

ORGANIZING A BATON TWIRLING FOUNDATIONS (BTF) PRACTICAL COURSE

~ INFORMATION FOR THE EVENT COORDINATOR ~

BACKGROUND INFORMATION

The CBTF Coaching Courses have been designed to be completed in stages. There are **four stages** to becoming fully certified at each coaching level.

The first stage is the THEORY content. This is an online course. There are lessons and quizzes that participants may do at their own pace. Participants can stop and start as needed, and when they return to the online course, they will continue where they left off. Participants must complete all of the theory content (lessons and quizzes) BEFORE they attend the in-person PRACTICAL portion of the course. Learning all of the theory in advance will ensure the participants are prepared for the in-class course. Participants are reminded to make note of any questions that they may have as they work through all of these lessons. Course Conductors should be able to answer any questions that participants may have about the theory during the in-class practical portion of the course.

Participants that are in the process of completing the THEORY content for this level are considered a "Foundations In-Training" coach.

The second stage is the PRACTICAL content. This is a one-day, in-class course instructed by a Course Conductor. Here, participants will dive deeper into some of the lessons that were studied online. Participants will also spend time "hands-on" with batons - learning how to teach contact material. There will also be a portion of the day spent actually teaching students the elements from the Skills Development Program and the Pre-Competitive Standard Routines (Level I & II). At this level, participants must be able to demonstrate that they can execute the skills as well as effectively teach the skills. The practical portion can be a little intimidating, so participants are encouraged try to prepare in advance. Suggestions are to take the opportunity to practice teach some of the skills to members of their twirling club, their twirling friends, or in front of the mirror.

Once participants have successfully complete the PRACTICAL portion of the course, they are considered a "Foundations Trained" coach. At this point, they are eligible to begin teaching classes, keeping in touch with and seeking advice from their mentor coach.

Over the following year (or longer as needed), the “Foundations Trained” coach should complete their NCCP requirements, and build their coaching portfolio in preparation for their formal evaluation. “Foundations Trained” coaches will be working with Recreational Athletes as well as athletes in the Pre-Competitive Program Levels I & II (although it’s likely that their focus will be on Level I).

National Coaching Certification Program (NCCP) training is the third stage in becoming fully certified at the Baton Twirling Foundations level. If the province offers the NCCP Courses as a ‘bundle’, participants must obtain “NCCP Part A”. If the province offers the NCCP Course as individual sessions, participants must obtain “Making Ethical Decisions (MED)”, “Planning a Practice”, and “Nutrition”.

The fourth and final stage to becoming fully certified is the EVALUATION. In the year after participants have become TRAINED, they will begin to build their Coaching Portfolio. The coaching portfolio will include:

- Coach Profile (template will be provided)
- Program Description (template will be provided)
- Lesson Plans (template will be provided)
- Continuing Professional Development (CPD) Activities (template will be provided)

Once the participant’s coaching portfolio is submitted, an **on-site visit will be scheduled**. A Coaching Evaluator will attend one of the participant’s classes to evaluate their coaching skills. It may also be possible to submit a video of the participant coaching a class (instructions to be developed).

A coach who has successfully completed the NCCP requirements and passed the EVALUATION CONTENT is considered "Foundations Certified".

STEP BY STEP FOR THE EVENT COORDINATOR

Item	Resource	Event Coordinator	Course Conductor
Select course date and contact CBTF Technical Chair for approval	technicalchair@cbtf.ca	X	
Hire a Course Conductor. Approved Course Conductor listing is on the CBTF website	Course Conductor Listing	X	
Sanction the course	Sanction Form	X	
Prepare the brochure	Sample brochure attached	X	
Announce course on CBTF website	http://www.cbtf.ca/form/submit-your-event	X	
Book the facility <ul style="list-style-type: none"> • Classroom style set up • Gym or multipurpose style space (approx. 16' ceiling) 	Speak to Course Conductor regarding timelines for each space	X	
Book/Provide Teaching Equipment <ul style="list-style-type: none"> • Projector or TV with ability to connect to laptop • Wi-Fi connection required • Tables and Chairs for participants 	Speak to Course Conductor regarding who will be providing the laptop as most CC's will prefer to bring their own	X	
Course Registration*	Participants must meet pre-requisites* listed below. No exceptions.	X	
Arrange for baton twirling students to participate in the two live sessions	Speak to Course Conductor regarding time of the sessions and number of baton twirling students required.	X	
Mark the pre-course work of the participants	Via CBTF Education Portal		X

PRE-REQUISITES

*The pre-requisites to taking the Baton Twirling Foundations THEORY course are:

1. The participant must be 15 years of age to apply for the THEORY portion of the course.
2. The participant must have general knowledge of and ability to demonstrate the skills in the SDP White through Bronze Pin.
3. The participant must have general knowledge of and ability to demonstrate the Pre-Competitive Level I & II standard routines.
4. The participant must have a Mentor Coach in place.
5. The participant must hold a Technical Association membership within their province.

