

**USACFC
FENCING CHAMPIONSHIPS**

(USACFC LOGO)

TOURNAMENT MANUAL

Revised June 17, 2011

Purpose of the Manual

The purpose of this manual is to guide the Host of the USACFC championships in properly preparing to host the meet by explaining what is required, providing deadlines for getting things done and explaining the championship format. It will also guide bidders for future championships.

Calendar for Host/Tournament Director

September 1	Submit budget for championships to Tournament Vice President (T-VP) who will forward it to the USACFC Board for approval. This should be a revision, if necessary, of the original budget submitted with the bid packet.
September 30	<ul style="list-style-type: none"> • Submit measured facility diagram to T-VP who will forward it to the USACFC Board for comment and approval. (See pages 7-8 for requirements). • Submit the name of the Head Official to the T-VP who will submit it to the USACFC Board for approval. • Sign a contract with the Head Official after approval (See November 30 below and “Head Official” on page 10 for what should be in the contract). The host will then work with the Head Official to create a list of referees and armorers.
October 31	<ul style="list-style-type: none"> • Provide names of the Bout Table Director, other Bout Table personnel, referees, and armorers contacted to the T-VP who will have them approved by the USACFC Board. • Include weapon ratings and, in the case of armorers, experience. • Sign Host, Referee and Overflow hotel agreements.
November 30	<ul style="list-style-type: none"> • Referees, armorers, athletic trainer, Bout Committee Director, and bout committee personnel should be hired by this date. Names will be provided to the T-VP. Contracts specifying responsibilities (see relevant sections under ‘Host/Tournament Director Responsibilities’ beginning page 9), pay, per diem, housing, meals, transportation, and other requirements must be sent out to all hired personnel. Contracts will specify that they must be returned by January 1st. All hired personnel should be put up at the same hotel (Referees, Armorers, Bout Table personnel, Athletic Trainer) unless they are local and staying at home. • Provide the salaried Armorers a copy of the facility diagram submitted to the T-VP on September 30th. • Arrangements for parking, facilities, security, hours that the venue will be open and available, staffing, and so forth concluded with the host school. • All contracts with the host school, if any, must be signed by this date with copies forwarded to the T-VP and the USACFC Treasurer.
December 15	All memberships and entry fees due to the USACFC Treasurer and a copy of entries forwarded to the host and T-VP.
January 15	<ul style="list-style-type: none"> • Any adjustments to tournament personal must be made as a result of the final number of entries. This would include adding or subtracting referees and other personnel if necessary. • All travel arrangements, including transportation and hotels arranged for referees, bout committee personnel, Armorers, etc. must be completed. This includes booking any flights necessary. Send information on hotel, travel arrangements, and meals provided to all hired personnel.
January 31	<ul style="list-style-type: none"> • Information on venue, hotels, parking, airport shuttles, local restaurants, etc. must be published on a website available to the USACFC members. • The host team must designate a Host Contact. A current phone and e-mail address for the Host Contact must accompany ALL Host correspondence. This person will handle all questions from the teams as well as be the conduit for roster changes the week before the championships. • Armorers, the Bout Committee Chair, and the Head Official must be provided with a strip layout of the venue indicating which strips will be used for which weapons. • Participating institutions must also be reminded: <ul style="list-style-type: none"> ➤ that they are responsible to bring a complete WORKING scoring set up (machine with current USFA timing, 2 reels, 2 floor cords, 100’ extension cord, 1 power strip,

