider the athlete for a return to full sport activities and issue a Medical Clearance Letter.

## Return-to-Baton Strategy

The following return to sport strategy should be used to help athletes, parents, coaches, trainers, and medical professionals assist athletes in a gradual return to sport activities. After an initial rest period for 24-48 hours, the athlete may begin their return-to-sport strategy. In the case of new or worsening symptoms, athletes should return to the previous stage. Athletes must return to full time school activities BEFORE progressing to stage 5 and 6 of the return to sport strategy.

**Athletes must provide a medical clearance letter prior to resuming their normal training regime.**

**This is a guideline and return to participation training should be individually based and guided by a trained medical professional.**

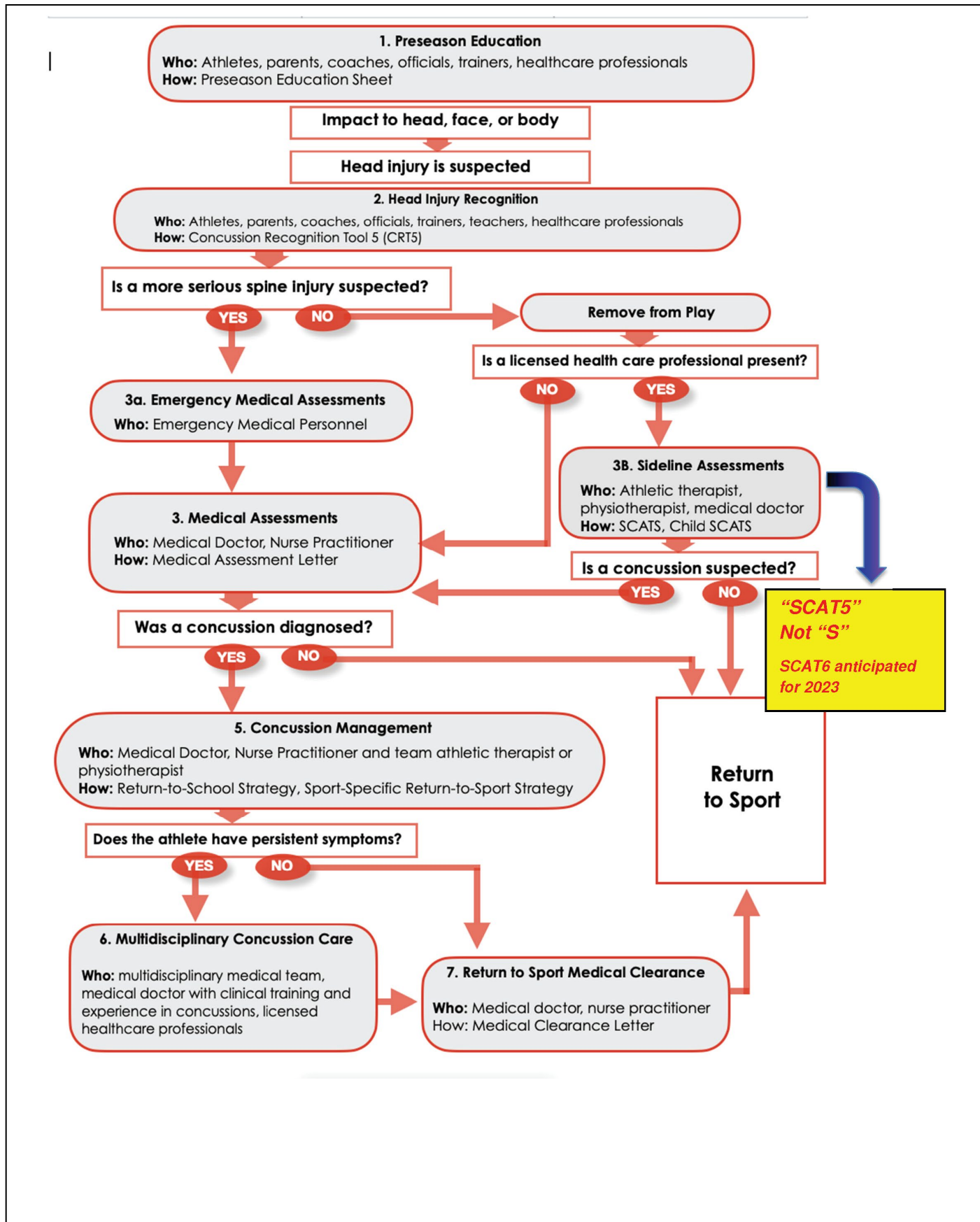
STAGE	AIM	ACTIVITY	Goal of Each Step
1	Symptom-limiting activity	Daily activities that do not provoke symptoms	Gradual re- introduction of work/school activities
2	Light aerobic activity	Walking or other light cardio at slow to medium pace, no resistance training.  -Light intensity jogging for 30-60 min at sub- symptom threshold intensity	Increase heart rate
3a	Sport-specific exercise	Gradual introduction of movement to training (turns, change of positions, mild gymnastic work ie: cartwheels/illusions). Walk through of routines with no baton (marking big tricks)  -Moderate intensity cardiovascular activity for 30-60 min at sub-symptom threshold intensity	Add movement
3b	Sport-specific exercise	Introduction of baton skills: thumb flips, low tosses (with no elements under baton), high tosses (with no elements under baton), stationary rolls (elbow rolls, long arm rolls etc.)  -Moderate intensity cardiovascular activity for 30-60 min at sub-symptom threshold intensity	Add movement
4	Non-contact training drills	Rolls, contact sections permitted Run through of routines without doing spins, gymnastics, elements under tosses.  - Progressive resistance training can begin - High intensity cardiovascular activity	Exercise, coordination and increased thinking
5	Full contact training drills	<b>Following medical clearance</b> Run through of full routines without restrictions (gradual build up to high level elements)	Restore confidence and assess functional skills by coaching staff
6	Return to Sport	Full preparedness and competition training	

Most athletes who sustain a concussion will make a full recovery within 1-4 weeks of injury and be able to return to sport in that time frame. Approximately 15-30% may experience persistent post-concussion symptoms. A referral to a medical doctor with clinical training and experience in concussion should be considered for developing an individualized treatment plan. Depending on the individual's injury, treatment may involve a variety of healthcare professionals with expertise in that address the specific needs of the athlete.

