

WESTERN PA. DIVISION / US FENCING ASSOCIATION

TOURNAMENT MANAGEMENT GUIDELINES

LAST UPDATE: August 15, 2012

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A. OVERVIEW: Sanctioned competitions and WPD meet sanctioning policy

Why host an event?

The WPD encourages all clubs in the Division to host at least one meet each fencing season. The WPD Executive Committee is staffed by volunteers, so having different clubs host fencing meets relieves the Executive Committee of being solely responsible for running events, and gives potential hosts a chance to earn money for their organization. When a club takes on the responsibility of hosting a fencing meet, they are totally responsible for all aspects of the event, including (but not limited to):

- obtaining a suitable venue
- obtaining and transporting scoring equipment to and from the meet site
- securing enough meet personnel necessary for running the event
- setting up and tearing down the scoring equipment at the meet site
- seeding pools and direct elimination rounds, for each event at the meet, from start to finish
- accepting meet entry fees (and USFA membership forms and payment)
- submitting USFA membership forms and fees to the WPD Treasurer
- reporting the meet results to the WPD Chair

Obviously running a successful meet is a big responsibility, but it's mutually worthwhile for both the host club and the WPD, since in addition to raising funds for their club, the host gains technical knowledge about the sport, and WPD volunteer personnel can spread the work around just a bit.

Successful meets and meet sanctioning

Every host club would like their event to be successful. One measure of meet strength (and success) is for the meet to result in classification changes for the participating fencers. All USFA divisions (in our case, the WPD), USFA sections (the WPD is in the Mid-Atlantic Section) and the United States Fencing Association (the national governing body, itself) are responsible for **granting classification changes** at all **sanctioned** fencing meets.

In order to comply with the USFA's rules, and meet its criteria for hosting well-run events, the WPD Executive Committee must "**sanction**" a meet **before** the event is held, in order for ratings changes to be awarded. A meet cannot be sanctioned "after-the-fact", once the meet is in progress, or once it's over.

Only the Executive Committee can sanction events held in the Western Pa. Division, and, in addition, only sanctioned competitions:

- Can be listed on the official WPD schedule and posted on the website
- Are covered by the USFA's insurance policy
- Can permit classification changes (assuming all other criteria are met)

In the process of getting your meet sanctioned, you will have secured your referees, an armorer (if necessary), your operations personnel and scoring equipment. This will assure that the meet is well staffed and organized in order to meet the requirements of the USFA.

How to get a meet sanctioned

Specific meet sanctioning steps can be found beginning on the next page, as well as in the “**WPD Meet Sanctioning Policy**” document. Be sure to follow each step that's listed.

Also listed are:

- the WPD's and the host club's responsibilities for sanctioned events
- recommendations and requirements for staffing and compensating personnel for sanctioned events

B. WPD MEET SANCTIONING POLICY & HOW-TO INFORMATION

In accordance with USFA policy, all sanctioned competitions in the Western PA Division are under the authority of the WPA Division Executive Committee, which, along with the USFA national organization, is responsible for granting changes in classifications.

For a competition to be sanctioned, the WPD Executive Committee must approve the competition before it's held. Competitions cannot be sanctioned after they are underway or after they have been held. No competition can be sanctioned without the approval of the Executive Committee.

All non-sanctioned events (which would include high school league events) are not covered by Western Pennsylvania Division / USFA insurance.

GETTING MEETS SANCTIONED: HOW-TO INFORMATION

► To get a meet sanctioned, follow steps 1 through 3:

Step. 1: Send an e-mail to the WPD Chair or Secretary to request that your meet be “sanctioned”.

Use the WPD's Meet Sanctioning Request form, if possible. Otherwise:

- a. Include information about the meet date, location, type of event(s) (i.e., Open Foil, D-Under epee, etc.)
- b. Send your request with enough “lead time”. Current WPD policy requires clubs to request meet sanctioning **at least two weeks in advance of the event**, but keep in mind that the Executive Committee has to **vote** to sanction your event so the more lead-time you allow, the better.

To assure a good turnout, you will also need time to post your meet on askfred.net and the WPD website, and to advertise. More advance notice will also enable you to secure enough referees and other meet personnel.

- Once you're notified that your meet has been sanctioned by the Exec. Committee, you can start working on steps 2 and 3, below.

(PLEASE NOTE: the Executive Committee approves events with the understanding that clubs will **follow through** with steps 2 and 3, below. If your club **doesn't** follow through with these two steps, the sanctioning process won't be complete.)

Step. 2: Secure qualified meet personnel

► **To secure qualified meet personnel, work with people in the following areas of responsibility,** whom the WPD has assigned to supervise meet-related activities and functions (check the WPD website to get current names and contact info):

<u>Area of responsibility</u>	<u>Contact</u>
a. Referees	Head Referee
b. Armorer & Scoring equipment	Head Armorer
c. Bout committee & meet operations personnel	WPD Chair
d. Scorekeepers and timekeepers	Host club members

Getting meets sanctioned: how-to information, cont'd:

Step. 2: Secure qualified meet personnel, cont'd:

a. Referees:

1. Start looking for referees **at least** 2 months ahead of your meet date (assuming that you have enough lead time).
2. Look on **FOC.askfred.net** for a listing of referees. Identify potential referees (in the WPD, or any other USFA division), based upon the competitive level of the meet.
3. Once you identify potential referees, **contact the referees directly** via phone or e-mail (note: if necessary, contact the WPD Chair or Secretary for referees' e-mail addresses and phone numbers.)
4. If you do **not** get sufficient response from the referees that you have contacted, then **send an e-mail to the Head Referee** to ask for help in obtaining referees.

In addition to **recommending** referees, the Head Referee can **also contact the referees** for you. **However**, if you need the Head Referee's help in contacting referees, be sure to make your request clear, **by asking** the Head Referee if he or she can do this.

==> Do not wait until the last minute to ask for assistance from the Head Referee. Give the Head Referee sufficient time to help you out.

5. For any referees that agree to officiate:
 - Follow-up with referees **directly** (via e-mail) to **confirm their commitment and the time that they must be at the venue to officiate.**
 - Put the Head Referee and WPD Chair on **copy** for all referee-related correspondence.

b. Armorer(s):

1. If you decide to have an armorer at your event, **contact the Head Armorer** (via e-mail) to request that someone be assigned to your meet.
2. If an armorer is assigned to your meet, follow-up with them **directly** (via e-mail) to **confirm their commitment, PLUS the time that they must be at the venue.**

c. Administration, Operations and Bout Committee personnel:

Contact the WPD Chair (via e-mail) if you need help with securing admin, ops or BC personnel.

d. Scorekeepers and timekeepers:

The host club must **arrange for scorekeepers and timekeepers** for each strip that will be set up. Many clubs simply enlist club members, parents of fencers, or others who are at the meet for one reason or another. Other than knowing how to keep score and time, **there are no special requirements for scorekeepers and timekeepers.** They don't even have to be fencers or familiar with fencing.

If you can't find people to perform these functions, referees will need to keep score and time on their strips, in addition to presiding over their bouts.

Getting meets sanctioned: how-to information, cont'd:

Step. 3: Secure scoring equipment

- a. Decide the number of **strips** that you'll need to run.
 - b. Determine the **scoring equipment** that you'll need, including machines, reels, ground wires, and extension cords, as well as smaller items like stop watches, weights and shims, etc.
 - c. Contact the **Head Armorer** (via e-mail) with your equipment requirements.
- **Once you have performed Steps 1 through 3, above, the sanctioning process is complete, and classification changes can be awarded at your meet (assuming all other criteria are met).**

**WESTERN PA. DIVISION / USFA
MEET SANCTIONING REQUEST**

Host Club's name: _____

Event type and weapon(s): List each event that your club wants to host; be specific (e.g., Open, C-Under, D-Under, E-Under, Mixed, separate Men's / Women's event, etc., Foil, Epee, Sabre):

Location: Venue name, Venue street address, City, PA Zip code:

Event Days / Times:

Sat., (Month / Day /Year): _____

Close-of-check in times:

Event / time (e.g. D-Under, Open Mixed Foil, etc., 9AM, etc.) _____

Event / time (e.g. D-Under, Open Mixed Foil, etc., 12 noon, etc.) _____

Event / time (e.g. D-Under, Open Mixed Foil, etc., 1:30 PM, etc.) _____

Sun., (Month / Day /Year): _____

Close-of-check in times:

Event / time (e.g. D-Under, Open Mixed Foil, etc. / 9AM, etc.) _____

Event / time (e.g. D-Under, Open Mixed Foil, etc., / 12 noon, etc.) _____

Event / time (e.g. D-Under, Open Mixed Foil, etc. / 1:30 PM, etc.) _____

Pre-registration: Specify whether via askfred and / or e-mail _____

Contact person's name: _____

Contact person's E-mail: _____

Other comments: (add any other comments or info that you'd like include with your sanctioning request)

D. MEET HOSTING POLICY: WPD AND HOST RESPONSIBILITIES

1. Venue, Personnel, Equipment and Awards:

▶ The **host club** is responsible for securing:

- a suitable venue
- qualified personnel (officiating, meet administration, operations, armorer, scorekeepers and timekeepers)
- scoring equipment necessary to run their event
- awards

2. Setting Meet fees

- The **host club will determine the meet fee** to charge for their event.
- The WPD Executive Committee **recommends** a meet fee of **\$20.00 per weapon**, for all types of events (whether for qualifiers, opens, D-under, E-under, etc.).
 - ▶ **Please note that the host club can charge:**
 - a **lower or higher** fee (\$20 per weapon is only recommended)
 - a **discounted** fee, if a second weapon is fenced

3. Equipment “Rental”

- ▶ The WPD will **lend** electrical scoring equipment to the host club at **NO CHARGE**, however, **in lieu of a rental fee**, the **host club** is responsible for:
- **picking up** the borrowed scoring equipment from where it is stored **and** transporting it **to** the meet site
 - **setting up and “tearing down”** the equipment **at** the meet site (e.g., setting up strips, reels, etc.).
 - **returning** that equipment **from** the meet site **back to where it is stored**

4. Revenues and Expenses - Host Club and WPD

Meet Revenues

Until further notice, as of the 2010 – 2011 fencing season, host clubs will keep 100% of the total, gross meet fees received.

Depending upon the Division’s financial situation, this policy could be revisited in the future, and a gross revenue split reestablished between the host club and the WPD.

The **host club** will use their gross meet fees **to cover all competition-related costs**.

The WPD will **not be responsible for any competition-related costs** for events hosted by a club.

5. Paying meet personnel: requirements and recommendations

(Consistent with USFA policy and WPD recommendations)

A. Required of Host Club:

1. For all **“OPEN” COMPETITIONS AND QUALIFYING ROUNDS** to national-level competitions, the WPD **REQUIRES** that the host club do a, b & c, below:

a. Hire the following paid personnel:

- Referees
- Armorer
- Administration and/or operations personnel

b. Consider paying the above personnel the recommended **\$50.00 per day, per person**.

▶ **Please note that:**

- \$50.00 per day, per person, is only a **recommended** fee
- The host club can pay referees, armorers, or administrators at a **higher OR lower rate** (depending upon the **amount of work** that's done, or **amount of time** that's worked)

c. Provide food for the officials and other meet personnel

B. Recommended (but not required) for Host Club:

1. For all **NON-OPEN EVENTS** (i.e., C-Under, D-Under, E-Under meets, Junior events, etc.), the WPD **RECOMMENDS** that the host club do a, b & c, below:

a. Hire the following paid personnel:

- Referees
- Armorer
- Administrator and/or operations personnel

b. Consider paying the above personnel the recommended **\$50.00 per day, per person**

▶ **Please note that:**

- \$50.00 per day, per person is only a **recommended** fee
- The host club can pay referees, armorers, or administrators at a **higher OR lower rate** (depending upon the **amount of work** that's done, or **amount of time** that's worked)

c. Provide food for the officials and other meet personnel

C. For ALL COMPETITONS (Opens, E-Under, D-Under, Junior events, qualifying rounds, etc.), the host club is ALSO required:

a. To inform potential meet personnel and referees **ahead of time** whether or not they will get **paid**

b. If meet personnel are to be paid, to:

- compensate meet personnel for their services for each **day** that they work at an event, **unless they choose to volunteer** their services for that specific day.
- ask each official or meet administrator **individually** if they want to **waive** being compensated for the day, or days, worked.
- pay meet administrators and/or organizers **even if** they are members of the W. Pa. Division Executive Committee. The WPD Exec. Committee is **not obligated** to work uncompensated at a host's event **unless** they **agree in advance** to do so.

E. FENCING MEETS 101: A Checklist for tournament planners

BEFORE TOURNAMENT DAY:

- ❖ Obtain meet venue and set date
- ❖ Get meet sanctioned by W. Pa. Division Exec. Committee (see “Section B: Getting Meets Sanctioned: How-to Information” and “Meet Sanctioning Request” form).
- ❖ Obtain / arrange for:
 - a WPD Exec. Committee representative to be present at event
 - referees
 - armorer (recommended, but optional, EXCEPT for USFA national event qualifying rounds)
 - meet personnel for:
 - equipment check (if an armorer is not going to be there)
 - check-in / registration
 - Bout Committee assistants
 - personnel to set-up and tear down meet venue
 - “runners” and other helpers
 - scoring equipment (machines, reels, ground cables)
 - awards
- ❖ Advertising and pre-registration:
 - Post meet on askfred.net
 - Prepare, post or send announcements / advertising (via e-mail, on website)
 - Designate person to accept/process/monitor pre-registrations
- ❖ Arrange refreshments for:
 - referees
 - meet personnel
 - sale to fencers, spectators, etc.
- ❖ Arrange for / obtain misc items to sell to fencers, spectators, etc. (T-shirts, other)
- ❖ Obtain administrative equipment and supplies:
 - USFA membership forms
 - computer with competition seeding software
 - printer
 - printer paper
 - clip boards
 - stop watches
 - pencils, pens, erasers
 - cash for change (to start, suggest at least: 4 - \$5 plus 4 - \$10 bills)
 - “backup” seeding cards, pool score sheets, d/e score sheets, d/e individual score paper “strips” (even if using a computer, take these as a “back-up”, in the event the computer or printer “crash”)
- ❖ Even if you have Wi-Fi access at the venue, obtain hard copies of latest:
 - USFA rules book
 - USFA operations manual
- ❖ Obtain extra referee penalty cards (yellow, red, black)

NIGHT BEFORE, OR ON TOURNAMENT DAY

- ❖ If using computer with seeding software, download the pre-registration list for each event, then print each list to take to the meet. (**OR**, if seeding pools manually: do a final check of pre-registration list.)
- ❖ Even if you have Wi-Fi access at venue, download the following hard copies from USFA website:
 - WPD membership list
 - WPD fencers' ratings list

ON TOURNAMENT DAY

SET-UP

- ❖ Arrive at least 1 ½ hours before close-of-check-in for first weapon
- ❖ Set up TABLES for:
 - Check-in / registration, with:
 - Pre-registration list(s)
 - WPD fencers' ratings list (from USFA website)
 - WPD membership list (from USFA website) - **NOTE:** if using seeding computer and you have access to Wi-Fi, you'll still need **printed** ratings or membership lists in case the computer crashes
 - USFA membership forms
 - pencils, pens, erasers, extra note paper or tablet
 - cash for change
 - 2 tables for Bout Committee, with:
 - Computer with seeding software and printer (**OR**, if running meet manually, seeding cards, pool score sheets, direct elimination (d/e) score sheets, d/e individual score paper "strips")
 - clip boards
 - stop watches
 - pencils, pens, erasers, extra note paper or tablet
 - referee penalty cards (yellow, red, black)
 - 1 to 2 additional tables for **each** of the following:
 - Armorer
 - Equipment check (can get by with 1 table, if not checking metallic vests)
 - Refreshments for referees and meet personnel (in separate room or area, if possible)
 - Concession stand
 - Other items to sell to fencers and spectators (t-shirts, etc.)
 - Fencing strip tables:
 - if even # strips: 1 med. / large table for every 2 strips
 - If odd # strips: 1 med. / large table for every 2 strips **PLUS** 1 extra table
- ❖ Set up STRIPS:
 - Lay down tape for strips
 - Allow min. 15 feet between each strip (for tables, plus room for referees to move)
 - Equipment per strip: scoring machine, 2 reels, 2 ground cables, extension cords

STARTING THE MEET

- ❖ Process competitor check-ins
 - Ask to see USFA membership card
 - Check pre-registration list for the following (note: for “walk-ins”, either enter fencer’s info into seeding software **OR** record manually on sign-in sheet):
 - Fencer’s name
 - USFA membership # (fill in any missing membership #'s from member’s USFA card)
 - Fencer’s rating (if fencer says they’ve earned a new rating or bought a membership, **BUT** haven’t received new membership card, confirm their status from USFA / WPD ratings or membership lists)
 - Fencer needs USFA membership? Have them fill out USFA membership form.
- ❖ 5 min. before close-of-check-in, announce check-in about to close; after 5 min., announce check-in is closed.
- ❖ For each event, print and post 2 copies of the competitor listing with **initial seeding**

FOR THE POOL ROUND

- ❖ Start pool round on the computer
- ❖ Print entire pool listing for that event
- ❖ Beside each pool on list, pencil in strip # where that pool will be fenced
- ❖ Post 2 copies of pool listing for competitors to see
- ❖ Print pool score sheets, for each pool

- ❖ **OR**, if manually:
 - prepare seeding cards: transfer ea. fencer’s name, club, division, rating from
 - sign-in sheet → seeding cards
 - rank seeding cards from strongest to weakest fencer:
 - Fencer’s national senior points have priority, then their ratings,
 - Wherever ratings are “tied”, take into account years fencing, perceived strength
 - seed pools
 - prepare score sheets
 - place pool sheets on table, for competitors to see

- ❖ Prepare clip boards for referees; on each put: score sheet, stop watch, pencil & penalty cards
- ❖ Assign referees to each pool

- ❖ Announce each pool: call out each competitor’s name
- ❖ Ask if anyone’s name has **not** been called
- ❖ If any fencer says their name wasn’t called, double check the pools.
- ❖ If their name still can’t be located, then they were left out of the seeding (and, therefore, aren’t in any pool):
 - reseed the entire round (after putting the missing competitor’s name back in the “initial seeding”)
 - reprint / rewrite all of the reseeded pools
 - post 2 copies of new reseeded pools for competitors to see

- ❖ Assign pools to referees; give each a clip board with above items
- ❖ As completed pool sheets are returned by referees:
 - Assign referees to any pools not yet fenced
 - Enter ea. pool’s results into computer; double check that scores are put in the correct pool (**OR**, if manually, update fencers’ seeding cards with: # victories for that round, plus ratio of bouts won to bouts fenced)
 - Once all pools have been fenced, close the round on computer and begin the d/e round (**OR**, if doing manually, update seeding cards with fencer’s placement into next round)

FOR THE DIRECT ELIMINATION (d/e) ROUNDS

- ❖ Print out d/e “slips” for each bout in that d/e round
- ❖ OR, if manually:
 - order seeding cards from first to last place, per pool round results
 - fill out d/e score sheet for “1st tier” d/e bouts
 - transfer fencers names from d/e score sheet → individual d/e scoring “slips”
- ❖ Assign referees to individual d/e bouts & give them d/e scoring “slips”
- ❖ As d/e scoring “slips” are returned by referees:
 - Enter results for ea. bout into computer
 - OR, if manually:
 - Enter results for ea. bout on d/e sheet
 - Prepare new d/e scoring “slips” for next tier
- ❖ When all bouts are complete, “finish” the meet in the computer.

WHEN ALL EVENTS ARE DONE

- ❖ Print out final result report and post for competitors to see (OR, if manually, post final d/e results sheet)
- ❖ “Reconcile” meet revenues
- ❖ Pay referees, armorer, meet personnel (if paying by cash vs. check, have them “**sign**” for their wages, on a sheet of paper)
- ❖ Pull up strip tape
- ❖ Tear down strips
- ❖ Pack up:
 - scoring equipment
 - computer and printer
 - stop watches, weights, shims, etc.
 - administrative supplies (clip boards, etc.)

WRAPPING UP: FINAL ADMINISTRATIVE DETAILS

- ❖ Upload meet results to askfred.net (OR, if doing manually, submit meet results & classification changes to WPD Secretary or Chair)
- ❖ Optional: if using askfred.net, can also report classification changes directly to USFA (via feature on askfred) – be sure to put WPD Chair on copy for classification change reports.
- ❖ Submit USFA membership forms and associated cash/checks to WPD Treasurer.
- ❖ Return to WPD:
 - scoring equipment
 - computer and printer
 - stop watches, weights, shims, etc.
 - administrative supplies (clip boards, etc.)