 CBTF TECHNICAL RULES AND REGULATIONS MANUAL	Canadian Baton Twirling Federation		
	Rule or Regulation: ADVANCEMENT SCORE APPEAL PROCESS	Number:	Page 1 of 3
	Approval Signature:	Section:	
	Date: SEPTEMBER 2025	Supersedes: N/A	

A PILOT PROJECT FOR THE 2025-2026 SEASON

The intent of the Advancement Appeal process is to give coaches a mechanism to challenge advancement scores that may not reflect the athlete's performance. The process is designed to be confidential to protect the competitor, coach, and judge using a fair and independent review mechanism that ensures the timely distribution of a decision.

INITIATING AN APPEAL

If a coach deems that an athlete has received an advancement score in a mandatory in-season advancement discipline (a mandatory in-season advancement discipline applies to Solo, 2-Baton, 3-Baton, Solo Dance Twirl, Medley, Duet, Twirl Team, Dance Twirl Team, and Pom Pom Team, or any other similar CBTF event where an advancement score at one competition will cause a change in division at the following competition within the same season) at an open competition in which they would like to challenge, the coach must email the CBTF Judges Rep and cc the CBTF Technical Chair with the following:

- Attach:
 - Video of the performance in question
 - The video must be from that performance at the competition at any angle, preferably from the front
 - Scoresheet from the performance in question
- Include in the email:
 - Name of Athlete
 - Name of the Judge
 - Name of the Competition
 - Discipline
 - Division
 - Age Category
 - Score Received

Fee: \$50 paid to CBTF, with each judge being compensated \$10 for reviewing the video and a \$20 fee to CBTF for the processing.


Timeline for Submission: All of the above must be submitted within 48-hours of the end of the competition, including e-transfer of fees to the CBTF Treasurer. The CBTF Judges Rep will notify the CBTF Treasurer to let them know when the e-transfer has been received.

SAMPLE APPEAL REQUEST EMAIL

SUBJECT: Appeal an Advancement Score TO: CBTF Judges Rep
CC: CBTF Technical Director FROM: Coach of athlete

Hello Judges Rep,

I am writing to inform you to Appeal of the Advancement Score that ATHLETE A received at NAME OF COMPETITION from JUDGE NAME. ATHLETE A received a SCORE for their DISCIPLINE, DIVISION, AGE CATEGORY.

 CBTF TECHNICAL RULES AND REGULATIONS MANUAL	Canadian Baton Twirling Federation		
	Rule or Regulation: ADVANCEMENT SCORE APPEAL PROCESS	Number:	Page 2 of 3
	Approval Signature:	Section:	
	Date: SEPTEMBER 2025	Supersedes: N/A	

Attached is the scoresheet from the event and the video of ATHLETE A's performance at the competition. I will send an e-transfer to the CBTF Treasurer with the fee of \$[XX] to treasurer@cbtf.ca.
Please let me know if there is anything further that you need from me.

Best regards, COACH

PROCESS

The intent of this process is to keep the appeal as confidential as possible for the sake of the athlete, coach, and judge.

The CBTF Judges Rep will only distribute the video—devoid of name or other identifiers, as is possible—to a panel of three judges to score the video. Judges will be directed to watch the video one time and only answer “did this performance meet or exceed the minimum score of the [NEXT LEVEL?]”

Judge Selection: the three deciding judges will be pulled from a pool of all eligible CBTF judges with a minimum of two years experience. The three judges must be from at least two different provinces. A judge cannot have been the judge who initially scored the routine. Networking lists will also be considered when selecting judges for the panel.

The pool of judges will meet with the Judges Rep at the start of the competition season to discuss the procedures for reviewing an appeal, as well as rules for consistent treatment.

Turn Around Time: the appeal committee will have reached a decision within 4 days of the receipt of the supporting documents and fees.

OUTCOMES

Successful Appeal: If two or more of the three judges respond that the athlete does not meet the minimum score of the next level, the advancement score will be overturned. Overturning the score does not change the placement from the competition. The score, however, will be removed from the record. This implies that the overturned score cannot be used as a minimum score for entry into a qualifier or other similar purpose.


Denied Appeal: If two or more of the three judges respond that the athlete meets the minimum score of the next level, the advancement score will remain.

The appeal decision is final.

An appeal can be submitted only once per season for an athlete for a particular discipline and division.

Distribution of Decision: The CBTF Judges Rep will report the decision of the appeal to:

- The coach who submitted the appeal and CC CBTF Technical Chair.
 - It is the coach’s responsibility to forward the decision letter to any upcoming competition director(s) to ensure that the athlete remains in their current level.
 - The appeal letter will state the athlete’s name, discipline, division, and age category and the appeal decision. The name of the judge shall not be included in the letter.

 <p>CBTF TECHNICAL RULES AND REGULATIONS MANUAL</p>	Canadian Baton Twirling Federation		
	Rule or Regulation: ADVANCEMENT SCORE APPEAL PROCESS	Number:	Page 3 of 3
	Approval Signature:	Section:	
	Date: SEPTEMBER 2025	Supersedes: N/A	

- The CBTF Judges Rep will also inform the initial judge should the appeal be granted for understanding, development, and growth.

SAMPLE APPEAL DECISION LETTER

Dear [Coaches Name]

Re: Appeal of Advancement Score for [Athlete Name] - Determination

I am writing to formally inform you that your appeal regarding the scoring decision from the recent [Competition Name] held on [Date of Competition] regarding [Athlete's Name] performance of their [Discipline] in the [Division] division in [Age Category].

[Successful Appeal]

The review panel has evaluated the materials submitted in your appeal, and the original scoring decision has been overturned. [Athlete's Name] will remain in [Division] for their [Discipline]. This letter can be shared with any future Competition Directors as required to enter into the corresponding division for future competitions. No further appeals can be made for this athlete in this discipline and division for the remainder of this season.

OR

[Denied Appeal]

The review panel has evaluated the materials submitted in your appeal, and the appeal has been denied. It is the determination of the panel was that the original scoring decision will stand. As such, [Athlete's name] advancement will remain in effect.

The results of this appeal are final. Sincerely,

[Your Name]

CBTF Judges Representative

TRACKING AND DATA

The Judges Rep will keep a record of the appeals including the Coach's Name, Athlete Name, Competition, Judge, Discipline, Division, Age Category, and Outcome of Appeal using a tracking spreadsheet or similar tool.

Sample Tracking Tool

	A	B	C	D	E	F	G	H	I
1	Coach's Name	Competitor's Name	Competition	Judge	Discipline	Division	Age Category	Outcome	
2	Coach Caitlin	Susie Smith	Flying Baton Invitational	Judy Judge	Solo	BN	Junior	Denied - Advance to BL.	
3	Coach Cathy	Boogie Fever	Twirl-tastic Classic	Jacob Jefferson	Dance Twirl Team	B	Senior	Successful - remain in BN.	
4	Coach Carter	Doe/Doe	Canadian Winner/Champi	Jane Jones	Duet	BA	Junvenile	Denied - Advance to A.	