### **Return to Baton**

Athletes who have been determined to have not sustained a concussion and those that have been diagnosed with a concussion and successfully completed their return-to-sport can be considered for return to full sport activity. This decision should be made based on the clinical judgement of the medical doctor or nurse practitioner taking into account the athlete's past medical history, clinical history, physical examination, and other relevant Clinic Consultations.

**Each athlete must provide their coach with a medical clearance letter specifying that a medical doctor or nurse practitioner has personally evaluated the athlete and has been cleared before a full return to sport.**



## **BNB Social Media Policy**

BNB has adopted and will adhere to CBTF's Social Media Policy as outlined below.

### **CBTF's Social Media Policy**

#### **Purpose**

Social Media is changing the way we communicate by offering people the opportunity to take part in online communities: to access information, entertain, and share content. The CBTF recognizes that its members may take part in social media interactions and has identified the need to establish guidelines with regards to its own social media presence.

The Policy has been developed to define the rightful use of social media and to establish a culture of openness, trust and integrity in all online activities related to the CBTF and its members. The policy provides guiding principles to CBTF members about the use of social media so they feel enabled to participate, while being mindful of their responsibilities and obligations. When communicating through social media publications, members hold the responsibility of protecting athletes and preserving the reputation and positive image of the CBTF, including: the sport, the members, the coaches, the judges and the officials.

In circumstances where guidance about social media issues are not clear or have not been outlined in this policy, we suggest you consult with your Provincial representative who may further consult with the CBTF President (if necessary).

The policy is subject to ongoing review and modifications as deemed necessary, to respond to ever-changing social media circumstances and evolving needs of the CBTF.

#### **Scope**

Social media refers to any online tools or functions that allow people to communicate and/or share content via the internet, which directly or implicitly mentions or focus' attention to the CBTF.

The policy is applicable when using social media:

- As an officially designated Social Media Administrator representing the CBTF.
- As an individual involved in activities related to the CBTF, whether they are in a paid or unpaid/voluntary capacity (athletes, coaches, parents, members, volunteers, spectators, and family members).
- As an individual posting content in relation to the CBTF which might affect reputation, registration, services, competitions, provincial events, sponsors, affiliated organizations (WBTF, IBTF, Provincial Boards) or specific individuals.

## **Roles and Responsibilities**

Social Media Administrators, designated by the CBTF, have authority in the interpretation and administration of this policy and social media activities related to the organization.

They have a responsibility to represent the CBTF and post on the organizations behalf using selected social media platforms.

## **Guidelines and Requirements**

Coaches, athletes, parents and volunteers who participate in social media and networking will be held to the same standards as it does for all other forms of media: radio, television and print. Members are to follow the principles/guidelines in accordance with the CBTF Manual - Code of Conduct Guidelines and Social Media Policy.

Comments or remarks that are negative, inappropriate in nature, harmful to reputation, contain disparaging content (either real or perceived) are detrimental or targeting individual athletes, coaches, competition officials, host competition provinces, club members, the club, the sport or affiliations of the sport (WBTF, IBTF, Provincial Boards, Sponsors) are considered a violation of the social media policy and will be subject to disciplinary action.

### ***Be Respectful***

No spam, untruthful, defamatory, discriminatory comments or expletives. Remain polite and appropriate at all times. Members should avoid posting any remarks, photographs or video that could be disparaging or embarrassing to another club, its members, coaches or officials.

### ***Be Honest***

Remain truthful and accurate when posting on social media.

Do not post dishonest, untrue or misleading comments. If unsure, check the source and the facts before uploading or posting anything. Do not post anonymously, using pseudonyms or false screen names. Use your real name, be clear about who you are and identify any affiliations.

### ***Be Responsible***

Individuals need to conduct themselves in an appropriate and professional manner at all times.

When using social media, the lines between public and private, personal and professional, may be blurred. Individuals are solely responsible for their online comments and must be mindful of the fact, that once they are published (via public or personal social media accounts) they will remain part of the public record.

## ***Respect Confidentiality, Sensitivity and Privacy***

Refrain from divulging sensitive, confidential, personal, medical or social information about an athlete, coach, official or member of the CBTF.

Sensitive information may include: unpublished details about the organization/the sport, individual athletes, teams, routines, coaching practices, business strategies, financial information, board meeting details (unless made public by the CBTF). Within the scope of your authorization, it is acceptable to post or supportively comment on public CBTF activities in order to have a dialogue with the community or to advertise the organization's event.

Be considerate of others and refrain from posting information you have been asked not to or where consent has not been sought and given. When speaking about others, make sure what you say is based on fact and does not discredit or belittle others.

You must remove information about another person if that person asks you to do so. Permission should always be sought if the use or publication of information is not incidental, but directly related to an individual. This is particularly relevant when publishing any information regarding minors. In such circumstances, parental or guardian consent is mandatory.

### ***Gaining permission when publishing a person's identifiable image***

You must obtain permission from an individual to use a direct, clearly identifiable image of that person. Do not post any information or photos of a sensitive nature. This could include accidents, incidents, controversial behavior, anything that would embarrass, humiliate or upset another. In every instance, you must have the consent of the owner of copyright in the image. Photographs, videos, or comments promoting negative influences or criminal behavior including but not limited to: drug use, alcohol abuse, public intoxication, hazing, sexual exploitation etc. are not to be posted.

When posting online content there is potential for it to become publicly available through a variety of means, even if it was intended to be shared privately. Where possible, privacy settings on social media platforms should be set to limit access. Protect yours and others right to privacy, remain cautious and diligent about disclosing any personal details.

### ***Discrimination, sexual harassment and bullying***

Do not post any material that is offensive, disrespectful, defamatory, harassing, discriminatory, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist or otherwise inappropriate.

### ***Dealing with mistakes***

If a member or administrator makes an error posting on social media, the mistake should be addressed and corrected promptly. If modifying an earlier post, make it clear that you have done so. If someone accuses the CBTF of posting something improper (such as their copyrighted material or a defamatory comment about them), consult with your Provincial representative who may further consult with the CBTF President (if necessary), in order to address the concern quickly and appropriately.

### ***Complying with applicable laws***

Do not post or link to content that contains illegal or indecent content, including defamatory, vilifying, misleading and deceptive content.

### ***Abiding by copyright laws***

It is critical that you comply with the laws governing copyright in relation to material owned by others and the CBTF's own copyrights and brands.

