

## 2025-2026 Membership Process

### Individual Memberships

1. All members fill in the online membership form and submit it. The form will automatically be sent to the club registrar email on file. The member will also receive a copy of their submitted form.

**2025-2026 Membership Form:** <https://form.jotform.com/252295649318265>

2. Individual Membership fees are to be paid directly to the CLUB.

### **NEW THIS YEAR**

Members who are required to submit the documents below must now submit them through a new form. Please ensure the following documents are submitted by **November 30, 2025**:

1. Proof of current CBTF Coaching and Judging levels (technical members)
2. Current First Aid Certificate (coaches only)
3. Current Vulnerable Sector Check (coaches & judges over 18; valid for 3 years)
4. Safe Sport Certification (technical members and ABTA board)
5. Respect in Sport Certification (technical members, club board, region board and ABTA board)
6. NCCP Certification (technical members)

**2025-2026 Member Certification Submission Form:** <https://form.jotform.com/252225643565256>

### Club Registrars Responsibilities

1. Send the membership link to all of your club members (new members and returning members).
  - a. **2025-2026 Membership Form:** <https://form.jotform.com/252295649318265>
2. Club Registrars will use the submitted ABTA membership forms to input the data into the CBTF membership database.
3. The Club will send 1 cheque or e-transfer to ABTA for the total amount owing for their club's membership fees. Please ensure the total amount for the submitted membership batch is the same as the amount that is paid to ABTA.
4. The deadline for Club Registrars to input their club membership data into the CBTF database is SATURDAY NOVEMBER 1, 2025.
5. Clubs can set their own deadline for their members to submit their membership forms.
6. ABTA is paying for the Region Chairpersons. If you have a region chairperson in your club, please pay for their membership with your membership batch. The club can then send in a reimbursement for the region chairpersons membership fee once it has been processed.

7. Please contact the ABTA Office when you have submitted a membership batch in the CBTF database:  
[abta@telusplanet.net](mailto:abta@telusplanet.net)
8. Each club is required to submit an ABTA Club Registration Form. The Club Chairperson is responsible for filling in the Club Registration Form.
  - a. **2025-2026 Club Registration Form:** <https://form.jotform.com/252183294397264>
9. Each club is required to submit an ABTA Rules & Regulations Checklist.
  - a. **2025-2026 ABTA Rules & Regulations Checklist:** <https://form.jotform.com/252544679804265>

## CBTF MEMBERSHIP DATABASE

1. The CBTF Membership website is <https://membership.cbtf.ca> and your login email address is as it was last season. If you require assistance with logging in, please contact the CBTF Membership Processor:  
[2ndvp@cbtf.ca](mailto:2ndvp@cbtf.ca)

For new club registrars, ABTA will submit your information to CBTF and then they will send you your membership database log in information.

2. Club Registrar must enter and submit their club memberships by November 1<sup>st</sup>. to avoid late fees
3. The CBTF Membership Database training session can be viewed on the CBTF YouTube channel. [CBTF Membership - Overview & Demonstration - YouTube](#)

## SUMMARY

- 1) Club verifies all information for returning members.
- 2) Club Registrars do all data entry for members into the CBTF database.
- 3) **Clubs MUST ensure the type of membership is correct prior to submitting a batch.** \*\*\*This is a very important step so please ensure all club registrars are aware.
- 4) Club submits batch to Province for review.

## Process for membership type changes after registration deadline for the season:

If a club has members who need a membership change, please ensure the member completes a Data Change Form. Changes will only be processed once the form and any applicable payment have been received.

After receiving the form and payment, ABTA will forward the requested changes to CBTF for processing.

The Data Change Form will be available on the ABTA website after November 1<sup>st</sup>.

**\*\*Batches in the CBTF Database are NEVER to be deleted. \*\*\***

## FOR BOTH CLUB REGISTRARS AND PROVINCIAL REGISTRARS:

IF THERE ARE ANY PROBLEMS WITH THE MEMBERSHIP SYSTEM, PLEASE REACH OUT TO BETH SWAIN BEFORE THE BATCH IS SUBMITTED. She will do her best to respond within 72 hours to any inquiries.