*The pre-requisites to taking the Baton Twirling Foundations PRACTICAL course are:

1. The participant must have completed the THEORY portion of the course (this is verified in the Education Portal by the Course Conductor or the CBTF Technical Chair).
2. The participant must have general knowledge of and ability to demonstrate the skills in the SDP White through Bronze Pin.
3. The participant must have general knowledge of and ability to demonstrate the Pre-Competitive Level I & II standard routines.
4. The participant must have a Mentor Coach in place.
5. The participant must hold a Technical Association membership within their province.

LOGISTICS TO CONSIDER

1. The THEORY portion must be completed by the participant PRIOR to attending the PRACTICAL portion. Each participant signs up for the THEORY on their own through the CBTF Store. They are responsible for completing the THEORY at their own pace. As an Event Coordinator, you should allow 4-6 weeks lead time to allow participants to complete the THEORY. This means you will likely want to announce your PRACTICAL course at least 8 weeks in advance.
2. The CC can monitor the completion status of the THEORY portion of the courses. The event coordinator and the course conductor should check on the status of their potential participants in advance (recommend asking for weekly updates in the three, two and one week leading up to the practical course). The Course Conductor will have access to view participant status within the Education Portal.
3. Participants must hold a Technical Association membership in order to obtain the THEORY course, however please confirm that all of your course participants do actually have a current Technical Association membership when taking the PRACTICAL course as well.
4. The maximum number of participants in a PRACTICAL course is capped at 10. The recommended minimum number of participants is 5. If you wish to hold the PRACTICAL course with less than 5 participants, you may, however, please be aware that the fees payable to CBTF are based on a minimum of 5 participants, and you will be responsible for covering those costs.
5. “Warm Body Sessions” – there are two afternoon sessions scheduled where the CC will be demonstrating the coaching of an actual class of students. The course participants will observe and participate from a coaching point of view. The Event Coordinator will need to arrange for 3-5 students of appropriate age and level (recommended 6-10 years of age at the Yellow through Bronze Pin level) to come to the course to participate in this class that is taught by the CC. For your information, the first class will focus on skills in the Orange Badge, and the second class will focus on Forward Motion I and Solo I. The classes are 45 minutes long with a 15 minute break in between. You may wish to use the same students for both classes, or you may wish to bring in two different sets of students. Please discuss with the CC.

COURSE FEES

Theory Portion – Participant pays \$50.00

- Online course (includes course manual content, SDP Manual download, SDP videos)
- Replaces physical manual as we have previously been accustomed to having
- Payable to CBTF – participant purchases the theory course and receives an online log in to the course, the quizzes, and the supplementary materials

Practical Portion – Participant pays \$50.00 (or more as set by Province)

- In person course (one day – 8.75 hours)
- Minimum 5 participants, maximum 10 participants
- CBTF Portion: \$50/participant, course minimum is \$250
- Participant registers and pays the Event Coordinator/Province, and then CBTF invoices the Event Coordinator/Province, CBTF pays the CC
- Re-writes are \$10 per re-write (note there are **nine** in-class assignments for this course – if the participant doesn't pass/participate or fails the assignment, they will be assigned a re-write for that portion and the fee is \$10 each), paid by the participant to CBTF. CBTF pays the CC.
- All other related expenses (cost of travel, hotel, per diem, facility rental etc) are paid by the Event Coordinator/Province.
- Meeting room will be required for 9 hours, gym (a multi purpose type room would do – need space for “warm body” sessions – teaching a class – approximately 2 hours)
- Event Coordinator/Province sets and collects the practical course fee and receives an invoice from CBTF for the CC fees as outlined above so that CBTF can then pay the CC once the course has taken place and the results have been submitted

Evaluation Portion – Participant pays \$50.00

- In-person or video evaluation by Master Evaluator, payable to CBTF by the participant, CBTF pays Master Evaluator

RESPONSIBILITIES ON THE DAY OF THE PRACTICAL COURSE

Item	Resource	Event Coordinator	Course Conductor
Deliver the Practical Course	The CC Handbook and Supplied PowerPoint		X
Greet the baton twirling students who will attend the live session		X	
Lunch for Course Conductor		X	