	<p>1 grounding cable, 1 combination weight, 1 clock, and 1 epee shim) PER GENDER.</p> <ul style="list-style-type: none"> ➤ Failure to bring equipment will result in exclusion from the tournament. ➤ Failure to bring WORKING equipment will result in a \$50 fine PER PIECE of equipment not working plus any repair fees charged by the Armorer, payable to the USACFC. These fees must be paid before an institution will be permitted to participate in the tournament. There is no guarantee that the Armorers will have time to fix your equipment, so check it before you come. It is the institution's responsibility to make sure that each piece of equipment is clearly marked with the name of the team that brought it. ➤ All fencers must have equipment that will pass a USFA weapons check, including a correctly cut uniform and lame, mask, gauntlet for sabre, and body-cords. ➤ All USFA rules will be enforced, except names will not be required on uniforms.
February 28	<ul style="list-style-type: none"> • All entry checks must be received by the USACFC Treasurer. • Team entries confirmed and copied to the host.
March 15	Post final number of entries per weapon squad and format for the championship on the institution's web site and the USACFC list serve.
Two weeks before Championship	All ordered awards/trophies arrive at host school. Trophies will be ordered and paid for by the USACFC Treasurer. This manual will be emailed to every referee, the Head Official, and the Bout Committee Chair.
One Week before Championship	<ul style="list-style-type: none"> • Final rosters due to host along with travel itinerary, including transportation (flights, time of arrival and departure if driving, hotel arrangements). • Changes in the roster may be made by e-mail to the host up to Friday 9 PM. • Host should prepare a calendar/time line of when things must get done for their institution, such as reserving tables, getting tape, etc. etc.

Tournament Schedule

NOTE: If the gender fields are with in 6 teams or less in both foil AND epee, the Executive Board of the USACFC can change the order of the genders after all entries are received and will notify the membership by January 15th via the list serve and website.

Friday:

- Venue set up, to be arranged by the Host. All strips (metal or taped on floor), tables, chairs, bout table/check in, computer work area, armory, equipment concessions, food concessions (if any), referee area, athletic training area, locker rooms, bathrooms, team equipment areas set up and signage put in place. Armorers and their assistants will supervise strip and electrical set-up. Host is responsible for providing labor to set up the entire venue.
- 5:00 PM: Weapons Check opens. Check in opens. All teams must check their line ups for the pools. Roster changes can be made at this time in person. Host should provide personnel to do check in.
- 9:00 PM: Weapons Check and Team Check in closes

Saturday

- 6:45 AM: Doors open. Team Check in for men and Weapons check open. All teams not checked in Friday must check their line ups for the pools.
- 7:20: Annual USACFC meeting
- 7:30: Men's team check in closes.
- 8:00: Referee Meeting
- 8:20: National Anthem
- 8:30: Men's Pools begin.
- 9:30: Team Check in and weapons check for women opens. All women's teams not checked in Friday must check their line ups for the pools.
- 10:30: Women's team check in closes.
- 12:30: Men's pools end. **Individual Tournament: Semi final pools begin 20 minutes after the conclusion of that weapon's team pools.** The bout table **WILL NOT** wait until all weapons are done before starting the individuals. 4 strips needed per weapon. These will be followed by the men's final on 2 strips. The other 2 strips will be released back to the women.
- 1:30: Women's pools begin, at the **latest**. **Women's pools will begin immediately after the conclusion of the same men's weapon pools.** Women will have to check in by 10:30 AM and the bout table **MUST** give a ½ hour warning of when a women's weapon will start. Women's teams must be ready to go when called. Pools may be delayed to allow for referee lunches. All women's pools will have fewer strips to begin with while the men's individual tournament is being fenced but they will all be started simultaneously. As soon as the men's semis are done, the Bout Committee will add 2 strips to the larger or slower moving pool(s).
- 5:30: Women's pools end. **Individual Tournament: Semi final pools begin 20 minutes after the conclusion of that weapon's team pools.** The bout table **WILL NOT** wait until all weapons are done before starting the individuals. The finals of the individuals will follow these.
- 8:00: Women's individual's end.

Sunday

- 7:00: Venue and armory open.
- 7:15: 2nd session of USACFC annual meeting if necessary
- 8:30: Men's table of 24 or 32 begins. 5 rounds should take no more than 5 hours.
- 1:30: All men's DE matches should finish.
- 1:30: Women's team bracket begins, at the **latest**. **Women's matches will begin immediately after the conclusion of the same men's weapon medal round.** The bout table **WILL NOT** wait until all men's DEs are done before starting the women's DE. Women will have to check in by 10:30 AM and the bout table **MUST** give a ½ hour warning of when a women's weapon will start. Women's teams must be ready to go when called.
- 6:30: All women's DE matches should finish.
- 7:00: Award Ceremony

Tournament Format, Pools

Entries: For less than 27 teams, 2 pools of 13 or less; for 27 to 39 teams, 3 pools of 9-13.