### ***Use of Disclaimers***

Wherever practical, include a prominent disclaimer stating who you are affiliated with (e.g. member of the CBTF). State that your views are your own, using a disclosure statement.

### ***Branding and intellectual property of the CBTF***

You must not claim any of the CBTF's intellectual property or imagery on your personal social media as your own. The CBTF intellectual property includes but is not limited to: · trademarks · logos · slogans · imagery which has been posted on the official social media sites or website. You must not use the CBTF's name, motto, crest and/or logo in a way that would result in a negative impact for the organization, clubs and/or its members.

### ***Reporting a Breach***

If you notice inappropriate or unlawful online content relating to the CBTF or any of its members, or content that may otherwise have been published in breach of this policy, you should report the circumstances immediately to your Provincial representative who may further consult with the CBTF President (if necessary).

### ***Discipline***

The CBTF will investigate any reported violation of this policy. If the investigation determines a violation has occurred, the CBTF will impose appropriate disciplinary actions which could include suspension and/or expulsion.



# Baton New Brunswick Linguistic Plan

## Policy Statement

Baton New Brunswick will strive to provide its members with services in their official language of choice.

## Commitments

1. Baton New Brunswick will strive to provide individual communications to the recipient in their language of choice and general communications, including social media content in both official languages.
  - The language needs of any staffing position will be determined and included as a requirement in any job description.
  - Where possible, the President of the board (and any other board directors and/or staff) will communicate with members in their language of choice or in both official languages. Where this is not possible due to the linguistic capacity of staff (time to translate or ability to do so):
    - Staff will transfer members to a pre-determined board director/volunteer with the appropriate linguistic skills (verbal communications) and subject matter knowledge,
    - Staff will contract translation services (written communications),
  - Staff assignments will be made with linguistic requirements as a consideration.
2. Baton New Brunswick will ensure that its bylaws/constitution and all policy documents are available in both official languages.
  - The Secretary of the Board of Directors will be responsible to ensure that all policy documents and updates are translated and available in both official languages.
3. Baton New Brunswick will actively encourage its members to express themselves in their language of choice during meetings and events and provide translation to members that require it.
  - At the beginning of all board meetings and general meetings, the president will encourage members to speak in French or English and ensure that a member (staff or otherwise) can translate for unilingual members as needed.

4. Baton New Brunswick will strive to align the bilingual capacity of its employees with the needs of the organization.
  - Language training will be available and possibly mandatory for employees who require it.
  - Employment may be conditional upon employees achieving certain linguistic proficiencies within a given timeframe.

# Baton New Brunswick Conflict of Interest Policy

## Definitions

1. The following terms have these meanings in this Policy:
  - a) *“Association”* – Baton New Brunswick
  - b) *“Conflict of Interest”* – Any situation in which an Individual’s decision-making, which should always be in the best interests of the Association, is influenced or could be influenced by personal, family, financial, business, or other private interests.
  - c) *“Individuals”* – All categories of membership defined in the Association’s Bylaws, as well as all individuals engaged in activities with the Association including, but not limited to, athletes, coaches, judges, officials, volunteers, managers, administrators, committee members, and directors and officers of the Association
  - d) *“In writing”*- A letter, fax or email sent directly to the Association.
  - e) *“Pecuniary Interest”* - An interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated.
  - f) *“Non-Pecuniary Interest”* - An interest that an individual may have in a matter which may involve family relationships, friendships, volunteer positions or other interests that do not involve the potential for financial gain or loss.

## Background

2. Individuals who act on behalf of an organization have a duty first to that organization and second to any personal stake they have in the operations of the Association. For example, in not-for-profit organizations, Directors are required, by law, to act as a trustee (in good faith, or in trust) of the Association. Directors, and other stakeholders, must not put themselves in positions where making a decision on behalf of the Association is connected to their own “pecuniary” or “non-pecuniary” interests. That would be a conflict of interest situation.

## Purpose

3. The Association strives to reduce and eliminate nearly all instances of conflict of interest at the Association – by being aware, prudent, and forthcoming about the potential conflicts. This Policy describes how Individuals will conduct themselves in matters relating to conflict of interest, and will clarify how Individuals shall make decisions in situations where conflict of interest may exist.

4. This Policy applies to all Individuals.

## Obligations

5. Any real or perceived conflict of interest, whether pecuniary or non-pecuniary, between an Individual's personal interest and the interests of the Association, shall always be resolved in favour of the Association.
6. Individuals will not:
  - a) Engage in any business or transaction, or have a financial or other personal interest, that is incompatible with their official duties with the Association, unless such business, transaction, or other interest is properly disclosed to the Association and approved by the Association.
  - b) Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration or who might seek preferential treatment.
  - c) In the performance of their official duties, give preferential treatment to family members, friends, colleagues, or organizations in which their family members, friends, or colleagues have an interest, financial or otherwise.
  - d) Derive personal benefit from information that they may have acquired during the course of fulfilling their official duties with the Association, if such information is confidential or not generally available to the public.
  - e) Engage in any outside work, activity, or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of the Association, or in which they have an advantage or appear to have an advantage on the basis of their association with the Association.
  - f) Without the permission of the Association, use the Association's property, equipment, supplies, or services for activities not associated with the performance of their official duties with the Association.
  - g) Place themselves in positions where they could, by virtue of being an Association Individual, influence decisions or contracts from which they could derive any direct or indirect benefit.
  - h) Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being an Association Individual.

## Disclosure of Conflict of Interest

7. On an annual basis, all the Association's Directors, Officers, Employees, and Committee Members will complete a Declaration Form disclosing any real or perceived conflicts that they might have. Declaration Forms shall be retained by the Association.
8. Individuals shall disclose real or perceived conflicts of interest to the Association's Board immediately upon becoming aware that a conflict of interest may exist.

9. Individuals shall also disclose any and all affiliations with any and all other organizations involved with the same sport. These affiliations include any of the following roles: athlete, coach, manager, official, employee, volunteer, officer or director.

### **Minimizing Conflicts of Interest in Decision-Making**

10. Decisions or transactions that involve a conflict of interest that has been proactively disclosed by an Individual will be considered and decided with the following additional provisions:

- a) The nature and extent of the Individual's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded or noted.
- b) The Individual does not participate in discussion on the matter.
- c) The Individual abstains from voting on the decision.
- d) For board-level decisions, the Individual does not count toward quorum.
- e) The decision is confirmed to be in the best interests of the Association.