## 2025-2026 Membership Fees

Type	Description	Fee Received by Nov 1	Fee Received After Nov 15	Fee Received After March 1
A	Competitive (Individual Event Athletes & CBTF/WBTF/IC Teams & Groups)	\$75.00	\$150.00	\$225.00
B	Pre Events (All Pre Competitive Events & Pre Competitive Team Athletes)	\$40.00	\$40.00	\$40.00
BR	Recreational/Skills Development (Skills Development Program Athletes)	\$20.00	\$20.00	\$20.00
T1	Technical Association FULL TECHNICAL MEMBER Coach/Judge/Adjudicator/Course Conductor	\$80.00	\$160.00	\$240.00
T2	Technical Association NEW TECHNICAL MEMBER (Members under 18 years of age)	\$80.00	\$160.00	\$240.00
D	Board, Executive, Full Member	\$40.00	\$80.00	\$120.00
E	Volunteer	\$10.00	\$10.00	\$10.00
G	Group Only (Exception: WBTF Team & International Cup Team & Group)	\$40.00	\$80.00	\$120.00
<b>COMBO MEMBERSHIPS</b>				
B,G	Pre Event Individual Event Athlete AND Competitive Level Group Athlete	\$40.00	\$40.00	\$40.00
A,T1	Competitive Level Athlete AND Full Technical Member	\$80.00	\$160.00	\$240.00
A,T2	Competitive Level Athlete AND Technical Member (under 18 years)	\$80.00	\$160.00	\$240.00
T1,D	Full Technical Member AND ABTA/CBTF Board Member	\$80.00	\$160.00	\$240.00

# 2025-2026 SANCTION PROCESS

*\*\*\*Please use the online sanction form*

## CBTF SANCTIONING PROCEDURES AND INFORMATION GUIDE

CBTF requires that all Baton-related events being held across Canada must be sanctioned. Every CBTF sanctioned event carries comprehensive CBTF insurance coverage for our members, which is so necessary in sport today. It was clarified at the 1996 Fall CBTF Board of Director's Meeting that anything sanctioned by CBTF and run by a certified CBTF Coach (e.g. Sport Outreach. Programs, Introductory Workshops or Clinics, Mall Demonstrations, Parades, Fund Raisers etc.) are covered under insurance. Our coaches need to be made aware of the importance of sanctioning their events for this reason.

The Insurance Company have provided CBTF with liability insurance "It is understood and agreed that the insurance provided by this policy with respect to the playing of or taking part in practising or training for sports shall apply only to sanctioned events as described below: Sanctioned events shall mean all games, competitions or sports demonstrations run by you or by member clubs authorized by you including related training at sites of events and club premises. Authorization can either be by way of a written procedure manual or specific agreement in writing by your authorized executives. It is further understood and agreed that sanctioned events shall also include social activities consisting of awards banquets.

## SANCTION FEES

<b>No Charge</b>	Baton Lessons, Practise Sessions, Demonstrations, Performances, Parades, Fund Raising Endeavours, Social Events, Provincial, Regional, Club Meetings, Seminars, Conferences, SDP Exam Dates, Year-end Shows and Recitals, Type "C" Competitions.
<b>\$10.00 per day</b>	Clinics and Workshops
<b>\$30.00</b>	Type "B" Competitions
<b>\$35.00</b>	Type "A" Competitions
<b>\$150.00</b>	North American, International Competitions

\*\*\*\* If you require an Insurance Certificate, there is an online request form on the CBTF website. You will need the ABTA sanction number for your event/lessons in order to complete the online form. The CBTF website is: [www.cbtf.ca](http://www.cbtf.ca)

## **Sanctioning Information**

1. A late fee of double the sanction amount will be charged to any competition requests that are postmarked later than eight (8) weeks before the date of the competition.
2. For clinics, courses, workshops, competitions or where otherwise applicable, a brochure and cheque (payable to CBTF), must accompany the initial sanction application form.
3. A separate sanction form must be completed for **each** location and **each** event. This applies to any type of event, including lessons, meetings, clinics, etc.
4. All sanction requests for events listed under “No Charge” on the Sanction Request Form (exception CBTF Courses) must be received the Provincial Sanction Officer prior to the event taking place. The event will be considered unsanctioned and not recognized by CBTF if this deadline is not met (for insurance purposes).
5. All competition directors must send the names of all judges hired for competitions to the National Judges Rep 3 weeks prior to a competition. Failure to do so will result in a **\$50.00** fine.
6. Competition Directors are required to send in all competition results to the CBTF Data Entry Co-ordinator, within 7 days following the completion of their competition.
7. Cheques are to be made payable to CBTF for events that require a sanction fee.  
E-transfers are to be sent to: [treasurer@cbtf.ca](mailto:treasurer@cbtf.ca)

**Link to online sanction form:**  
<https://albertabaton.com/admin-forms/>

**Please email all sanction request forms to:**  
[abta@telusplanet.net](mailto:abta@telusplanet.net)

If you have any questions regarding the sanctioning process, please contact the ABTA Office:  
[abta@telusplanet.net](mailto:abta@telusplanet.net)