- Participation is capped at 39 teams, with teams present at the previous year's meet having rights of first refusal. To participate, they must commit and have their forms and fees (or proof that their fees have been requested of their business department) in by December 15. Failure to do so will forfeit their spot to a new team on a first come, first serve basis.
- If single gender teams enter, they will be paired as though they were one university until the cap of 39 is reached. Thus, a women's team from Enormous State will be paired with the men's team from Snotty Private U to equal one team for purposes of the cap. If the cap is reached in one gender and the very next team is a single gender team of the opposite gender, then it will be allowed into the tournament. However, if the next team has both genders, then it, and all succeeding entries, will be excluded. That includes any single gender team. Further, we will not accept only one gender of a two-gender team if we have reached the cap.

Pool format:

- Each pool will contain the A, B, and C fencers of each team in the pool with the A fencer fencing all the A fencers of the other teams, and so on.
- The order of fencing is C, B, A.
- There will be no time outs.
- **There is a maximum of 3 subs per weapon allowed, but they may be used in the slots as the team wishes. Substitutions must be reported to the referee and noted on the score sheet.**
- The number of strips for each pool will depend on the number of strips at the venue. Optimally, we need ½ the number of strips as the number of teams in a pool (i.e. pool of 10 takes 5 strips).
- Strips should be divided into pods for each pool and referees assigned to each pod so that each match is called in sequence and the pool moved along as quickly as possible.
- One referee should be designated as the chief of each pod and be responsible for making sure the pool moves. Thus, as with a pool of individuals, the pool moves as fast as its internal dynamic allows without any need for control from the bout table. However, score sheets will be taken by a member of the winning team up to the bout table so results can be compiled as quickly as possible.

Pool Seeding: The USACFC Seeding Committee will be responsible for fairly seeding the pools taking into account such factors as USFA classification, finish of individuals on the squad in past USACFC individual finals, squad record/results in the current year including head to head against other squads in the competition and in their conference and conference tournaments, geographical distribution and completeness of the squad. The Committee must fairly distribute squads lacking three members so as not to penalize other teams in their pools. Other factors may be considered at the discretion of the Seeding Committee. **This Committee will create all the pools, finalize them via email or conference call, and send them to the membership by 5 PM the Thursday prior to the Championship. Changes on the day of the vent will be made only for withdrawals as needed, but no other changes will be considered.**

Pool results: USFA rules will be used to tabulate the wins and losses of each fencer in each part of the pool. If the pools are uneven or if squads are lacking members, the results will be treated as uneven pools per USFA rules. The rankings will be posted as rapidly as possible by the bout table with qualifiers indicated to the individual tournament and team direct elimination brackets. The bout committee will post a DE table appropriate to the size of the qualifying field (i.e. 32, etc.)

Promotion to the individual championship: To determine individual results, each fencer will be ranked against the others in his bracket (i.e. Pool 1 A strip), based on winning percentage, indicator and touches scored.

- Qualifiers taken from the field will be ranked against the same level fencers from all pools.
- Ties for qualifying places in the individual championship will be bargaged as per USFA rules.
- 14 fencers promote out of the pools to individual semi finals.
- The semis will consist of 2 pools of 7, double stripped. If there are two pools, 4 As, 2 Bs, and 1 C will qualify out of each pool. If there are 3 pools, 2 As, 1 B, and 1 C from each pool will qualify along with the next best A and B from the field. 8 fencers will promote from the semis to the final pool.
- Only fencers who have fenced all the bouts in their pool are eligible for the individuals.
- **The Bout Committee will immediately post the results of fencers promoted in the designated areas in the venue and allow 10 minutes for people to view and bring corrections/questions to the Committee.**

- The Bout Committee will then create the pools, either by hand or on a software program such as Fencing Time, using USFA rules for seeding, which will be posted in the 4 designated areas. Do not wait for input into a projection system unless that system is synced with the competition computers.

Individual medals and All-Conference certificates: The 8 finalists in each weapon will receive a medal while the top 12 will be designated as 1st Team All USACFC (places 1-4), 2nd Team (5-8), and honorable mention (9-12). The certificates are to be prepared by the Secretary, preprinted and have the tools to printout the names of the fencers onto the certificates from the computer.

Promotion and ranking in the Direct Elimination Team Bracket: To determine the seeding in the elimination table, the results of the A, B, and C fencers of each team will be combined. They will be treated as individuals as per USFA rules and will be ranked by the same criteria of victory percentage, indicator, and touches scored. The rules dealing with uneven pools will also be followed.

Tournament Format, Team Elimination Bracket

- A hosting institution must have a minimum of 36 strips, allowing us to have an elimination bracket of 32 teams. This allows the use of 14 strips for Foil and Epee and 8 for sabre (double stripped). Preferably, an institution should have 40 strips allowing 16 in foil and epee, and 8 for sabre.
- The top 32 teams will advance to the DE with teams ranked 33 and below being eliminated after the pool round.
- Squads must have at least 2 fencers to fence in the bracket. Any team, which cannot field 2 fencers, will be eliminated and teams behind them will move up in seed.
- The top 32 squads will be placed in a DE table of 32 with 16 advancing to a table of 16 with all places fenced out.
- The losing 16 will go into a consolation DE of 16 with only the winners advancing to the next round.
- Squads retain their place in the DE bracket regardless of original seed.
- The ultimate winner of the consolation round will be placed 17th with the others being placed according to USFA rules for placing individuals eliminated in DE rounds.

Rules for the bracket:

- 1) All matches will be fenced to decision (5) on a regular NCAA dual meet score sheet.
- 2) The bout table MUST make available a table of 32 in each weapon and keep it up to date so that competitors and spectators can see the progress of the tournament. A projection screen **can** be set up for this purpose.
- 3) A sub may be put into the match and may be replaced by the starter in the same position. However, all substitutions must be made a full bout in advance and be reported by the referee to the opposing team.
- 4) **Teams may fence any player on their roster provided they have not fenced another weapon in the tournament, is eligible by USACFC rules, and has competed in at least one dual meet during the season.**
- 5) A bout fenced out of order will result in the loss of that **match** in that round for the team at fault. IT IS THE RESPONSIBILITY OF EACH TEAM TO MAKE SURE THAT THE CORRECT BOUT IS FENCED. The team at fault will continue to fence in the consolation rounds, **if applicable.**
- 6) Time outs are not permitted.
- 7) In order to move the tournament along, each section of the bracket should be assigned a pod of strips and referees to keep it moving. UNDER NO CONDITION should the bout table wait until all matches are done in a round to begin the next. **For example, the 9-16 matches can be given 4 strips and refs, a bracket, and get it done, with the winning team bringing up the bout slip and returning with the next match.** (NOTE – I MODIFIED THE LANGUAGE ON THIS TO ELIMINATE THE USE OF FENCING TIME, WHICH WE DON'T NEED HERE)
- 8) Specific strips should be set aside for Medal rounds and bleachers provided for spectators if space permits. The bout table MUST announce medal bouts so spectators know where to go to watch.

Facility Requirements

The host must create a facility diagram, including the dimensions of the venue, measurements of the strips, scoring tables, distances between strips and tables, number of strips to be set up and areas for bout table/check in, computer work area, armory, equipment concessions, food concessions (if any), referee area, athletic training area, locker rooms, bathrooms, team equipment areas, and meeting room for the annual meeting. The facility diagram should also indicate if any of these areas are outside the main venue and, if so, precisely where they are. Any obstacles to setting up of strips or use of floor space, such as pillars, pole vault pits, etc. should also be indicated. The nature of the floor surface must also be described. This diagram must be submitted to the T-VP by September 30.

The facility must contain:

1. Enough space to put up a minimum of 36 strips and the necessary scoring tables, properly spaced. More strips are preferred with 48 as a maximum.
2. Metal or taped strips must be 18 meters long and 1.5 meters wide. The fencing surface is 14 meters and there must be 2 meters of run off behind each end line.
3. Strips must be in pairs of two with a scoring table in between. It is preferable to get thin 'press type' tables to save space.
4. There must be a minimum of 18 inches between the side of the strip and the scoring table.
5. No chairs are to be placed by the scoring table.
6. Each scoring set up must be accessible to electric power, which must be of US standard 110-115 volts.
7. Every effort should be made to procure a minimum of 16 grounded strips for the epee event.
8. The fencing surface of the venue must be wood or composition and allow the taping of metal strips or tape outlining strip boundaries. This is especially critical if any copper, as opposed to segmented, strips are to be used.
9. Lighting must be bright and even without pools of light or shadows across the strips.
10. Bout table area. This can be set up in a variety of ways depending on the venue, however it must contain:
 - a. Two 6 foot tables where check in takes place and all other interaction with the participants and spectators.
 - b. An area for computer operators to work – space for 3 to 6 computers and printers. At least 2 six-foot tables will be needed for this area.
 - c. There must be enough space for assigning strips – clipboards, return of score sheets, etc.
 - d. Convenient electric supply for computers and other equipment.
 - e. The location of the Bout Table should be as close to the geographic center of the strips to facilitate the running of the tournament.
11. Separate men's and women's dressing areas and clean restroom facilities and personnel responsible for care of the facilities.
12. Referee area. To facilitate communication between the Head Official and the referees, this area should be as close to the Bout Table as possible. It will need to accommodate up to 45 referees and have space for resting and eating.

13. Armory area. This area should be set up in a U shape with two 6 foot tables in front and one on each side. This will allow enough space for weapons check and fixing tournament equipment. There must also be space for spare scoring equipment. There must also be access to electric outlets and one of the tables should be strong enough to serve as a worktable and must support a grinder and large vise. At least one outlet needs to be able to handle current for soldering irons. This area should be located near the middle of the venue.
14. Vendor space. This area should be at least 2 6-foot tables wide and 10 feet deep to accommodate Absolute or any other equipment vendor.
15. Athletic training area. This area will need to be big enough to allow one athletic trainer to sit and treat any injuries that come to hand. The Trainer must have easy and convenient access to ice.
16. Team equipment areas. Each team (and we will have up to 39 men's and women's teams) must have a designated area to put their fencing bags and other equipment.
17. Concessions area. If the host is going to allow vendors to sell food, t-shirts, etc. then areas need to be set out appropriate to those purposes.
18. Parking and equipment areas need to be delineated.
19. If possible, strips designated as Finals Strips should provide seating areas for fans.
20. Meeting room. A meeting room, or appropriate space, for the annual USACFC meeting needs to be designated.

Host/Tournament Director Responsibilities

Facility

1. Arrange for someone to be on site to open the venue on time.
2. Arrange for the set-up of all tournament areas as specified under "Facility Requirements" above.
3. Establish and publicize food and beverage consumption policies.
4. Arrange for garbage cans, garbage pick-up, and recycling.
5. Arrange for maintenance to clean up the venue on Saturday and Sunday nights.
6. Arrange for clear signage to designate strips (Strip1-NN), armory, check-in/bout table, Referee area, Athletic training area, locker rooms, team equipment areas, vendor areas, and meeting room.
7. Arrange with host institution for access to electrical outlets and any heavy-duty junction boxes that may be required.
8. Set up a public address system at the tournament administration table that can be heard in the referees' hospitality room as well as throughout the facility. If this is a portable system, it must have at least 2 speakers set up in different parts of the venue. Test prior to each session.
9. Set up master scoreboard, including competitor/team names and school identification. Set up scoreboard for each weapon, preferably on several large TVs or projected on a wall.
10. **Designate 4 areas in the venue for the immediate posting of pools, tables, and results. These can be further posted on a projector, but in order not to waste time, there must be areas to post print outs from the bout table.**
11. Have personnel available to monitor heat, ventilation, lighting and electrical outlets. It is critical that someone have access to keys that turn on lights, power, etc. so the tournament will not be delayed.
12. Arrange for the playing of the national before the beginning of the championship each day.
13. Hiring Personnel
 - a. Hire personnel (Bout Table Director, other Bout Table personnel, Head Referee, Referees, Armourers, Athletic trainer, volunteers) as provided in the Calendar on page 2 above.
 - b. Provide the volunteers, referees, Armourers, and other hired personnel with distinctive shirts so they may be identified easily.
 - c. Additional support personnel you might want:
 - c.i. Hospitality. This individual(s) shall set-up and clean up the coaches'/ officials' hospitality area. This individual(s) also could assist teams in locating locker rooms, meeting rooms, restaurants, etc
 - c.ii. Assistant to the Armourers. To assist the Armourers and to guard the armory area. This is in addition to the trained Armory assistants.
 - c.iii. Floor control. This individual is responsible to work with the bout table and Armourer to keep everything on the floor working smoothly. This may entail getting the custodian to clean up garbage or spills, taping down strips, making announcements, etc.
 - c.iv. Clerical assistance: Several people should be assigned to help the Bout Table with score sheets, running results, setting up clip boards, etc.