11. For potential conflicts of interest involving employees, the Association's Board will determine whether there is there a conflict and, if one exists, the employee will resolve the conflict by ceasing the activity giving rise to the conflict. The Association will not restrict employees from accepting other employment contracts or volunteer appointments provided these activities do not diminish the employee's ability to perform the work described in the employee's job agreement with the Association or give rise to a conflict of interest.

### **Conflict of Interest Complaints**

12. Any person who believes that an Individual may be in a conflict of interest situation should report the matter, in writing (or verbally if during a meeting of the Board or any committee), to the Association's Board who will as quickly as possible decide appropriate measures to eliminate the conflict.

13. The Association's board decision as to whether or not a conflict of interest exists will be governed by the following procedures:

- a) Copies of any written documents to be considered by the Board will be provided to the Individual who may be in a conflict of interest situation
- b) The Individual who may be in a conflict of interest situation will be provided an opportunity to address the Association's Board orally or if granted such right by the Association's Board, in writing
- c) The decision will be by a majority vote of the Association's Board

14. If the Individual acknowledges the conflict of interest, the Individual may waive the right to be heard, in which case the Association's Board will determine the appropriate sanction.

## Decision

15. After hearing and/or reviewing the matter, the Association's Board will determine whether a conflict of interest exists and, if so, the sanctions to be imposed.

## Sanctions

16. The Board may apply the following actions singly or in combination for real or perceived conflicts of interest:

- a) Removal or temporary suspension of certain responsibilities or decision-making authority.
- b) Removal or temporary suspension from a designated position.
- c) Removal or temporary suspension from certain teams, events and/or activities.
- d) Expulsion from the Association.
- e) Other actions as may be considered appropriate for the real or perceived conflict of interest.

17. Any person who believes that an Individual has made a decision that was influenced by real or perceived conflict of interest may submit a complaint, in writing, to the Association to be addressed under the Association's *Discipline and Complaints Policy*.

18. Failure to comply with an action as determined by the Board will result in automatic suspension from the Association until compliance occurs.

19. The Board may determine that an alleged real or perceived conflict of interest is of such seriousness as to warrant suspension of designated activities pending a meeting and a decision of the Board.

## Enforcement

20. Failure to adhere to this Policy may permit discipline in accordance with the Association's *Discipline and Complaints Policy*.

# BATON NEW BRUNSWICK

## COMPETITION GUIDE

SEPTEMBER 2023



## **BNB Competition Committee**

Baton NB has created a competition committee to oversee the planning and organize all NB competitions with the Competition Director's supervision.

The committee will be made up of:

- BNB Competition Coordinator
- BNB Technical Representative
- Competition Director
- Committee members (volunteers who may or may not be BNB board directors)

The Host Club of any competition will be required to have a minimum of 2 committee members to facilitate the liaison with the local venue.

The competition committee will use this guide when planning competitions.

Pre-Competitive events do not need to be organized by the committee and can be done at the club level.

## **BNB Risk Management Policy**

BNB has adopted and will adhere to CBTF's Risk Management Policy as outlined below.

### **CBTF Risk Management Policy**

#### **Accidents & Injuries**

- The Competition Director or designate and/or the Head Judge shall have the authority to immediately stop the competition whenever a risk factor related to safety becomes evident.
- If this situation occurs during individual competition, the competition on the lane where the situation occurs shall be stopped on that lane only by the competition director and/or the judge judging that event.
- If an athlete must leave the competition to seek outside medical assistance because of a situation that has occurred during a competition, the athlete shall require a Medical Certificate stating that he/she may continue competing at that competition.
- If the situation involves a medical injury or illness (that does not require outside medical assistance), the Competition Director, in consultation with authorized medical personnel, shall determine whether the athlete(s) may be allowed to continue competing.
- All visible injuries must be declared prior to the competition day. For example, if you will be wearing a medical support brace, tensor bandage, tape, etc. you must have a medical note stating it is safe for you to compete the day of the competition and that the brace, bandage, tape etc is required for competition. This rule will apply to any visible injury an athlete has.



- Refunds will be given if a medical certificate is provided within 2 weeks of the event. Either for injury prior to the day of competition, but after registration was sent, or because of an injury that occurred during competition.

The above items must be included in competition brochures or otherwise be made known to all competition participants.

- If a risk factor related to safety becomes evident during a CBTF sanctioned event other than a competition, the Event Coordinator or person in charge will have the authority to stop the event until the safety issue is resolved.

### **Flooring Requirements**

- All facilities where CBTF sanctioned competitions are held must have hardwood flooring for the main competition floor. The practice gym/area should also have hardwood flooring, if at all possible.
- Flooring must be safe and properly maintained with no obstacles, broken parts or any other risk factor that would affect the safety of the competition participants.
- Flooring for other CBTF sanctioned events (clinics, workshops, etc) must be suitable and safe for participants.
- No tarp flooring is permitted.
- Flooring should not be slippery or sticky.

### **Lane Boundary Guidelines for CBTF Events**

- 15 feet wide: Compulsory Moves, Pre-Events, Solo, 2-Baton, 3-Baton, Duet
- 30 feet wide: Medley, Solo Dance Twirl
- 50 feet x 84 feet: CBTF Group Events
- Minimum 40 feet wide: Short Program (during team trial events)
- 50 feet x 80 feet: WBTF Pairs and Teams
- 50 feet x 60 feet: WBTF Freestyle  
(WBTF Rules state that these boundaries will not be strictly interpreted as boundaries per se but the size of the floor that is available to the freestyle athletes. Should an athlete step on or across the lines, the judges shall determine whether or not this is cause for lowering the score based on the athlete's floor pattern and use of the space.)

### **Warm-Ups at Canadian Championships**

- For Individual and Duet events held at Canadians, a pre-determined number of sets may warm up on the main competition floor as determined by the Competition Director and CBTF Technical Chair.
- Competition Directors at Open and Provincial competitions may employ whatever method best suits their situation (based on number of athletes, practice area availability and time restrictions) with regard for risk management.

## **Mishaps**

- Should a mishap occur at a competition, the judge(s) who were affected by the mishap will direct the athlete/group to stop competing and, in consultation with the Head Judge and the Competition Director, assess the severity of the incident to determine whether the athlete/group will re-compete or not. If so, the athlete/group will start at the beginning of the routine and judging will re-commence at the point where the mishap occurred.
- Examples of Mishaps: costume failure, power failure, music failure
- Clarification: The CBTF Risk Management Policy will apply to more serious situations (eg: accidents, injuries).