RESPONSIBILITIES AFTER THE PRACTICAL COURSE

Item	Resource	Event Coordinator	Course Conductor
Grade the participants	Grading form		X
Provide personalized feedback to the participants	Grading form		X
Follow-up on failures	Course Summary Document		X
Send feedback link to course participants	Will be provided by CBTF Technical Chair upon conclusion of the course	X	
Provide feedback on the Course to the Education Committee	Will be provided with a link from the CBTF Technical Chair upon conclusion of the course	X	X
Submit Expense Sheet to Event Coordinator (expenses for incidentals previously agreed upon with the province)	Provided by province or event coordinator		X
Notify CBTF Coaches Rep of participants that have completed the practical portion of the course	Send results file (00-BTF-Results Summary for CBTF) to coachesrep@cbtf.ca and technicalchair@cbtf.ca		X
Issue Certificate of Completion	Certificates will be sent to successful participants by the CBTF Coaches Rep. Event Coordinator and Provincial Coaches Rep will receive final results summary.		
Course Conductor Payment	CBTF Treasurer will issue payment for conducting course and marking once results are submitted to CBTF Coaches Rep		



CANADIAN BATON TWIRLING FEDERATION
BATON TWIRLING FOUNDATIONS
COACHING COURSE – PRACTICAL PORTION

Sample registration form

Date:

Time:

Sanction #:

Hosted By:

Event Coordinator:

Course Conductor:

Location:

Course Fee:

Course Explanation: <https://cbtf.ca/article/baton-twirling-foundations-coaching-course>

Pre-Requisites: You must complete the Baton Twirling Foundations online THEORY course before taking this PRACTICAL course. Please purchase the THEORY Course through the CBTF Store: <https://cbtf.ca/Store>

Practical Course Description: This is a one-day, in-class course instructed by a Course Conductor. Here, you will dive deeper into some of the lessons that you studied online. You will also spend time "hands-on" with batons - learning how to teach contact material. There will also be a portion of the day spent actually teaching students the elements from the Skills Development Program and the Pre-Competitive Standard Routines (Level I & II). At this level, you must be able to demonstrate that you can execute the skills as well as effectively teach the skills. The practical portion can be a little intimidating, so try to prepare yourself in advance. Take the opportunity to practice teach some of the skills to members of your twirling club, your twirling friends, or in front of the mirror.

Once you successfully complete the PRACTICAL portion of the course, you are considered a "**Foundations Trained**" coach. At this point, you are eligible to begin teaching classes, keeping in touch with and seeking advice from your mentor coach.

Additional Information: Over the following year (or longer as needed), the "Foundations Trained" coach should complete their NCCP requirements, and build their coaching portfolio in preparation for their formal evaluation. "Foundations Trained" coaches will be working with Recreational Athletes as well as athletes in the Pre-Competitive Program Levels I & II (although it's likely that their focus will be on Level I).

National Coaching Certification Program (NCCP) training is the third stage in becoming fully certified at the **Baton Twirling Foundations** level. If your province offers the NCCP Courses as a 'bundle', you must obtain "NCCP Part A". If your province offers the NCCP Course as individual sessions, you must obtain "Making Ethical Decisions (MED)", "Planning a Practice", and "Nutrition".

The fourth and final stage to becoming fully certified is the EVALUATION. In the year after you have become TRAINED, you will begin to build your Coaching Portfolio. Your coaching portfolio will include:

- Coach Profile (template will be provided)
- Program Description (template will be provided)
- Lesson Plans (template will be provided)
- Continuing Professional Development (CPD) Activities (template will be provided)

Once your coaching portfolio is submitted, an on-site visit will be scheduled. A Coaching Evaluator will attend one of your classes to evaluate your coaching skills. It may also be possible to submit a video of you coaching your class (instructions to be developed).

A coach who has successfully completed the NCCP requirements and passed the EVALUATION CONTENT is considered "**Foundations Certified**".

Course Materials: Please bring the following with you to the PRACTICAL course:

- Laptop or tablet or phone (you will need to access the internet during the course)
- Notebook and pen if you choose to take notes on paper instead of your computer
- Baton
- Lunch
- Questions for your course conductor regarding the Theory portion of the course
- Please wear appropriate coaching attire, you will be interacting with students

Registration Information

Name:

Phone Number:

Email Address:

Membership # (must be a Technical Association Membership):

Course Fee Payable To: (*provincial association*)

Method of Payment:

Registration Deadline: