



**COMMONWEALTH
FENCING
FEDERATION**

**CHAMPIONSHIP ORGANISATION
HANDBOOK**

Amended edition

Prepared by the CFF Technical Commission
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1. INTRODUCTION

This document, written primarily to assist eventual hosts of Commonwealth Fencing Championships, provides guidance to organisers from the initial bid through to the actual event. Although its Championships serve mainly as developmental-level events, the CFF prides itself in offering its members a fencing experience rivalling that offered by other major international fencing championships.

Working in tandem with the Organizing Committee to this end, the CFF nevertheless realises that actual conditions vary from country to country and the following should not be taken to overrule common sense in local conditions, nor local laws, nor FIE Rules.

This document outlines the standards to be aimed at, but given that local conditions and budgetary restraints vary from host to host, the CFF **requires** that before organisers depart radically from the directives in this document, they discuss the problems with the President of the CFF and the CFF Technical Commission

The following abbreviations are used throughout this document:

CFF	Commonwealth Fencing Federation
FIE	Fédération Internationale d'Esime (International Fencing Federation)
OC	Organising Committee
DT	Directoire Technique (Tournament Technical Committee)

2. MAKING A BID TO ORGANISE THE CHAMPIONSHIPS

2.1 Organizing Committee

If a host wishes to apply to organise a Commonwealth Championship (Junior or Junior-Cadet, Senior Open, Veteran or combined Senior-Veteran), it must plan for a specific date and place, within a timeframe identified by the CFF. This host will be responsible for naming an Organizing Committee (OC) that will submit the bid in consultation with the relevant peak national body or National Federation.

The OC is responsible for preparing a submission to the CFF, which should be presented to the CFF Executive Committee within the two months following the prospective host having responded to the call for Expressions of Interest circulated by the CFF Secretary, normally between three and two years in advance of the event. The proposal submitted to the CFF should cover the following points:

- Propose a formal date and place for the event.
- Demonstrate the host's ability to stage the event in a manner to ensure the security and safety of all participants and spectators.
- Provide the assurance that the planned event can be held, and organised, within the norms set by the CFF and, where relevant, the FIE.
- Outline the arrangements that have been made to secure the funding, venue, materiel and equipment necessary to host a major event of this scope, as well as the travel and accommodation arrangements that can be put in place to assist delegations.



2.2 The Bid

Although it is unlikely that all details can be finalised by the time the bid is submitted, the latter should include information on as many, if not all, of the items listed below. The OC representative eventually presenting the bid at the CFF General Meeting must be prepared to answer questions before the vote is taken by the members to award the event. The bid should include information relative to:

- Named individual(s) responsible for organisation
- Proposed dates (must be decided in consultation with the CFF President)
- Proposed city and location for competition and support activities
- Proposed budget
- Government and regional support
- Sponsors and donors
- Proposed Secretariat facilities (e.g., computers, printers, internet access, etc.)
- Source, type and quantity of equipment to be used, including the proposed competition management software & system
- Proposed ceremonial procedures and medal presentations
- Availability of public address system and other means of communication
- Banquet and/or reception
- Concession/s
- Accommodation availability - prices, distance from competition and other details.
- Local travel arrangements
- First Aid program and medical facilities
- Anti-doping control arrangements – as and if required by NF and as approved by WADA
- Miscellaneous information

3. ORGANISING THE CHAMPIONSHIPS

The following outlines some of the areas the CFF recommends the OC focus upon in preparation of hosting a Championship.

3.1 Rules, regulations and established practice

It is important that everyone familiarise themselves with the important rules and procedures required in order to run an event at this level. The major areas are covered in this document and additional information is available from the FIE Rules & Statutes, CFF Secretariat, Technical Commission and website, as well as local sources. Please note that notification of intent to host may need to be signified to National Sport Governing body and/or National Olympic Committee.

3.2 Date

A firm date must be established, after consultation with the CFF President that ideally avoids any conflicts with national and international calendars. Please note that to host Championships:

- Open events require a minimum of 5 days competition time, preferably 6
- Veteran events usually 4 days (though growing numbers may warrant 5 days).



- Combined Open and Veteran runs over 10 days (Open individual and team over 5 days, Veteran individual and team over 5 days)
- The several possibilities for Junior and Cadet events are:
 - 1) Junior Championships only over 5 days (individual and team)
 - 2) Cadet and Junior Championships over 8 days (Cadet individual over 3 days, Junior individual and team over 5 days)
 - 3) Cadet and Junior Championships over 10 days (Cadet individual and team over 5 days, Junior individual and team over 5 days)

A sample event schedule can be found in Appendix 1.

3.3 Finance

This is possibly the most important area for the OC as it is absolutely vital that sufficient funding be secured as soon as possible. Running a major international event is an expensive undertaking and the support promised by all sources from Central Government down to local authorities and private sources must be documented. Organisers are advised NOT to rely on verbal promises and assurances.

It is of prime importance to have solid financial support to undertake all the tasks associated with running a Championship.

3.4 Organising Committee Personnel and Areas of Responsibility

The first task consists in finding and identifying the individuals with the necessary technical and administrative skills to fill the key roles on the OC, which can include the following (individuals identified can provide direction and oversight for more than one area of responsibility):

- Chair of the Committee (President) Secretary with responsibility for administration and legal aspects
- Finance and Marketing (Treasurer)
- Social and Hospitality
- Accommodation, Services and Transport
- Online services including website, competition & results management software & related communication systems
- Publicity and Media
- Medical - all aspects including first aid, doctors, hospital and ambulance service, as well as eventual doping control
- Entries, Accreditation and Liaison (with CFF and team managers, as well as with external organisations, sponsors, government and all other interested parties).

OC involvement in the Technical Components of the Championships is done in coordination with members of the CFF Technical Commission:

- Technical Venue (installation, facilities and security)
- Technical - Equipment (materiel/equipment, armoury, weapon control)
- Technical – Administration (DT, officials, Secretariat, computer services, competition management software operators, volunteers)
- Protocol

3.4.1 Chair (President)



The Chair (President) is responsible for liaison with the CFF, national sport governing body, government and other interested parties, with overall responsibility for the event.

3.4.2 Secretary

An extremely critical appointment as problems in this area could cause major difficulties. In addition to fulfilling the task of secretary to the OC, the Secretary coordinates all correspondence with the Commonwealth Nations and other external bodies. The Secretary is required to give advice on a variety of subjects such as visas; insurance; health, fire and safety; national doping protocols and other administrative duties.

3.4.3 Finance and Marketing (Treasurer)

The Treasurer, who manages the event budget, monitors the overall expenditure and should also be responsible for:

- Collecting all entry fees and the refereeing levy paid by federations
- Organising, or franchising stalls within the venue for the sale of local products, fencing paraphernalia and souvenirs, such as T shirts, posters and pins
- Organising at least one, preferably several, fencing manufacturers to set up sales points; it is obligatory to have at least one ‘fencing shop’ to enable the competitors to purchase any necessary spares during the event (where possible, a printing installation for jackets and lamés should be provided)
- Organising, or franchising, the various catering outlets at the fencing venue.

3.4.4 Social and Hospitality

Catering

The catering facilities must either be dedicated to competitors or, if this is impossible, then a controlled area must be organised. Convenient restaurants and/or snack bars should be accessible for fencers and officials at all times the fencing venue is open. If not in the actual building, then a covered walkway to/from venue is advisable.

Welcome Pack

A ‘Welcome Pack’ should be prepared for each delegation, preferably with enough copies for all members of the delegations, containing where possible:

- URL of event website for access to all event information
- Event programme
- Maps of area and venue
- Accreditation passes
- Location, time and date of team managers meeting
- Location, times and dates of weapon and equipment control
- Training schedule and location
- Bulletin from the OC outlining items such as domestic arrangements and shuttle schedule (see Appendix 2)
- Details of the local town
- Tourist brochures, maps and other items providing information on the area.



Programmes

If the publication of an **event programme** is planned, competing countries should be able to provide biographies and pictures of leading fencers, if required, and the CFF Secretary is able to provide lists of recent winners and other details. For the country abbreviations used in the Commonwealth, please see Appendix 3.

The organisation of any **social programme** is a purely optional 'extra' at the discretion of the host country.

Meetings, Receptions and Ceremonies

There are various meetings that are held during the Championships. It is the duty of the OC to arrange for suitable rooms to be made available and do everything to assist in the smooth running of the meetings.

CFF Meetings

Arrangements must be made to ensure that the CFF Executive Members have adequate facilities to carry out any necessary tasks such as meetings, interviews, seminars and/or briefings.

OC, Technical Commission/DT and CFF Executive Meeting

This meeting should be held when the necessary people are assembled and no later than midday on the day prior to the event. The meeting should be more of a briefing meeting from the OC to the Technical Commission/DT and the CFF Executive. At a minimum the following should be covered:

- A tour of the venue and introduction to the key personnel (ideally all should be wearing accreditation badges to aid future recognition)
- Domestic arrangements such as transport, shuttles and meals
- Any departures from the guidelines laid down in this document
- Review of fire, ambulance and safety/security arrangements
- Any meetings/receptions required by the CFF Executive
- Any possible problems foreseen by the OC or the Technical Commission/DT
- Any special requirements associated with the opening/closing ceremonie(s) and medal presenters
- General discussion on the running of the event
- Any other business.

Team Managers' Meeting

This meeting is held on the day prior to the event, usually in the late afternoon / early evening at a time and place determined by the OC in liaison with the DT. The OC should take the necessary steps to reserve a room in either one of the identified hotels or at the venue. This meeting is presided by the Chair of the DT. Team managers should come prepared to confirm their entries at this meeting.

The OC can share with team managers the domestic arrangements previously outlined in the CC/DT/CFF Executive meeting, distribute any relevant papers and generally respond to any queries from the team managers.

Referees Meeting

The OC needs to provide a room in which all referees must attend a briefing session held by the DT on the afternoon or evening preceding the opening of the championships. The DT Refereeing Coordinator



will outline in this meeting any particularities related to Commonwealth fencing events and/or, if required, any modifications to standing FIE regulations.

Receptions

These are a matter for the host country, though the CFF President should be asked whether the CFF also wishes to arrange for any reception. It is advisable to electronically forward the invitations to all those for whom the reception is intended, in adequate time for them to plan their personal schedules. Please note that the OC should check with the CFF President if any visitors from outside the host country should be treated as a VIP.

Ceremonies

These are a matter for the Host Country, but if any of the delegations are involved in **opening and/or closing ceremonies**, as much notice as possible should be given.

The OC must check with the President of the CFF whether any **trophies, certificates or prizes**, other than the Wilkinson Sword (Open event) or India Trophy (Junior event) are to be presented. If a host country has a sponsor who is interested in awarding a trophy, or prizes, the CFF President should be contacted. The **Wilkinson Sword Trophy** has been awarded since 1982 to the most successful country at the Commonwealth Fencing Federation Championships, whereas the **India Trophy**, instituted in 2006, is awarded to the most successful country at the Junior Championships. It is the responsibility of the CFF Executive to ensure the trophies are returned in good time for the closing ceremonies.

The provision of **medals** and, in some cases **certificates** (in certain cases, at the discretion of the OC, **participation certificates** are awarded to fencers), must be discussed with the CFF President. It is the OC's responsibility to acquire the necessary medals (information on the current CFF medal supplier is available from the CFF Secretary).

For each Junior and Senior Championship, there are six (6) individual events (3 men's weapons and 3 women's weapons), with medals awarded to the first place (gold), second place (silver) and ex æquo third place (2 bronze) winners = 24 medals. In the six (6) team events, only the top three (3) teams receive medals as the competitors fence off for third place. Up to 5 fencers may be entered in a team (however, please note that only 4 fencers are entered in a team for Veteran events) and all 5 are entitled to receive medals for a potential total of 5 gold, five silver and 5 bronze per event, so long as they have been named on at least one scoresheet as a member of the 4 person team for that match. To be eligible to receive a medal, a fencer need not have actually fenced in a team match, but must have been named as the Replacement or Reserve on a scoresheet.

Total medals for the twelve events: 36 Gold 36 Silver and 42 Bronze.

Twice as many medals may be required for combined events; there may be a need to provide separate age group medals for Veteran Championships, and exact requirements are to be worked out in coordination with the CFF Veterans Commission.

3.4.5 Accommodation, services and transport

The OC should ensure that delegations and officials have access to an efficient service allowing them to easily travel from the nearest airport to the identified hotel(s); furthermore, a **shuttle service** should be provided between the hotel and the venue, which would ideally provide as flexible a schedule as possible



to allow fencers and delegation members to access either the hotel and/or venue at various times during the competition. In the event this is unfeasible, transport to and from the venue and/or the town centre, if not within easy walking range, should be arranged at the least possible cost.

The recommended list of **hotels** should include all prices, together with a list of any special rates or concessions, and state the distance of each hotel(s) from the venue and/or city centre.

3.4.6 Publicity and media

Publicity is the life blood of fencing and everything possible must be done to ensure that the media are catered for. Every effort should be made to try and ensure complete or partial television coverage of the finals. The OC must create a dedicated event website, ideally capable of video-streaming the event (at least from the DE16 onward); at a minimum, the site needs to support regular posting of poules and results.

3.4.7 Medical - doctors, hospital and ambulance service

Every effort should be made to secure the services of a doctor for the duration of the event but, failing that, a fully-qualified paramedic/first-aid provider must be present at all times fencing is taking place. Additionally, an ambulance service must be able to respond within moments should a major accident occur. The local hospital/s must be warned that the event is taking place and that traumatic injuries could occur.

The CFF itself does not require Doping Control tests to be carried out at CFF events. However, the OC should ascertain whether the host nation's anti-doping agency will require tests to be carried out. If so, this may impact the event budget.

3.4.8 Entries, Accreditation and Liaison

Entries

At least twelve (12) months before the event, the Commonwealth Nations should receive a circular giving preliminary information and inviting them to confirm within six months their intention to compete. The circular should contain as much of the information listed in Appendix 2 as possible. If this is not possible, then as a minimum, the following information:

- Dates of the event
- Location of the event
- Cost of transport from the nearest airport to the event's location
- Hotel list giving approximate prices and details - indicating distance from venue and whether transport will be provided, and, if not, approximate cost and frequency of public transport
- Details of any special terms from airlines and hotels; if any have been arranged, whether they are valid for teams arriving early and/or teams/individuals staying on after the event
- Any extra costs likely to be incurred during the event, like special transport or venue charges

Six (6) months before the event, an entry form should be sent out. Information accompanying the entry form should include, if available at that time, as many of the following as possible:

- Exact dates of the Championships and schedule of events
- Organising Committee contact, together with email and telephone numbers



- Address of competition site(s) and competition website
- Accommodation addresses, together with email addresses, telephone numbers, type, distance, prices
- Details of any concessions negotiated with airlines, hotels, etc.
- Date, time and location of weapon check
- Deadline for registration – **maximum two (2) months before the event**
- Reminder that delegations are limited to five competitors per weapon and one team entry per weapon per country; however, please note there is currently no restriction on Veteran event individual entries
- Entry/registration fees charged and refereeing levy amount (if determined at that point)
- Any social event/s planned
- Any charges payable that would not normally be expected
- Any information requested by a sponsor
- Any special instructions.

Countries returning the forms should be asked, at a minimum, to provide the name, email address and telephone number of **the Team Manager**. Each Country **MUST** specify a Team Manager, whom the CFF, DT and OC will regard as the senior person in that team and able to speak on behalf of the team.

Countries must be told that, no later than two (2) months before the event and preferably earlier, they must send:

- Names of accompanying officials, together with their role in the team for accreditation purposes
- Numbers and names of competitors and their weapons, in ranking order for each weapon (it should be noted that all fencers must be in possession of a valid FIE licence).
- Indication of the strength of competitors who are not listed on the World Cup/World Championship rankings, as determined by their federation
- Digital photographs of all persons requiring accreditation, should these be required by the OC
- Biographical details of leading fencers suitable for inclusion on the event website, in a programme or newsletter.

Security and Accreditation

It is recommended that the site be zoned, clearly labelled and barriers established with accreditation badges coded to control access. It is up to the OC to determine and implement any necessary security levels (examples are provided in Appendix 4).

Procedures must be in place to provide accreditation for anyone not included in the original entry for any reason.

4. TECHNICAL COMPONENTS

The technical elements of organizing a Championship are undertaken in consultation with the CFF Technical Commission, which assists the OC on matters regarding the venue and equipment, and assumes responsibility for the provision of referees.

4.1 Technical - Venue

4.1.1 Installation



The OC must find and ensure availability of a suitable site, or sites that will meet all the technical requirements of the event being organised. The set-up should have a preliminary area or hall capable of holding 8 to 10 pistes, and an area or hall for the DE32 onward in which the four coloured pistes and finals piste are installed. Seating for spectators should be provided facing the finals piste - the design and programme of the finals should be geared to ensure that a 'quality show' is provided for all spectators. A training area equipped with 4-6 pistes should be accessible at least one day prior to the start of the first event and a training roster determined by the OC and distributed to all Team Managers. An example of the piste layouts is provided in appendix 5A.

4.1.2 Dedicated Areas

Adjacent to the finals hall, there needs to be a curtained off area that can be used as a **call room**. This is where the DT member in charge of protocol can marshal the finalists and the armourers carry out their weapon control before fencers are staged during the latter phases of the competitions.

Additionally, the OC needs to provide a room, preferably secure, where referees can rest between assignments. They should also be able to have access to water, snacks, coffee and tea should be available.

Finally, as fencers are not encouraged to bring their equipment bags to the piste, there needs to be a secure area put at their disposal where they can leave their bags while they are fencing.

4.1.3 Security

All pistes should provide adequate room for the referees to work safely and barriers should isolate the pistes to separate spectators from the fencing. Additionally, accreditation should limit access of various participants to clearly labelled and zoned areas to ensure greater security.

The site, or sites, selected must be technically acceptable in all aspects such as security, services, heating/air conditioning (ideally 20° to 24°C, light levels, separate men's and women's changing rooms and showers, spectator seating, facilities for finals, and provide adequate areas for all technical (e.g., weapon control) and administrative (e.g., DT) purposes. For an inventory of possible requirements, please refer to Appendix 6.

4.2 Technical - Equipment

4.2.1 Materiel/Equipment

The full equipment needed to run a major international event is costly and the organisers must ensure that the equipment is available, or arrangements made to purchase, or lease, the items from a reputable fencing supplier. It is imperative to ensure that there are plenty of sets of spare equipment of which commonly as much as 25% to 50% may break down and/or need repair or replacement in the course of the 4-10 days of competition.

The full-sized metallic pistes must be in good condition - maximum resistance of 5 ohms - without any non-conductive spots. Scoring apparatus must be of a design approved by the FIE operated by remote control and with overhead lights, if not on all pistes, at least in the main hall. Also, as the CFF Championships are not currently making use of the wireless fencing system, organizers should take note that they should have numerous spare spools on hand. It is desirable that the finals piste be installed on a raised podium (< or = to .5m). A more complete guide of requirements is given in Appendix 7.



4.2.2 Armoury/Weapon Control

The services of a Chief Armourer should be retained, who can co-opt at least 1-2 assistants to assist with the day-to-day operation of the armoury and work the competition site, responding to calls for technical assistance from the pistes. There may be a need to enlist the aid and train several more volunteers to assist with the duties associated with Weapon Control, which should already be operational on the day preceding the start of the event.

A detailed list of requirements for weapon control is given in Appendix 8.

4.3 Technical – Administration

4.3.1 Directoire Technique

For the Commonwealth Championships the DT consists of a minimum of three (3) members, including normally:

- The Chair of the CFF Technical Commission to act as President of the DT if unavailable, then another member of the Technical Commission is appointed by the CFF President.
- The Chair of the CFF Technical Commission shall submit the names of 1-2 people from the remaining members of the CFF Technical Commission to the CFF Executive for approval
- One representative is nominated by the OC.

The principal criteria for those chosen to serve on the DT are a knowledge of the rules, regulations, procedures and refereeing. The functions of the DT include the complete technical organisation of the Championships. The DT is charged to ensure that the FIE Rules, with any amendments agreed for the CFF Championships, are enforced throughout the event with complete impartiality.

The members of the DT cannot act in any other capacity at the same event, such as a referee, coach or team captain.

Expenses to cover travel, hotel, per diem (based on current FIE rate) and normal meal allowances for CFF members of the DT, should be allowed for in the budget. If this is impossible and members of the Technical Commission are unable to attend, then the CFF President shall appoint a chairman of the DT, after consulting with the Technical Commission; this Commission will then nominate another 1-2 Commonwealth national officials for approval by the CFF Executive Committee.

The OC is responsible for furnishing good working conditions for the DT at the tournament site. At a minimum this should be a lockable room or secure area in close proximity and allowing easy access to the competition halls; there should be sufficient tables and chairs to accommodate all members of the DT and Secretariat (see below).

4.3.2 Referees

The OC should invite two FIE referees from non-CFF nations, nominated by the CFF Technical Commission, who can cover all three weapons – the cost of these referees to be allowed for in the OC's budget. The selection of the remaining referees is the responsibility of the CFF Technical Commission, and the refereeing levy charged by the CFF will be used to cover referee travel costs, hotel, per diem and meal allowances.



4.3.3 Secretariat and Computer Services

The Secretariat is the centre of the competition, and has many responsibilities. It is vitally important that the personnel allocated to it, appointed by the OC, be efficient, fluent in English, preferably experienced in competition management and computer literate, as well as trained in the use of all software being used.

The Secretariat's main responsibilities are to assure efficient communications by posting and distributing as they become available results and information bulletins issued by the DT, both throughout the physical competition site and electronically (loaded to the website, across social media and /or via an e-distribution list), preferably in real-time as events unfold in the course of the day. The Secretariat is also responsible for preparing and distributing complete results, as authorised by the DT, both at the end of each round and at the end of each event to an online results service, as well as the CFF website, across social media and/or to an e-distribution list, as set-up by the DT at the start of the event. If at all possible, video-streaming on the event website of the DE16 onward would be ideal.

The event computer operators are part of the Secretariat and run the competition computers issuing pools, DE bouts and results after DT approval of each) using the latest approved version of a fencing competition management program, such as either the EnGarde or Ophardt system.

A detailed list of equipment and material required by the Secretariat appears in Appendix 9.

4.3.4 Volunteers

The OC is responsible for appointing, training and outfitting the following volunteers:

- Runners (if possible, one per piste enclosure and one on duty with the DT) and scoring machine operators one per piste on duty at all times the pistes are in use)
- Sufficient personnel to cover: competition and training site installation and control, information, accreditation and security, as well as marshalling teams (see below).
- Other volunteers may need to be recruited to act as: announcers, concession personnel, anti-doping personnel (if required) or media personnel (as per OC requirements).

4.4 Protocol

It is essential to ensure that before the finals start, the DT member in charge of protocol has:

- Biographical details of all finalists.
- The flags and national anthems of all finalists.
- The names and details of the final's referees (supplied by the DT Refereeing Coordinator).

In preparation for the medal ceremony, the OC has to make sure of the following:

- The medals, certificates (in liaison with CFF President), and the trays or cushions on which these will be presented are available close to the presentation site
- The names of the VIPs making presentations and any details that should be announced about them have been provided to the person responsible for Protocol
- A clear brief for the media and the announcer (if other than the DT member responsible for Protocol)
- All personnel involved in the ceremony have been briefed
- A flag stand and flag raising facility for the victory ceremony are available and set up



- National flags of the competing nations for use in the victory ceremony and, if required, for the Opening and Closing ceremonies, as well as for decorating the hall. It should be remembered that a country could, in exceptional circumstances, have all four medal winners requiring four flags. It is advisable to assess the strength of the competing countries and, where necessary, provide for more than one flag.
- Competing countries are responsible for bringing their own National anthems, though the OC should remind them in one of the information circulars. Ensure that facilities for playing both CDs and music/anthems downloaded from the Internet through the PA system are in place.

5. MISCELLANEOUS

As fencing championships are often run over a considerable surface and, possibly, in several halls, it is advisable, depending on the circumstances, for the OC to make the following available:

Mandatory

- Public address system, with microphones available to the DT and the competition secretariat
- Communication system or walkie-talkies for the members of the DT and the Armoury
- Public address system for finals area with a microphone for announcer and a cordless microphone for the referee
- Board or area suitable for posting of results, schedules and other information
- First aid materials (unless provided by medical personnel on hand)
- Address and phone number/s of local hospital/s, alerted to the nature of any possible injuries
- Sufficient tiered seating to cater for the general public together with all the delegations, as well as a reserved area for VIPs, CFF Executive, DT and senior members of the OC
- Lighting levels over the Finals Piste suitable for photographers and television.

Recommended

- Direction signs and a plan showing the layout of the venue
- Accreditation system and camera; together with a laminator, or some other system for producing badges, with the appropriate pre-printed and coloured, blank accreditation cards
- Plans of layout of pistes with indication signs and pistes clearly numbered
- Anti-doping control equipment and a supply of drinks (if required by national anti-doping agency).

6. Running the Event

This is the responsibility of the DT. At this stage the Organising Committee should remain available to assist the DT and respond to requests and queries from delegations and the DT, and work with the latter at providing solutions to problems that arise.



APPENDIX 1 - SCHEDULE OF EVENTS

Championship Schedule

The schedule of events must be advertised in advance and follow the schedule given in the CFF Championship rules. It may only be varied by agreement with the CFF. The times given are for guidance and the DT may adjust these, if necessary, to meet local conditions and/or as per requirements of the OC.

Schedule

The championships normally run over four to ten days and, while the actual daily schedule is bound to be affected by local conditions, the one given here represents a typical schedule that has proven effective.

08h30	Referees' meeting, with the DT Refereeing Coordinator		
09h00	Event one		
10h00	Event two		
18h00*	Start of Finals	Semi-finals of Individual Event A Semi-finals of Individual Event B Final of A Final of B	For a day with two individual events.
	OR	Final of A Final of B	Two team finals
	OR	Semi-finals of Individual Event -- statutory break -- Final of Individual Event Team final	One individual and one team event.

Followed by the Medal Ceremony

Notes:

- 1) if entries are large, or a VIP reception is required before the Finals, then a later start may be required.
- 2) On the first night, the opening ceremony precedes the final.
- 3) On the last night, the closing ceremony follows the medal ceremony.
- 4) If outdoor finals are contemplated, the approval of the DT is required.
- 5) If outdoor finals and/or ceremonies are planned, the Organising Committee must ensure that precautions are taken to prevent sun, rain or temperature causing problems. An alternative indoor site must always be available.



APPENDIX 2 - INFORMATION BULLETIN

The points below cover the information that countries entering an event should know. Every effort should be made to make as much of this information as possible available in the first bulletin sent to competing member nations and on the event website.

- Date of the event.
- Location of competition.
- Sketch of competition site location.
- Address of competition site/s, together with telephone numbers.
- Address of training site/s, together with telephone numbers.
- Schedule/s with dates.
- Organising Committee contact, together with telephone numbers and email address.
- Accommodation address/s, together with email addresses, telephone numbers, type, distance, prices.
- Date, time and location of weapon check.
- Terms of entering competition.
- Any seminars / workshops / meetings being held in association with the event.
- Any referee's examination taking place, with dates.
- Deadline for registration.
- Release clause.
- New (special) rules.
- Social event/s.
- Fees, etc.
- Any information requested by a sponsor.
- Any special instructions.



APPENDIX 3 - COMMONWEALTH COUNTRY ABBREVIATIONS

Antigua & Barbuda	ANT	Malta	MLT
Australia	AUS	Mauritius	MRT
Bahamas	BAH	Montserrat	MTS
Bangladesh	BAN	Namibia	NMB
Barbados	BAR	Nauru	NRU
Belize	BIZ	New Zealand	NZL
Bermuda	BER	Nigeria	NGR
Botswana	BOT	Norfolk Island	NOI
British Virgin Islands	BVI	Northern Ireland	NIR
Brunei Darussalam	BRU	Pakistan	PAK
Canada	CAN	Papua New Guinea	PNG
Cayman Islands	CAY	St. Christopher and Nevis	STK
Cook Islands	COK	St. Lucia	SLA
Cyprus	CYP	St. Vincent and the Grenadines	SVG
Dominica	DOM	Scotland	SCO
England	ENG	Seychelles	SEY
Falkland Islands	FAI	Sierra Leone	SLE
The Gambia	GAM	Singapore	SIG
Ghana	GHA	Solomon Islands	SOL
Gibraltar	GIB	South Africa	RSA
Guernsey	GUE	Sri Lanka	SRI
Guyana	GUY	Swaziland	SWZ
India	IND	Tanzania	TAN
Isle of Man	IOM	Tonga	TGA
Jamaica	JAM	Trinidad and Tobago	TRI
Jersey	JER	Uganda	UGA
Kenya	KEN	Vanuatu	VAN
Lesotho	LES	Wales	WAL
Malawi	MAW	Western Samoa	SAM
Malaysia	MAS	Zambia	ZAM
Maldives	MDV	Zimbabwe	ZIM



APPENDIX 4 – SAMPLE SECURITY LEVELS

Security Level 1	Offices of Directoire Technique, Organising Committee, CFF.
Security Level 2	Secretariat, Armoury, Weapon Control, Service areas.
Security Level 3	Officials lounge and rest area.
Security Level 4	All fencing areas and appropriate facilities.

Red pass	All levels	DT, CFF Executive, Members of Organising Committee.
Blue pass	2 & 4	All Officials working in those areas.
Orange pass	3 & 4	Referees
Yellow pass	2 & 4	Team Managers
White pass	4	All delegations.
Green pass	As required	All volunteers.

Together with badges with some distinctive design and clearly labelled:

“MEDIA” access to media facilities, level 4 and elsewhere as required.

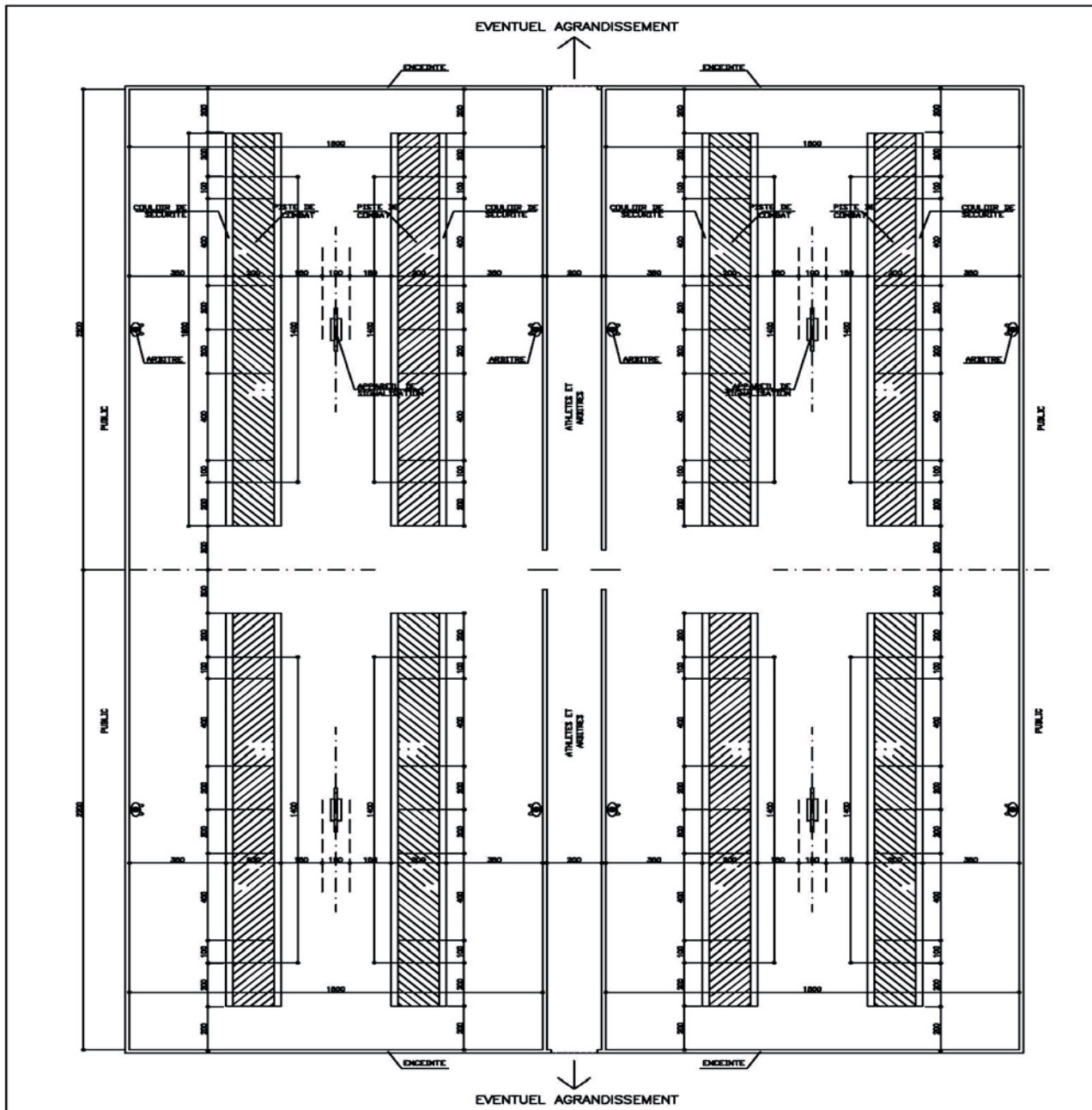
“MEDICAL” all levels as required.

Accreditation passes should show:

- Name
- Delegation, CFF or Host Country.
- Photograph.
- Capacity - i.e. DT, OC, referee, volunteer, Team Manager, coach, competitor, doctor, etc.



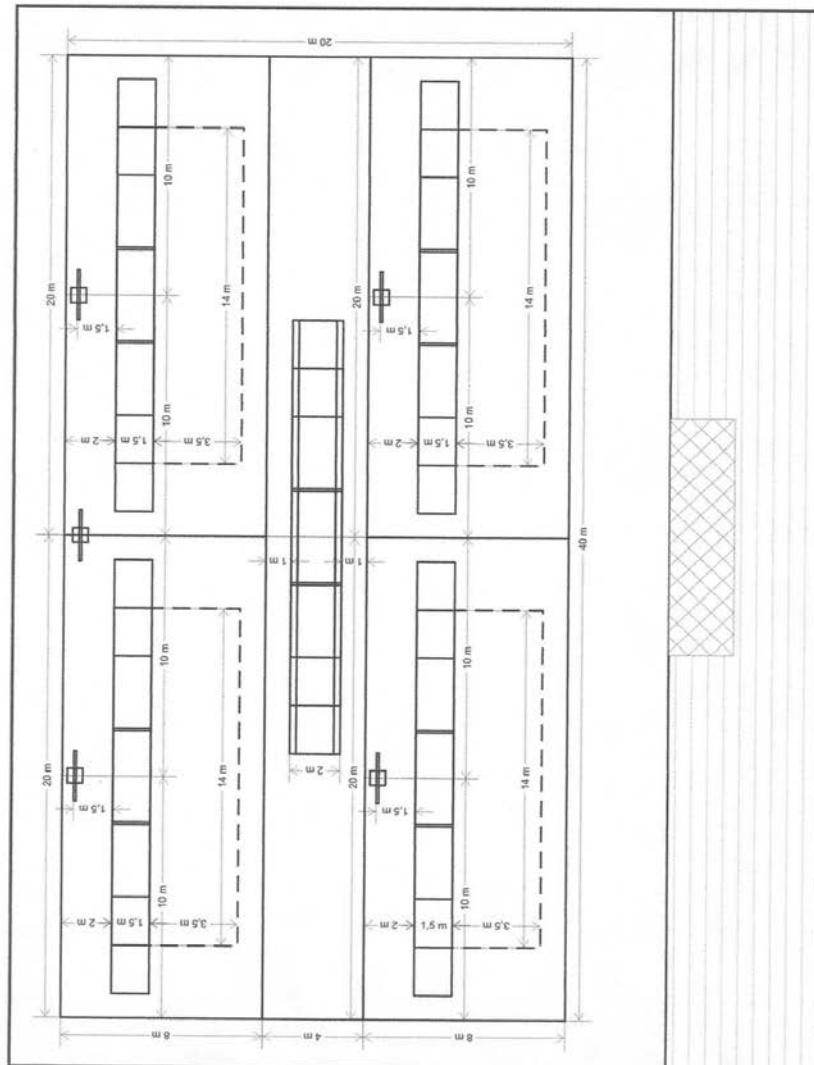
APPENDIX 5A – LAYOUT OF HALL FOR PRELIMINARY PISTES



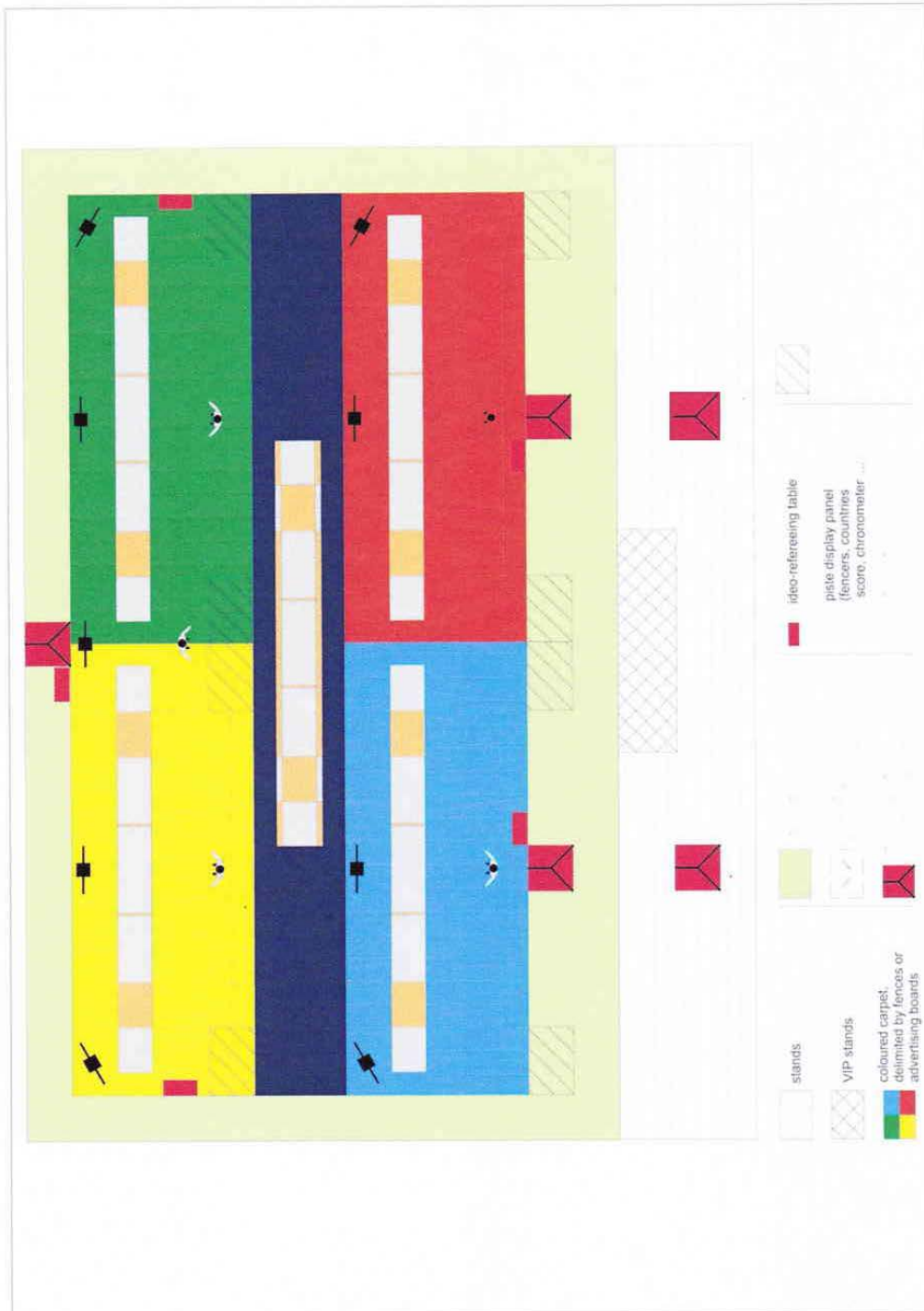
The diagram above is only for eight pistes, although for some CFF Championships 10 pistes would be advisable and other arrangements could be suitable, but the plan shows recommended spacing.