## **Practice Gym/Area Guidelines**

- Individual/Duet Events at Canadians - each athlete/duet will be provided a 12' x 12' area
- CBTF/WBTF Team, Dance Twirl Teams – the next three competing teams
- Corps – the next two competing corps
- Individual/Pair Events at National Team Trials – the next seven competing individuals/pairs

## Open (Regional) Competitions

### 1. Sanction

All open (regional) competitions must be sanctioned by the Canadian Baton Twirling Federation. Sanction forms and payment must be sent 10 weeks in advance to the sanction officer of Baton New Brunswick with a copy of the competition brochure.

### 2. Judges

It is **highly** recommended that two or more certified judges be hired for an open (regional) competition. Competition directors must use the online form at [www.cbtf.com](http://www.cbtf.com) to submit the judges that have been selected for your upcoming competition. At least one certified Master Judge will be needed for an open (regional) competition.

### 3. Awards

For open (regional) competitions, small medals will be awarded with own design. Ribbons will be awarded for all pre events. CBTF grading medals will be awarded for all grading events. Special event awards will be the discretion of the competition director.

All award presentations will be made by BNB board directors who are present under the supervision of the Competition Director.

### 4. Events

**Minor Events:** Basic March I & II, Forward Motion I & II, Medley I & II, Solo I & II, Solo Dance I & II, 2-Baton I & II, Dance Twirl Team I & II, Twirl Team I & II, Pompon Team. **Major Events:** Medley, Solo, Men Solo, Solo Dance, Duet, 2-Baton, 3-Baton, Dance Twirl Team, Twirl Team, Freestyle Team, Artistic Group, Pairs, Freestyle, Short Program and Compulsories. Non-sanctioned events are at the host club's discretion.

### 5. Program

Program fee will be at the host club's discretion. It is suggested to mention the contribution of the Culture and Sport Secretariat on all our advertising in order to underline their financial contribution to Baton New Brunswick. Their logo is shown below.



## 6. Registration Fees

- Basic March I&II, Forward Motion I&II, Medley I&II, Solo I&II, Solo Dance I&II, 2-Baton I&II \$10.00 each
- Dance Twirl Team I&II and Twirl Team I&II \$10.00 per athlete
- Medley, Solo, Men Solo, Solo Dance, 2-Baton, 3-Baton \$15.00 each
- Duet \$15.00 per athlete
- Dance Twirl Team, Twirl Team, Pompom, Freestyle Team, Artistic Group \$12.00 per athlete
- Pairs \$30.00 per athlete
- Freestyle (including compulsories or Short Program) \$60.00
- Compulsories \$15.00
- Facility Fee (all athletes) \$20.00

## 7. Categories

- Pre-Competitive events: No age divisions (athletes must be at least four (4) of age)
- Individual events: 7-8, 9-11, 12-14, 15-17 and 18+
- Duet (age combined): 14-16, 17-22, 23-28, 29-34, 35+
- Dance Twirl & Twirl Team I&II No age divisions (athletes must be at least four (4) of age)
- Dance Twirl Team & Twirl Team: Primary 7-8.999, Juvenile 9-11.999, Junior 12-14.999, Senior 15+
- Pompom Team: Primary 7-8.999, Juvenile 9-11.999, Junior 12-14.999, Senior 15+
- Freestyle Team & Artistic Group: Single age division
- Compulsories Level C/B 7-8, 9-11, 12-14, 15-17 and 18+ CBTF Age
- Freestyle Level BI & BA: 7-8, 9-11, 12-14, 15-17 and 18+ CBTF Age
- Freestyle Level A: Junior (12-17) & Senior (18+) WBTF Age during the year of the World's - January 1 through December 31
- Pairs Level BI & BA: Primary (14-16), Juvenile (17-22), Junior (23-28), Senior (29-34), Collegiate (35+) CBTF Age
- Pairs Level A: Junior (12-17) must be both Junior & Senior (18+) 1 Junior/1 Senior or 2 Senior they will be considered a Senior Pair WBTF Age
- Short Program (Level A): Junior (15-17), Senior (18+) WBTF Age during year of World's January 1 - December 31

Categories can be further subdivided according to the registration received.

## 8. Level & Size

- Dance Twirl & Twirl Team I&II No Levels minimum 3 members
- Individual/Duet events: Levels C, BN, BI, BA, A
- Dance Twirl, Twirl & Pompom Team: Level C, B, A Small group consists of 3-6 members  
Large group consists of 7 or more
- Freestyle Team: Level B & A One size 6-8 members
- Artistic Group: Level B & A One size 10+ members

**9. Revenue**

All profits, including registration fees, canteen, etc... will be for the club organizing the competition.

**10. Expenses**

All expenses for open (regional) competitions will be the responsibility of the club organizing the competition, except the flight of 3 judges will be paid by Baton New Brunswick. Baton New Brunswick will have final approval of judges hired.

**11. Volunteers**

The host club should encourage all volunteers to sign a release form (Appendix 1)

**12. Competition Brochure**

Competition brochure should be sent 4 weeks in advance to clubs. Deadline for submitting registration forms to the competition director will be at least 2 weeks in advance. Include a copy with the sanction form.

**13. Results**

All Judges Master Sheets must be sent to the Provincial Technical Chairperson who will forward all results to CBTF following the competition.

**14. Dressing Rooms**

Changing rooms must be clearly marked. Separate dressing rooms must be provided for boys and girls.

# Provincial Championship & Provincial Team Trials

## 1. Sanction

The Provincial Championship and Provincial Team Trials must be sanctioned by the Canadian Baton Twirling Federation. Forms must be sent 10 weeks in advance to the sanction officer of Baton New Brunswick with a copy of the competition brochure. Open, Provincial and Team Trials must be sanctioned separately.

## 2. Judges

Baton New Brunswick requires a minimum of two (2) judges for the individual events and three (3) judges for the team trial, WBTF Freestyle Team/Artistic Group, Freestyle and Pair events. Competition directors must use the online form at [www.cbtf.com](http://www.cbtf.com) to submit the judges that have been selected for your upcoming competition.

