



CBTF Contingent Package and Payment Forms

2023 Nations Cup and World Championships – Liverpool, England

Canadian Baton Twirling Federation

La Fédération Canadienne de Baton Sportif

General Information

Preliminary CBTF Contingent Schedule - Subject to change - schedule will be confirmed after June 15, 2023

NATIONS CUP

Date	Activity / Events
Tuesday, August 1	Canadian Contingent competing at Nations Cup arrives in Liverpool and checks in at contingent hotels
Wednesday, August 2	CBTF practice sessions if possible
Thursday, August 3	CBTF scheduled practice Canada Welcome Reception - Tentative
Friday, August 4	CBTF scheduled practice 6:30 pm Nations Cup Opening Ceremonies
Saturday, August 5	Canadian Contingent competing at World Championship arrives in Liverpool and checks in at contingent hotel Start Time: 8:30 am B Level & A Level Athletes – Solo Preliminaries, 2 Baton Preliminaries, 3 Baton Preliminaries, Duet Preliminaries
Sunday, August 6	Start Time: 8:30 am B Level & A Level Athletes – Artistic Twirl Preliminaries, Artistic Pair Preliminaries, X-Strut Preliminaries CBTF scheduled practice
Monday, August 7	Start Time: 8:30 am B Level & A Level Athletes – Solo Final, 2 Baton Final, Duet Final, Artistic Pair Final, Artistic Twirl Final CBTF scheduled practice Awards – Solo, 2 Baton, Duet, Artistic Pair, Artistic Twirl & X Strut
Tuesday, August 8	Start Time: 8:30 am B Level & A Level Athletes – Artistic Team Preliminaries, Twirl Team Preliminaries, 3 Baton Final, Artistic Team Final, Twirl Team Final CBTF scheduled practice Awards – 3 Baton, Artistic Twirl, X-Strut, Duet, Artistic Pair, Artistic Team & Twirl Team ATHLETES PARTY

Notes:

- Welcome Reception date tentative
- CBTF scheduled practice times will be provided in June
- Transportation to/from practice facilities will be arranged and announced in late June
- Competition venue within walking distance of hotel. Team Managers, Athletes & Coaches will meet and walk over together.

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WORLD CHAMPIONSHIPS

Date	Activity / Events
Wednesday, August 9	Start Time: 8:30 am World Championship Opening Ceremonies Majorette Traditional Corps, Majorette Parade Corps, Artistic Group Preliminaries, Majorette Flag Baton Team CBTF scheduled practice Twirl Nations Clinic (will follow 45 after the competition ends) VIP Reception
Thursday, August 10	Start Time: 8:30 am Majorettes Exhibition Corps, Artistic Team Preliminaries, Majorettes Show Twirl Accessory Corps, Twirling Corps Preliminaries, Twirl Team Preliminaries Awards – All Majorette Corps IBTF Forum for Federation Representatives & Technical Leaders
Friday, August 11	Start Time: 8:30 am Solo Preliminaries, 2-Baton Preliminaries, 3 Baton Preliminaries, Duet Preliminaries, Artistic Group Final, Twirling Corp Finals Awards – Twirling Corp and Artistic Groups
Saturday, August 12	Start Time: 8:30 am X-Strut Preliminaries, Artistic Twirl Preliminaries, Artistic Pair Preliminaries, Solo Final, 2 Baton Final, 3 Baton Final, Duet Final
Sunday, August 13	Start Time: 8:30 am X-Strut Final, Artistic Twirl Final, Artistic Pair Final, Twirl Team Final, Artistic Team Final Awards – Solo, 2 Baton, 3 Baton, Duet, X-Strut, Artistic Twirl & Artistic Pair Awards – Twirl Team and Artistic Team Closing Ceremony
Monday, August 14	Departure for Canadian contingent competing or attending the World Championship

Notes:

- Schedule is subject to change
- CBTF scheduled practice times will be provided in June
- Transportation to/from practice facilities will be arranged and announced in late June
- Competition venue within walking distance of hotel. Team Managers, Athletes & Coaches will meet and walk over together.