Host/Tournament Director Responsibilities, cont.

Financial arrangements

1. Consult with the USACFC Treasurer and past host about likely income and expenses and submit proposed budget in the initial bid package as required by USACFC by-laws. In the summer before the championship, revise the budget, if necessary, and submit the revised version by September 1st to the T-VP. The host should be provided with a copy of the past year's financial statement. The budget should include expected income from entry fees and any other sources, such as concessions or sponsorships. Expenses should include 1) facility rental, 2) rental for tables, chairs, PA system, computers, printers, and other facility items, 3) hired personnel honorariums, travel expenses, hotels, and any other reimbursable items, 4) supplies for running the bout table (paper, clip boards, etc.), 5) t-shirts for hired and volunteer personnel, 6) Awards, 7) supplies for the Armourer, 8) miscellaneous expenses. Note: the USACFC Board must approve the revised budget by September 15th. Once approved, the budget may not be exceeded without prior approval.
2. Give all hired personnel (referees, bout table people, athletic trainer, Armourers and their assistants) the appropriate forms to record their expenses and fees. Make sure agreements are signed with the referees, armourers, athletic trainer, and bout table personnel so fees and honorariums are explicit and clear. Arrange with the USACFC Treasurer to pay all the above-mentioned personnel prior to their departure by separate checks. After reimbursing everyone for expenses (if any), the Treasurer will give a report of these expenses and return their expense forms to the host so they may be attached to the financial report.
3. Submit the financial report to the Treasurer of the USACFC within 60 days after the completion of the tournament. Please attach officials expense forms, hotel receipts, and any other relevant documents to the financial report.

Head Official (host should include these responsibilities in the contract)

1. Work in consultation with the host to select referees and armourers
2. Assign officials in a timely manner.
3. Interpret USFA rules at championships and make sure all officials know the current USFA rules.
4. Inform officials of tournament procedures and format.
5. Conduct the officials' meeting with the Head of the Bout Committee.
6. Serve as the bout committee chair and assign protest committee which will include two referees that were not involved in the issue per weapon.
7. Communicate the schedule, arrival and departure times to the officials each day.

Referees

1. The Host, in conjunction with the Head Official, must hire referees as per the calendar above.
2. The total number of referees will depend ultimately on the number of strips set up. However, referees should be hired to do one weapon only. A minimum of **16 referees in foil and epee and 8 in sabre** plus 2 relief referees should be hired in each weapon.
3. The host should strive to hire the highest USFA ranked referees available. When submitting their names to the T-VP, their USFA ranking must be provided. If they have no ranking, then a summary of their experience must be provided.
4. Referees will be provided with housing if necessary, meals and refreshments during the event.
5. Referees will be provided with distinctive shirts, one for each day.
6. **Referees must be mailed this manual 2 weeks in advance of the USACFC so that they may familiarize themselves with the tournament format.**

Bout Table

1. Hire a Bout Table Director, who will be responsible for all the operations of the Bout Table (See Calendar). Their primary responsibility is to ensure the smooth running of the tournament including the check in of teams, the production of score sheets, working with the Head Official to get the referees score sheets and to their strips, inputting results, posting results, etc.
2. The Bout Table Director will supervise the bout committee personnel and make sure their tasks are accomplished. It is imperative that the host provides sufficient numbers of computer operators and other

support personnel to ensure the Bout Table Director is able to devote their attention to running the meet efficiently and dealing with any glitches that occur.

3. Arrange for necessary materials at the tournament administration table - clocks, weights, shims, paper (two reams of colored paper for each of the six weapons), pencils, computers (at least one per weapon), printers (one for each computer), paper clips, rubber bands, pencil sharpener, stapler, copying machine and clipboards.
4. Teams are responsible for bringing clocks, weights, and shims and these should be collected at the Bout Table for distribution to the officials.
5. An up-to-date rulebook must be available at the bout committee table, and any rule changes not in the rulebook should be documented. A public address system must be available at the central scoring desk. If possible, provide direct communication between the central scoring desk and the officials' lounge (walkie-talkie, if necessary).

Armory

Armorsers

1. Hire at least two completely qualified, salaried Armorsers who can fix all aspects of scoring equipment.
2. The selection of these armorsers will be by the host in consultation with the Head Official and approved by the USACFC Board.
3. Once the Armorsers are hired, they must be provided with the facility diagram so they may provide comment or suggestions on it if necessary. Any changes to the set up must be submitted to the T-VP. **In order for the armorsers to correctly place machines with scoring and timing, they must be provided in advance with a strip layout indicating which weapons will be placed on which strips.**
4. The Host must provide at least two Assistant Armorsers. They will assist the Armorsers in supervising set up and performing weapons check. The Assistant Armorsers must have sufficient knowledge and experience with setting up scoring equipment and conducting weapons check. This will free the salaried techs for more complicated repairs.
5. An additional assistant must be provided for Friday evening and Saturday morning during weapons check.
6. The salaried armorsers will be provided transportation, housing, meals, and be paid for three days since they have to supervise set up. They should be housed with the referees.

Armorer's responsibilities:

1. Supervising Friday set up of strips and scoring equipment.
2. Making sure that strips without equipment on Saturday morning are set up.
3. Prior to setup, all equipment **must** be tested for function and brought to tournament specification. To that end, all scoring equipment must be deposited at the armory by participating teams. Equipment not in use will remain stored in the armory area.
4. Ensuring all strips remain operational during the tournament, including the replacement and repair of equipment if necessary.
5. Supervising tear down of strips and scoring equipment on Sunday.
6. Conducting a full weapons check (body cords, masks, lames, gauntlets, mask cords per USFA rules) on Friday night and Saturday morning.
7. Helping, if possible, at a self-test station, set up at the armory. Two stations would be better. The host needs to provide testing boxes, weights, and shims for each self-test station.

Equipment

1. The current requirement is for every participating institution to provide 1 complete scoring setup per gender. A complete set up includes scoring machine (current USFA timing), 2 reels, 2 floor cords, 1 extension cord, 1 power strip, 1 grounding cable, one combination weight, one clock, and one epee shim.
2. The Armorsers will create an inventory list of the equipment given into the Armory.
3. Schools are required to clearly label their equipment with their team name.
4. When not in use, store all equipment in a secure area, except weights, shims, and clocks, which should be stored at the bout table. At the end of the championships, Armorsers should supervise dismantling of the equipment. After checks against the inventory list, return equipment to Absolute (or other hired vendor) and the individual teams.

5. Fencing Strips. As specified above in the "Facility Requirement", a minimum of 36 to a maximum of 48 strips will be set up. Tournament strips should conform to USFA rules. Strip markings must be in accordance with current USFA rules.
6. Strips must be secured and cleaned to ensure firm footing for contestants.
7. If copper or non-segmented strips are used, the sides and ends of the strips should be taped under tension to prevent slipping and buckling during competition. If tape is used to designate strips, strips must be measured to conform to USFA rules.
8. A table should be placed between each pair of strips and sufficient space (18 inches) between the edge of the strip and the table to prevent accidents to the scoring machine.
9. 3 meters of space should be allowed for referees between strips.

10. The host must provide duct tape, paper, if necessary for copper strips, court tape for wood floors, and metallic tape for grounding strips.
11. Tape for non-grounded strips should be sufficiently adherent not to come up during the fencing.
12. Power Supply. Power voltage must comply with USFA requirements. If 110-115 volt house current is used, be sure adequate power is available for all machines.
13. Tape all cords to the floor, where appropriate. Consult the technical commission of the USFA regarding power requirements.
14. GFCI outlets should be used.
15. The host is responsible for providing an inspection stamp and inkpads for weapons check.
16. The host is responsible for providing the Armors with 9-volt and 6-volt batteries for battery operated scoring boxes as well as AA and AAA batteries for remotes and other equipment in case replacement is necessary.

Athletic Trainer

1. Arrange for an athletic trainer and training facilities (within/or nearby competition site) to be available one and a half hours before the start of the competition, and for planned access to a physician and medical facility.
2. Ensure that the trainers are familiar with the requirements of fencing movements.
3. Provide each institution with information regarding hospital facilities and, when necessary, arrange for their use.
4. Arrange to have a trainer in attendance at all championships sessions. The trainer should be at the site at least one hour prior to the start of each day's competition.
5. If the facility does not have a first aid or training room, set one up. A list of supplies that will be useful can be compiled with the school's training staff.
6. Arrange for ambulance coverage at the site and post the telephone number of the service.
7. The host institution should send a list of the athletic training services that will be provided to the participating schools.

Check in Packet

1. Prepare a check in packet to be given to each team as they check in at the venue.

2. The packet will include
 - a. Format
 - b. Strip layout and rotation
 - c. Policies and procedures to emphasize, i.e. injury policy, CBA, etc.
 - d. Schedule including meetings
 - e. Contacts for emergencies
 - f. Program, if available
 - g. Numbers for cabs and ordering food, if possible.

Awards

1. Upon receipt of awards, check each for the proper identification and quantity.
2. Prepare an appropriate awards ceremony in consultation with the President of the USACFC.
3. If available, set up an awards stand by the awards table.
4. Fencers shall be dressed in **official school team warm-up**. Advance notice will be given to fencers participating to gather and prepare for ceremony

Housing

1. Reserve a large block of rooms at a hotel (or several) for the participating institutions.
As an estimate, consider the following:
 - a. 39 teams x 18 fencers per team = 702 fencers, housed 4 to a room = 176 rooms
 - b. 25 coaches housed 1 to a room = 25 rooms
 - c. 45 officials housed 2 to a room = 23 rooms
 - d. 2 Armorers can share 1 room
 - e. Bout Table Director = 1 room
 - f. Sub total = 226 rooms
2. Separate accommodations for officials and Armorers are required at a hotel separate from where teams will be staying. The number of rooms for hired personnel will depend on how many are coming from out of town and gender. There should be 2 officials in a room.
3. When you reserve the block, talk to the sales department of the hotel and not only request the athletic or convention rate (or best you can get) but also ask for perks such as free breakfast and shuttle to and from the venue for the officials. See if your institution has any special arrangements with hotels for visiting teams. Make sure you get everything in writing and sign a contract.
4. Speak with your town's Chamber of Commerce. Here's the magic sentence... "I'm organizing an athletic tournament for early April that will bring 700 athletes and ~100 support personnel to this town for a weekend. Do you have contacts with local hotels that would be interested in giving us a group/bulk rate, that can provide shuttle service or any other perks?"
5. Establish a master account at the tournament headquarters for the officials' room and tax expenses. Officials are responsible for their own incidental expenses (room service, phone, etc.).
6. Advise institutions and officials of the hotel's accessibility to the site, ground transportation, dining accommodations and arrangements for hospitality and registration.
7. Provide a map.
8. Send institutions a travel information form to include members of the travel party, team, arrival dates and times, coach's or President's contact information and number of vehicles. This form should be returned prior to their arrival.

Results

A complete copy of results should be available as soon as possible on the host website and on the USACFC list serve.

Emergency procedures during the Championship

If the host feels that there are difficulties in running the tournament – delays, breakdowns, etc. – that she or he cannot manage, then the first step will be to consult the USACFC T-VP. At his/her discretion, the President or other members of the USACFC Board or technical staff may be consulted to solve the problem.

If members of the USACFC Board feel that there are difficulties in the way the tournament is running, usually in response to complaints from participating coaches, they must first, consult with the host and T-VP to see what the problem is and how it may be resolved. Second, if action is warranted, the Board, in conjunction with the host, will implement it. **UNDER NO CIRCUMSTANCES WILL A MEMBER OF THE BOARD ACT INDIVIDUALLY TO TELL THE BOUT COMMITTEE OR HEAD OFFICIAL WHAT TO DO WITHOUT THE SANCTION OF THE USACFC BOARD.**