## 3. Awards

For the Provincial Championship and Team Trial Events, large medals will be awarded for championship events. Medals will be approximately 3" in diameter and will be standardized. The ribbon will be changed for each year.

All award presentations will be made by BNB board directors who are present under the supervision of the Competition Director.

At the Provincial Championships, we will also have The High Point Award as well as cash prizes. Cash prizes are given to winners of The High Point Award, Solo, Freestyle and Pairs. The amount will be determined on annual basis by the BNB Board of Directors.

## 4. Events

Medley, Solo, Men Solo, Solo Dance, 2-Baton, 3-Baton, Duet, Dance Twirl Team, Twirl Team, Pair, Freestyle, Freestyle Team, and Artistic Group. There will be no non-sanctioned events at Provincials.

## 5. Registration Fees

- Medley, Solo, Men Solo, Solo Dance, 2-Baton, 3-Baton \$25.00
- Duet \$25.00 per athlete
- Pair \$60.00 per athlete
- Freestyle (include Compulsories and/or Short Program) \$120.00
- Dance Twirl Team, Twirl Team \$15.00 per athlete
- Freestyle Team, Artistic Group \$15.00 per athlete
- Facility Fee \$20.00 competitive

## 6. Categories

- Individual events: 7-8 & 9-11 (BI or above), 12-14, 15-17 and 18+
- Duets (age combined): 23-28, 29-34, 35+
- Dance Twirl Teams, Twirl Team: Juvenile 7-11.999, Junior 12-14.999, Senior 15+
- Freestyle Team, Artistic Group: Single age division
- Freestyle Level BI & BA: Juvenile (7-11), Junior (12-16) & Senior (17 +) CBTF Age
- Freestyle Level A: Junior (12-17) & Senior (18+) WBTF Age during the year World's January 1 - December 31
- Pairs Level BI & BA Primary (14-16), Juvenile (17-22), Junior (23-28), Senior (29-34), Collegiate (35+) CBTF Age
- Pairs Level A: Junior (12-17) must be both Junior & Senior (18+) 1 Junior/1 Senior or 2 Senior. They will be considered a Senior Pair WBTF Age
- Short Program (Level A): Junior (15-17), Senior (18+) WBTF Age during year of World's January 1 - December 31

Categories can be further subdivided according to the registrations received.

## 7. Levels

- Individual/Duet: Levels BI, BA and A
- Dance Twirl & Twirl Teams: Levels B and A only      Small group consist of 3-6 members  
Large group consist of 7 or more
- Freestyle Team: Levels B and A      One size 6-8 members
- Artistic Group: Levels B and A      One size 10+ members

## 8. Financial Responsibility

The host club will submit a Statement of Revenues and Expenses (Appendix 2) to Baton New Brunswick within 90 days after the Championship.

Registration fees for the Provincial Open, Provincial Championship and Team Trials will be payable to Baton New Brunswick and will be used to cover the following expenses: Judges' transportation cost, lodging and meals, Judges' salaries, awards, facility fee, janitorial services, photocopies, equipment rental, stationary.

All other expenses (ex: flowers) must be approved by the Board of Directors of Baton New Brunswick; otherwise, these expenses will become the financial responsibility of the host club.

Baton New Brunswick will have priority for a fundraising activity at the Provincial Championship. Any fundraising activity by the host club will need to be approved by Baton New Brunswick.

## 9. Music Test

Music test will be held the night before Team Trial events if time permits.

**10. Results**

All Judges Master Sheets must be sent to the Provincial Technical Chairperson who will forward all results to CBTF following the competition.

**11. Dressing Rooms**

Changing rooms must be clearly marked. Separate dressing rooms must be provided for boys and girls.

**12. Opening Ceremonies**

Opening ceremonies during the Provincial Championships & Team Trials (Appendix 3) announcers list.

**13. Closing Ceremonies**

Closing ceremonies during the Provincial Championships & Team Trials will be held at the closing of the competition followed by the awards presentation (Appendix 4).



# Appendix 1

## VOLUNTEER WAIVER

(Volunteers 18 years of age and older)

I acknowledge that my volunteering to assist Baton New Brunswick may require me to perform physical activities that have the potential for bodily injury or property loss. With an understanding of the activities I have volunteered for, I **HEREBY ASSUME ALL THE RISKS RELATED TO MY PARTICIPATION AS A BATON NEW BRUNSWICK VOLUNTEER.**

I hereby take the following action for myself, my executors, administrators, heirs, successors and assigns:

- a) I waive, release and discharge from any and all claims or liabilities for death or personal injury or damages of any kind, which arise out of or relate to my participation as a Baton New Brunswick volunteer, the following persons or entities: Baton New Brunswick, the club hosting the competition: \_\_\_\_\_, coaches and athletes, official sponsors, volunteers and officers, directors, employees, representatives and agents, of Baton New Brunswick and the host club;
- b) I agree not to sue any of the persons or entities mentioned above for any of the claims or liabilities that I have waived, released or discharged herein.

**I HEREBY AFFIRM** that I am eighteen (18) years of age or older, that I have read this document and I understand its contents.

\_\_\_\_\_  
(Printed name of volunteer)

\_\_\_\_\_  
(Signature of volunteer)

\_\_\_\_\_  
(Printed name of witness)

\_\_\_\_\_  
(Signature of witness)

\_\_\_\_\_  
(Date)

## **Appendix 2**

### **PROPOSED BUDGET**

### **STATEMENT OF REVENUES AND EXPENSES**

# Appendix 3

## Opening Ceremonies

- Athletes will wear full club tracksuit or costume
- The announcer welcomes everyone
- Play the walk on music
- Canadian Flag, New Brunswick followed by any other flags
- Judges, Special Guest and Board of Directors

Athletes will enter last by club name: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Music Stops

- O'Canada will be played (Everyone please rise for our National Anthem)

The announcer welcomes:

Judges: \_\_\_\_\_

Special Guest: \_\_\_\_\_

Board of Directors: \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_,

- Athletes Creed English \_\_\_\_\_ French \_\_\_\_\_
- Coaches Creed English \_\_\_\_\_ French \_\_\_\_\_
- Judges Creed English \_\_\_\_\_ French \_\_\_\_\_

- Any changes to the set system will be announced
- Important information from the contest director or others will be announced
- Music Starts, Flags, Judges, Special Guest, the Board and athletes will exit the floor.
- Competition starts with first event.

## Appendix 4

### Closing Ceremonies

- Play the music
- Only athletes will enter the floor by club with club tracksuit and baton
- Awards will be presented

### CREEDS

#### Athletes' Creed / Credo des athlètes

We, the athletes, promise to maintain a positive and friendly attitude on and off the competition floor. We will adhere to the rules and regulations at all time and demonstrate respect for judges, coaches, parents, volunteers, competitors and, most of all, ourselves.

Nous, les athlètes, promettons de conserver une attitude positive et amicale dans le cadre et à l'extérieur des compétitions. Nous observerons les règlements en tout temps et aurons du respect pour les juges, les entraîneurs, les parents, les bénévoles, les concurrents et, surtout, nous-mêmes.

#### Coaches' Creed / Credo des entraîneurs

We, the coaches, will display professionalism, integrity and respect for the letter and spirit of the sport by adhering to the rules and regulations of the CBTF. We will provide a supportive and informative foundation by striving to seek knowledge and gain experience expressing the highest regard for all members of the community.

Nous, les entraîneurs, ferons preuve de professionnalisme, d'intégrité et de respect pour la lettre et l'esprit du sport en adhérant aux règlements de la CBTF. Nous offrirons information et soutien en nous efforçant d'acquérir les connaissances et l'expérience reflétant le plus grand respect pour tous les membres de la communauté.

#### Judges' Creed / Credo des juges

I will always conduct myself in a professional manner, adhering to the rules and regulations of the CBTF. I will strive to make fair and unbiased decisions based on knowledge and objectivity, keeping in mind the spirit of the sport.

Je ferai toujours preuve de professionnalisme et respecterai les règlements de la CBTF. Je m'efforcerai de prendre des décisions justes et impartiales fondées sur la connaissance et l'objectivité, sans oublier l'esprit du sport.

## Appendix 5

### CBTF Competition Brochure Checklist

- Correct Title
  - Level C competition = Fun, Recreational, Inter-Studio, Closed
  - Level B competition = Winner/Champion Events
  - Level A competition = Championship
- Date of Competition
- Provincial and National Sanction Numbers
- Competition Director's Name and Telephone Number(s)
- Name of the Organization Hosting the Event
- Location and Directions or Map on how to reach the facility
- Tentative Schedule of Events
- Address of where the entries are to be mailed
- Mailing Deadline
- Entry fee payable to ...
- There will be a \$ \_\_\_\_\_ service charge on all returned checks
- Statement regarding Late Entries
- Refund Policies
- Athletes and Coaches must be current registered members in good standing with their Provincial Organization.
- In order to compete, all groups and individual athletes must be coached by a certified CBTF Level 2 Coach.
- Information for Special Needs Athletes
- Statement regarding Certificate for Medical Brace
- The CBTF Risk Management Policy
- Admission Fee Information
- Cost of programs
- Concession Information
- Practice Area Information
- First Aid Information
- CBTF Music Labelling Protocol
- Suggestions for Accommodation
- Information about Awards (ribbons, medals, trophies, certificates)
- Result will be posted or announced
- Statement regarding video taping procedure
- Freestyle Critique information
- Group Critique information
- Group Information including size, age divisions, status levels, classification listing and declaration procedures
- Waiver
- Information for Volunteers

## Appendix 6

### CBTF Group Roster (Declaration) Competition Checking Process

This process shall be used at all CBTF sanctioned competitions and guided by the Provincial Group Representative.

1. The competition director shall obtain a copy of each group's Official Roster (Declaration) Form.
2. Equipment needed at competition: table, chair, calculator, pens, copies of each group's declaration forms and entry.
3. Group will be "checked" a minimum of three sets before they are scheduled to compete.
4. The person designated to check the declarations must ask each athlete to give his/her name. As the athlete announces his/her name, the name should be checked off. If an athlete's name does not appear, that athlete may not take the floor.
5. In the event that any athlete is absent, or an alternate is used, the average age must be recalculated, and it must be verified that the group still meets the age division, size and status level requirements for the event that they are about to compete in.
6. In the event of a discrepancy, the declaration checker must notify the competition director. Upon examination, if the competition director agrees that a discrepancy exists, the group will compete for comments only.

# BATON NEW BRUNSWICK

## ANNUAL AWARDS

SEPTEMBER 2023





# BNB Annual Awards & Banquet

Baton NB will organize an annual banquet each year where we will recognize and celebrate our athletes achievements during the year.

While most awards are based on a Points System (described on the following pages), BNB will also recognize the following:

- Athletes who've completed the CBTF Skills Development Program
- Athletes who've attained the podium at the Canadian Championship the year prior to the banquet
- Athletes who are part of Team Canada and attend:
  - IBTF Nations Cup / World Championship
  - IBTF World Freestyle & Rhythmic Twirl Championship

Awards given that are not based on competition points:

- Most Inspirational Award
- Volunteer of the Year

Other awards and/or special recognitions may be given at the discretion of the BNB Executive.



# Awards Point System

These awards are based on points accumulated one full competition season from September 1<sup>st</sup> to May 31<sup>st</sup> from any New Brunswick CBTF Sanctioned Competition. Competitions are determined at the Baton New Brunswick Fall Board Meeting.

- Annual Plaque, Plaque and certificate
- 7 years old +
- Age as of December 31<sup>st</sup> of the previous year
- Medley, Solo, 2-Baton, 3-Baton, Solo Dance, Freestyle, Compulsories & Short Program
- Duet / Pair
- All New Brunswick CBTF Open & Provincial Competitions
- If they are Level C in 2 events and Level BN in 1 event, they would be Level C
- If they are Level BN in 2 events and Level BI in 3 events, they would be Level BI
- If the levels are tied, they will be in the highest category 2-C & 2-BN they would be considered as BN
- If an athlete does not achieve the minimum score in the level of the event, they will be scored according to the level received
- Collegiate athletes will be nominated in Level BI or above

## Tie-Breaker:

- For the pre-event award, we will use the pre-solo event as the tie-breaker event. If both athletes have Pre-Solo 2, we will break it down to captions. If one athlete is Pre-Solo 1 and the other is Pre-Solo 2, the athlete with Pre-Solo 2 will win.
- For all other awards, we will use the solo as tie breaker. To determine the winner, we will use the average score from all competitions of the year and the athlete with the highest average will be the winner.