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Venues

Competition Site:

M & S Bank Arena Liverpool, Albert Dock, City Centre, Liverpool L3 4FP

Visitor website that provides information on the facility. At this time we do not know if athletes and coaches will be able to pre-order lunches at the competition venue and outside food is not allowed inside the building. There are a number of food options available at the competition venue. We will update once further details are released. [M&S Bank Arena Liverpool - FAQs \(mandsbankarena.com\)](https://www.mandsbankarena.com)

Contingent Hotels:

Pullman Hotel 4 star Hotel

Address: Kings Dock, Liverpool, L3 4FP

Hotel Amenities: Car park | Wheelchair accessible hotel | Well-being: Fitness Lounge | Air conditioning | Wi-Fi | Breakfast | Bar | Meeting rooms | Room service | Dry cleaning / Ironing | High Speed WiFi | WiFi in the communal areas | High Speed internet | Reduced mobility Facilities | 100% Non Smoking Property | Luggage storage. Location:

Hotel to Venue: 0.1 mile, 2 minutes walking

Hotel to Liverpool John Lennon airport: 9 miles, 25 minutes by bus

Hotel to Manchester airport: 36 miles, 55 minutes by bus

[Pullman Liverpool](#) | [Hotel in Liverpool City Centre](#) | [Accor Hotels - ALL](#)

Staybridge Suites 4 star Aparthotel

21 Keel Wharf, Liverpool L3 4FN

Hotel Amenities: Onsite guest laundry facilities and exercise room | Wheelchair accessible hotel | 100% non smoking | Air conditioning | Wi-Fi | Meeting rooms | Restaurant | Bar | Room service | Dry cleaning / Ironing | Porter | Safe deposit box at reception | Express check-out

Location:

Hotel to Venue: Onsite

Hotel to Liverpool John Lennon airport: 9.4 miles, 27 minutes by bus

Hotel to Manchester airport: 36 miles, 55 minutes by bus

[Extended Stay Hotel in Liverpool](#) | [Staybridge Suites Liverpool \(ihg.com\)](#)

Voltage Converter Needed in England

In England the standard voltage is 230 V and the frequency is 50 Hz. You can't use your electric appliances (including hair dryer, hair straighteners, etc.) without a voltage converter because the standard voltage in England (230 V) is higher than in Canada (120 V).

ENGLAND USES THE POUND STERLING. Visa and Mastercard Credit cards are widely accepted in England, although small corner stores may only accept cash. Canadian debit cards can be used at ATMs to get cash but aren't accepted for purchases. It is always recommended to have a small amount of local currency upon arrival in a new country until you can find an ATM machine.

This package is designed for the World Championship athlete, coach, official and chaperone.

Also note - breakfast is included with the daily price of your hotel room. We are attempting to negotiate an evening meal at the hotel so the daily hotel cost may increase.

Average temperature in August range from 13 - 19 degrees but in 2022 there were some August days that reached 29 degrees.

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1. Getting to Nations Cup and the World Championships

All coaches, team managers and athletes are asked to arrive in Liverpool by August 1st for those competing at Nations Cup and by August 5th for those competing only at the World Championship. Those who are only competing at Nations Cup are free to leave on August 9th and those competing in the World Championship are free to leave on August 14th.

Parents and other spectators may arrive at any time, bearing in mind the Opening Ceremony for Nations Cup is August 4th and the Opening Ceremony for the World Championships is August 9th.

2. At the Nations Cup and World Championships

Upon arrival at the hotel, the hotel may require a credit card for any incidental charges associated with your room. Your room is not guaranteed until check-in – early check-in is not guaranteed. When staying at the hotel chosen for the contingent, as part of the contingent, do not expect to pay the same price as an online advertised price. The group bookings carry different costs.

A **Breakfast Buffet** is included at the hotel. Lunches will be pre-arranged for practice days. Bring an insulated lunch bag and water bottle with you.

On August 8th the final Secret Pal gifts will be exchanged and after the awards athletes will attend the **Athletes Party**, which is walkable following the awards.

The **Canadian Contingent Welcome Reception** will be held on August 3rd (tentative). This event is mandatory for athletes, coaches and officials.

All Athletes, Officials and Coaches will receive an Official World Champion Program with their credentials package.

As in previous years, an **International Twirl Nations Clinic** will be held in conjunction with the competition. Attendance is strongly recommended. *More information to come soon!*

3. Completing the Forms

The Contingent Package consists of two forms:

1. **Traveler Payment Form** – Each contingent traveler (athlete, coach, chaperone, team manager, judge, official), adult or child, must complete this Traveler Payment Form.
2. **Hotel Worksheet** – Each group of travelers staying together should complete a single Hotel Room Worksheet. This Worksheet is used to calculate the 'per person' hotel cost, which is transferred to the Traveler Payment Form.