APPENDIX 5B – LAYOUTS OF HALL FOR FINAL AND COLOURED PISTES



This layout should be used in the Hall for the DE32 or DE16 of events. Each piste and equipment stand should be clearly coloured as blue, green, red or yellow, to identify the piste. A marshalling area (call room) must be provided close to the pistes and curtained off. Recommended colour layout is illustrated on the following page.



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APPENDIX 6 – SITE REQUIREMENTS

Within the venue the following should be provided:

- A sufficient supply of tables, chairs and benches.
- Space in the competition hall for the DT, together with a lockable room or secure area.
- The room, or sufficient space in the venue, occupied by the DT is shared by the Secretariat including computer operators see below for equipment needed).
- Area(s) for posting of results and/or installation of plasma screens to display results
- Fully equipped Armoury with all necessary testing and repair tools.
- Control room for competitors' equipment and electrical apparatus.
- Self-repair workroom equipped with benches and vices, etc.
- Organising Committee room.
- Room for Sport's Governing Body – CFF
- Large meeting/briefing room to accommodate meetings of groups such as piste personnel, Team Managers and referees
- Media lounge and work room,
- Security and Accreditation Office.
- Competition Officials' lounge, with an adequate supply of snacks, hot and cold drinks.
- Athletes lounge or rest area.
- Secure area for fencing bags
- Volunteers' lounge or rest area.
- Medical Facility and First Aid room.
- Parking area for ambulance, fully equipped with resuscitation equipment, ensuring easy and fast access to all parts of the competition hall.
- Anti-doping control facilities.
- Electricity supply - sufficient power points to provide a supply to pistes, if required, batteries should be used for all scoring apparatus (all equipment used must be certified by health & safety officers).
- Lighting.
- Spectator places and seating.



APPENDIX 7 – FINALS PISTE

The design of the finals piste varies, the major design factor being budgetary restraints. If purchasing new equipment, most major manufacturers will have designs and equipment for finals pistes. But the following design features should be met:

- The piste should be on a raised podium - see FIE Rules & Statutes for current permitted height and dimensions.
- The equipment must conform to FIE standards and the following must be very clearly visible, to the fencers, the referee and all areas of the spectator seating. This means, inevitably, the displays have to be much larger than the scoring apparatus used in the fencing hall.
 - Clock/s - two may be necessary to ensure visibility to both fencers and all spectators.
 - The coloured lights have to be large enough, and bright enough, to be clearly visible.
 - The names of the fencers and the scores have to be legible throughout. This is normally done with a digital display, though other solutions have been used.
 - Any warnings (yellow or red cards) given must be clearly displayed.
 - In the event of a fight reaching the stage when priority is awarded, then this must be displayed clearly and visibly to both fencers and public.
- The position of the referee has to be thought through, while the traditional position is perfectly acceptable, the referee may be positioned to face the audience.
- The backdrop to the fencing should be a plain dark coloured cloth, possibly discreetly emblazoned with any sponsor's name and logo.
- Weapons and equipment will have been controlled 'off the piste' in the call room before the final or earlier staged phases of the competition, but arrangements need to be made for an armourer to remain close at hand if tests need to be carried out during the fight.
- The call room (warm-up area, weapon control area) and medical facilities should be very close to the finals area but neither visible nor likely to cause disturbance to the match in progress.
- The piste area must be clearly defined and staffed (e.g., volunteer scoring machine operator).
- The media will have various requirements, but particular note must be taken of the need for lighting levels over the finals piste to be suitable for photographers and television.
- Specialist requirements of any TV firm covering the event, for example - a commentary point, platforms for cameras, cabling, parking for any TV vans, etc.
- Sufficient tiered seating to cater for the general public together with all the delegations.
- A reserved area for the DT, ensuring they can have immediate access to all fencing areas.
- Medical requirements - the doctor must be asked to specify what is required.



APPENDIX 8 – ARMOURY AND WEAPON CONTROL EQUIPMENT

- Heavy duty work bench/s with 12 cm. machine vice/s and bench grinders.
- Eye protectors.
- Soldering iron 100w, heavy duty soldering material (#14 or #16) and related material.
- Wire brush.
- Hacksaw with spare replacement blades, sand paper and emery cloth.
- Verification equipment for flexibility and dimensions of weapons - two sets.
- General verification and repair equipment, together with tools and spares.
- Control marks for weapons and equipment.
- Metallic fabric tester/s 500 grams.

Please note all weapons and equipment must be as per FIE rules.

- Ground leads and grounding wires (5m / 14 ft.)
- Epée check weights - 750 grams, foil check weights - 500 grams, or combination weights (at least as many as there are pistes)
- Calibrated épée and sabre gauges (shims; again at least as many as there are pistes)
- Display score boards for pools and DE Fights (use of TV monitors to display information about upcoming and completed rounds is optional but desirable).
- All necessary tables, chairs, etc.
- Waste paper baskets.
- All electrical equipment must meet any Health and Safety requirements of the Country where the event is being held and the latest regulations of the FIE.
- Barriers - sufficient to segregate spectators from competitors, to limit access to Secretariat, DT, etc.

APPENDIX 9 – SECRETARIAT REQUIREMENTS

The Secretariat is the centre of the competition, and it is vital that it is well equipped:

- Computers capable of running the chosen software, either the FIE EnGarde programme or a similar approved programme. It is very important that back-up computer/s are provided in case of breakdown.
- Printer/s - preferably laser printers, together with a back-up printer.
- Photocopier/s, preferably with rapid collating capabilities.
- Computer and printer for general administration.
- A large amount of paper for the printer/s and photocopier/s. It is helpful to have assorted colours.
- Clip boards, copies of “list of offences and penalties”, sets of Yellow, Red and Black penalty cards (at least as many as there are pistes).
- Normal office equipment and consumables - pencil sharpener (preferably electric), stapler, staple remover, filing trays, notice board, dry wipe board, pencils, ball point pens (or similar), rubber bands, paper clips, scratch pads, file covers, bulldog clips, stationery, blue tack for posting.
- General office furniture.
- Team draw sheets.

FIE Rule book and statutes, CFF Rules together with this booklet and any CFF requirements not listed.