## Awards:

- In Memory of Linda Miller Award – Pre Competitive
- NB Rising Award (Graded) ONE award (excluding Freestyle event)
- NB Rising Star Award (BN) ONE award
- NB Shooting Star Award (BI) ONE award
- NB Star Award (BA) ONE award
- NB Junior & Senior Pair / Duet of the Year
- Junior (7-14) and Senior (15 +) NB Athlete of the year shall be the athlete with the highest overall points.
- Most Inspiring Award
- NB Volunteer of the Year Award

<b>PRE COMPETITIVE</b>	<b>Level 1</b>	<b>Level II</b>
A – Red Ribbon	4	5
B – Blue Ribbon	3	4
C – White Ribbon	2	3
D – Green Ribbon	1	2

<b>GRADING</b>	<b>Level C</b>	<b>Level BN</b>
Diamond 1st	4	5
Gold 2nd	3	4
Silver 3rd	2	3
Bronze 4th	1	2

### **REGIONALS LEVEL C** (Medley, Solo Dance, Solo, 2-Baton, 3-Baton)

<b>Placing</b>	<b>1st</b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>	<b>5<sup>th</sup></b>
	4	3	2	1	0

### **REGIONALS LEVEL BN** (Medley, Solo Dance, Solo, 2-Baton, 3-Baton)

<b>Placing</b>	<b>1st</b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>	<b>5<sup>th</sup></b>
	5	4	3	2	1

### **REGIONALS LEVEL BI** (Medley, Solo Dance, Solo, 2-Baton, 3-Baton)

<b>Placing</b>	<b>1st</b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>	<b>5<sup>th</sup></b>
	6	5	4	3	2

### **REGIONALS LEVEL BA** (Medley, Solo Dance, Solo, 2-Baton, 3-Baton)

<b>Placing</b>	<b>1st</b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>	<b>5<sup>th</sup></b>
	7	6	5	4	3

### **REGIONALS LEVEL A** (Medley, Solo Dance, Solo, 2-Baton, 3-Baton)

<b>Placing</b>	<b>1st</b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>	<b>5<sup>th</sup></b>
	8	7	6	5	4

**PROVINCIALS LEVEL BI** (Medley, Solo Dance, Solo, 2-Baton, 3-Baton)

Placing	1st	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
	9	8	7	6	5

**PROVINCIALS LEVEL BA** (Medley, Solo Dance, Solo, 2-Baton, 3-Baton)

Placing	1st	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
	10	9	8	7	6

**PROVINCIALS LEVEL A** (Medley, Solo Dance, Solo, 2-Baton, 3-Baton)

Placing	1st	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
	11	10	9	8	7

**COMPULSORIES OPEN ONLY**

Placing	1st	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
Regional Level C	4	3	2	1	0
Regional Level B	6	5	4	3	2
Regional Level A	7	6	5	4	3
Short Program	7	6	5	4	3

**FREESTYLE LEVEL BI (including compulsories)**

Placing	1st	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
Regional	6	5	4	3	2
Provincial	9	8	7	6	5

**FREESTYLE LEVEL BA (including short program)**

Placing	1st	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
Regional	7	6	5	4	3
Provincial	10	9	8	7	6

**FREESTYLE LEVEL A (including compulsories/Short Program)**

Placing	1st	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
Regional	8	7	6	5	4
Provincial	11	10	9	8	7

# BNB Junior & Senior Pair / Duet of the Year

## DUET LEVEL C

Placing	1st	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
Regionals	4	3	2	1	0
Provincials					

## DUET LEVEL BN

Placing	1st	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
Regionals	5	4	3	2	1
Provincials					

## DUET LEVEL BI

Placing	1st	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
Regionals	6	5	4	3	2
Provincials	9	8	7	6	5

## DUET LEVEL BA & A

Placing	1st	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
Regionals	7	6	5	4	3
Provincials	10	9	8	7	6

## PAIR – LEVEL BI

Placing	1st	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
Regionals	6	5	4	3	2
Provincials	9	8	7	6	5

## PAIR – LEVEL BA & A

Placing	1st	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
Regionals	7	6	5	4	3
Provincials	10	9	8	7	6

# BNB Most Inspirational Award

## Purpose

This award is to recognize an athlete who sets a good example for others and exhibits the greatest all around attributes of leadership, character and teamwork. All Baton New Brunswick athletes, except the current BNB Athletes' representative, are eligible to apply for this award.

## Criteria

The winner of this award will be chosen based on the following qualities:

- Sportsmanship (respect coaches, judges, opponents, teammates)
- Commitment (toward practices, competition and continued improvement)
- Honesty (following rules, character)
- Positive attitude and enthusiasm for their sport, both on and off the competition floor
- Toughness (both mental and physical)
- Work Ethic
- Teamwork
- Focus and discipline
- Perseverance (overcoming challenges)

***Please note that competition levels and results will not be a deciding factor.***

## Process

Athletes will complete and send in their application forms. A nomination committee will select the nominees from the applications received. The nomination committee is comprised of the head coach of each club and the current BNB athlete's rep. The nominations will then be sent to the selection committee (made up of anonymous persons from the community but not directly involved with the sport of baton) who will decide the winner.

The most outstanding nominees and the winner will be recognized. Athletes who receive this award may not earn it again. The current athletes' rep will not be considered for this award but will present the award to the winner at the BNB annual banquet.

***\*Application Form will be prepared and made available to BNB athletes yearly, in April.***

# BNB VOLUNTEER OF THE YEAR

The BNB Volunteer of the Year is an individual who demonstrates a strong commitment to the sport of Baton Twirling and who has made valuable contributions at both the local (club) level as well as the provincial level to the development, promotion and organizing of the sport of baton in NB.

## Selection Process

- There shall only be one recipient in a given year.
- Individuals may only receive this award once.
- The BNB President, 1<sup>st</sup> Vice-President and Technical Chair will be the selection committee for this award.

## Award

- Annual Plaque
- Award will be presented at the BNB Annual Awards Banquet

**To be considered for future years.**

## BNB Team of the Year

**DANCE TWIRLS/TWIRL TEAM/POM POM/FREESTYLE TEAM/ARTISTIC TEAM**

### LEVEL B

Placing	1st	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
Regionals	3	2	1		
Provincials	5	4	3	2	1

### LEVEL A

Placing	1st	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
Regionals	5	4	3		
Provincials	10	8	6	4	3

## BNB Club of the Year