After May 22, 2023, you are financially responsible for all components selected in your package. There will be NO refunds for any hotel cancellations after May 22, 2023.

All payment amounts on these forms are estimates. CBTF purchases the products and services in advance on behalf of all travelers and then applies the money received from the travelers. **Due to the uncertainties caused by fluctuation in costs, you may be required to pay additional costs once we return from England and all charges have been incurred and converted to Canadian Dollars.**

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Traveler Payment Form

Each contingent traveler, adult or child, must complete the Package Payment Form. The Package Payment Form is used to calculate the per traveler cost of the package and it defines the schedule of payments.

Registration Information

- Name and contact information for each traveler
- Per Person Hotel Cost
 - ✓ Complete the Hotel Worksheet to calculate the Per Person Hotel Cost
- Canadian Contingent Welcome Reception
 - ✓ Required for Athletes, Coaches and Officials
- Official Event Programs
 - ✓ Already included for Athletes, Coaches and Officials
- Athlete Fee (Mandatory) includes:

NATIONS CUP ATHLETES	WORLD CHAMPIONSHIP ATHLETES
<ul style="list-style-type: none">▪ Practice Gym Rental▪ Practice Gym transportation▪ Nations Cup Official Program▪ Team Wear▪ Welcome Reception▪ Cost-share for 2 Team Managers and 1 Judge▪ CBTF Admin Fee	<ul style="list-style-type: none">▪ Practice Gym Rental▪ Practice Gym transportation▪ World Championship Official Program▪ Team Wear (only charged once – in Nations Cup fee if competing in both events)▪ Cost-share for 2 Team Managers and 1 Judge▪ CBTF Admin Fee (only charged once – in Nations Cup fee if competing in both events)

- Coach/Officials Fee (Mandatory)

NATIONS CUP COACHES	WORLD CHAMPIONSHIP COACHES
<ul style="list-style-type: none">▪ Practice Gym transportation▪ Nations Cup Official Program▪ Team Wear▪ Welcome Reception▪ CBTF Admin Fee	<ul style="list-style-type: none">▪ Practice Gym transportation▪ World Championship Official Program▪ Team Wear (only charged once – in Nations Cup fee if coaching in both events)▪ CBTF Admin Fee (only charged once – in Nations Cup fee if competing in both events)

You must notify the contingent coordinator AND the Team Manager if you have any food allergies or meal restrictions. *We do not know what you do not tell us.* Please send the information to Sue Mephram at office@cbtf.ca. This applies to athletes, coaches, and chaperones.

Travel Insurance

This is a reminder that provincial health plans do not cover out of country travel and it is always good practice to ensure you have out of country coverage, whether through an employer, school or private health plan.

ATHLETES AND COACHES WILL BE ISSUED BADGES FOR WHATEVER COMPETITION THEY ARE ENTERED IN (NATIONS CUP AND/OR WORLD CHAMPIONSHIP). YOU WILL NEED THE BADGE TO ACCESS THE PRACTICE GYMS FOR YOUR PARTICULAR COMPETITION. THE BADGES WILL ALLOW ATHLETES TO GO TO BOTH COMPETITIONS AS SPECTATORS ON THE DAYS THEY ARE NOT COMPETING.

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Hotel Worksheet

Complete one Hotel Room Worksheet per room. The form does not have to be duplicated for each guest – simply copy the ‘Per Person Hotel Cost’ calculated at the bottom of the page to each guest’s Payment Form.

Remember that the rooms can easily accommodate 1 or 2 guests.

Enter the names of your roommate and select the appropriate rate for your occupancy – Single, Double.

Divide the Total Hotel Cost by the Occupancy to determine the Per Person Hotel Cost. The Per Person Hotel Cost is copied to each Traveler’s Payment Form.

Complete one Package Payment Form per *traveler (adult or child)*.

All required forms including: *Document & Information Checklist, Athlete Health Information Sheet, Secret Pal Sheet, CBTF Code of Conduct, Traveler Payment Form and Hotel Room Worksheet* can be submitted online in advance of May 22nd to Sue Mepham at: office@cbtf.ca. This will speed up the process at the Contingent Clinic, as processing all of the paperwork can take a few hours, and longer if there is missing information. You can also e-transfer the \$1,000 per person deposit in advance to Terry Stewart at: treasurer@cbtf.ca and indicate that on your Traveler Payment Form. Please clearly indicate the traveler’s name on each e-transfer.

In the event that you are paying by cheque, it must be made payable to “CBTF Inc” and handed directly to Joanne Moser at the Contingent Meeting on May 22nd.

THE DEPOSIT ON MAY 22 IS A NON-NEGOTIABLE DATE. IF THE DEPOSIT IS NOT RECEIVED ON OR BEFORE THAT DATE, CBTF CANNOT GUARANTEE THAT WE WILL BE ABLE TO SECURE WHAT YOU HAVE REQUESTED FOR GOODS/SERVICES/EVENTS, ETC.

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Registration Information (one person per form)

Circle One: Athlete Coach Official Chaperone

Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ (Cell) _____

Email: _____

Price Calculator

<input type="checkbox"/>	Per Person Hotel Cost (complete hotel worksheet)	\$ _____ From Hotel Room Worksheet
<input type="checkbox"/>	Twirl Nation Clinic	\$ _____ Enter \$60 if selected
<input type="checkbox"/>	Athlete Fee for NATIONS CUP (mandatory) as outlined on page 5	\$ _____ Enter \$500 if selected
<input type="checkbox"/>	Athlete Fee for WORLD CHAMPIONSHIP (mandatory) as outlined on page 5	\$ _____ Enter \$450 if selected
<input type="checkbox"/>	Coach Fee (mandatory) for NATIONS CUP (mandatory) as outlined on page 5	\$ _____ Enter \$350 if selected
<input type="checkbox"/>	Coach/Officials Fee (mandatory) for WORLD CHAMPIONSHIPS (mandatory) as outlined on page 5	\$ _____ Enter \$350 if selected
<input type="checkbox"/>	Fan Shirt (M or F) (Size: _____)	\$ _____ Enter \$35 if selected
<input type="checkbox"/>	Team Jacket (will be sized at the clinic). The jacket is the same as the one that was used in 2019 in Limoges. If you need a jacket please check here.	\$ _____ Enter \$120 if selected
<input type="checkbox"/>	Entry Fees for NATIONS CUP:	\$ _____
	Individual Entry Fee _____ \$70 each event	Enter Nations Cup total fees
	Pair fee _____ \$35 each	
	Duet fee _____ \$35 each	
	Team fee _____ \$35 each	
<input type="checkbox"/>	Entry Fees for WORLD CHAMPIONSHIPS:	\$ _____
	Individual Entry Fee _____ \$70 each event	Enter total World Championship fees
	Pair fee _____ \$35 each	
	Duet fee _____ \$35 each	
	Team fee _____ \$35 each	
	Group fee _____ \$35 each	
	Corps fee _____ \$35 each	

GRAND TOTAL

Payment Schedule

Initial Deposit	Due <u>May 22, 2023</u>	\$1,000.00
Final Payment	Due <u>May 31, 2023</u>	

**** DUE TO CONTINGENCIES, EXCHANGE RATES, UNKNOWN, ETC. THERE WILL LIKELY BE A FINAL INVOICE AFTER THE COMPETITION**

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Complete one Hotel Room Worksheet *per room*.

Transfer the Per Person Hotel Cost calculated below to the Hotel line of each person's Price Calculator (on the previous page).

Room Reservation Request

Roommate 1: _____

Roommate 2: _____

PLEASE NOTE THERE ARE ONLY TWO PEOPLE ALLOWED PER ROOM

- Single Rooms (1 person)

\$210 per day

_____ days x \$210 per day

\$ _____

[Aug 1 – 9 (8 nights) = \$1,680]

[Aug 1 – 14 (13 nights) = \$2,730]

[Aug 5 – 14 (9 nights) = \$1,890]

- Double Rooms (2 people)

\$240 per day

_____ days x \$240 per day

\$ _____

[Aug 1 – 9 (8 nights) = \$1,920]

[Aug 1 – 14 (13 nights) = \$3,120]

[Aug 5 – 14 (9 nights) = \$2,160]

Total Hotel Cost

\$ _____

Per Person Hotel Cost

(Divide Total Hotel Cost by number of people in the room)

\$ _____

Copy this amount to the Hotel line of each traveler's Price Calculator (on the previous page)