



TOURNAMENT MANUAL

Revised March 12, 2022

Purpose of the Manual

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

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Calendar for USACFC

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| <p>June 1</p> | <p>Submit proposed venue contracts to Board of Directors and arrange meeting to discuss proposed budget for tournament based on known costs.</p> |
| <p>September 30</p> | <ul style="list-style-type: none"> • Review facility diagram or floor plan to comment and generate strip layout and designated spaces for teams etc. per Facility Requirements. . (See pages 7-8 for requirements). • Board of Directors proposes potential candidates for Head Referee and Bout Committee Chair. Board will meet to discuss and finalize selections. • Sign a contract with the Head Referee and Bout Committee Chair after approval (See “Head Referee” on page 10 for what should be in the contract). Designated Board members will then work with the Head Referee to create a list of referees and armorers, and the Bout Committee Chair to create a list of additional tournament staff. <ul style="list-style-type: none"> o Include weapon ratings and, in the case of armorers, experience. |
| <p>October 31</p> | <ul style="list-style-type: none"> • Sign Host, Referee, and Overflow hotel agreements. |
| <p>November 15</p> | <ul style="list-style-type: none"> • Information on Hotel, Venue, etc. published on USACFC website and sent to schools to allow teams to begin making travel arrangements. |
| <p>January 15</p> | <ul style="list-style-type: none"> • Referees, armorers, athletic trainer, Bout Committee Chair, and bout committee personnel should be hired by this date. Names will be provided to the Board of Directors. 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 February 1st. All hired personnel should be lodged at the same hotel unless they are local and staying at home. • Provide the Armorers and Bout Committee Chair a copy of the finalized facility diagram. • Arrangements for parking, facilities, security, hours that the venue will be open and available, staffing, and so forth concluded with the host facility. All contracts with the host school, if any, must be signed by this date with copies forwarded to the Board of Directors. |
| <p>February 15</p> | <ul style="list-style-type: none"> • Any adjustments to tournament personnel must be made as a result of the final number of entries. This would include adding or subtracting referees and other personnel if necessary. • The host team, if any, must designate a Host Contact. A current phone and email address for the Host Contact must accompany ALL Host correspondence. • The Bout Committee Chair will handle all roster changes up to one week before the championships. • Participating institutions must also be reminded that: <ul style="list-style-type: none"> ➤ They are responsible for bringing a complete and working scoring set-up (machine with current USFA timing, 2 reels, 2 floor cords, 50’ extension cord, 1 power strip, 1 grounding cable, 1 combination weight, 1 stopwatch, and 1 set of shims) per gender unless otherwise exempted. ➤ Failure to bring equipment will result in exclusion from the tournament unless exemption is granted.All fencers must have equipment that will pass an NCAA weapons check, including a correctly cut uniform and lame, mask, gauntlet for sabre, and body-cords. ➤ All NCAA rules will be enforced, except names will not be required on uniforms. |
| <p>February 15 deadline</p> | <p>All entry checks must be received by the USACFC Treasurer. Team entries are confirmed and copied to the Bout Committee Chair and President of the Board or host, if any.</p> |

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| <p>March 15</p> | <ul style="list-style-type: none"> ● 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. ● Post final number of entries per weapon squad and format for the championship on USACFC website. |
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| <p>Two weeks before Championship</p> | <ul style="list-style-type: none"> ● All ordered awards/trophies arrive at the host school or designated Board Member's address. Trophies will be ordered and paid for by the USACFC Treasurer and designated Board Member. ● This manual will be emailed to every referee, the Head Referee, and the Bout Committee Chair. |
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| <p>One Week before Championship</p> | <ul style="list-style-type: none"> ● Final rosters are due to Bout Committee Chair along with travel itinerary, including transportation (flights, time of arrival and departure if driving, hotel arrangements). ● Changes in the roster may be made by email to the Bout Committee Chair up to Wednesday 8 PM. All later changes will be subject to Roster Change Fees (See Bout Committee responsibilities) ● The Board of Directors should prepare a calendar/timeline of when things must get done for their institution, such as reserving tables, getting tape, etc. |

Registration Requirements

Entries

The championship tournament will be capped at 39 squads per weapon. If there are fewer than 27 teams, then we will have 2 pools of 13 or fewer. If 27 or more, we will have 3 pools of 9-13. Based on previous experience, pools will likely take approximately 3 ½ to 4 hours to complete. The teams present at the previous year's meet have the right of first refusal to enter the current year's competition. Returning teams must commit and have their forms, fees (or proof that their fees have been requested of their business department) in by the stated deadline. In the case of failure to do so, their spot may be given to a new team on a first come, first serve basis. If single-gender teams enter, they will be paired, for organizational purposes, with another single-gender team as though they were one university until the cap of 39 weapon squads is reached.

Minor changes such as fencer order or alternates moving into starting positions may be made through the Wednesday before the tournament. Any changes after this date must be made at the event, and a \$25 administrative fee (cash or check) per gender squad must be paid to the Bout Committee.

Eligibility

A fencer will be limited to 5 seasons of competition at any college level. This is 5 seasons in which a fencer competes for any team(s) in any intercollegiate competition (NCAA and/or club) for even one bout in a given season.

There will be no prior vetting of any fencers, but adequately substantiated challenges will be verified. If the board determines that a fencer has exceeded their eligibility then a one year suspension from USACFC will be given to the fencer's team. That team and all of its fencers, coaches, and staff will be black carded / disqualified from the event IMMEDIATELY, WITHOUT DISCUSSION, and its results for that entire event will be vacated. That team will be ineligible to compete in any USACFC event through the end of the following calendar year and will have to re-apply to the USACFC (forfeiting all incumbency priorities, if any) to resume participation thereafter.

Partial Squads

1. Any amendment to a team's roster resulting in a partial squad (two fencers) for any reason MUST be made in person at the event, and is therefore considered a roster change, incurring the applicable administrative fee during Day One check-in.
2. Substitutes for any other same-gender weapon competing at the Championship that have not yet fenced a bout in their preferred weapon are requested to fill an incomplete squad before a partial squad is allowed. Substitutes must be from the same school as the other members of the incomplete squad; no composite teams will be allowed.
3. Partial squads on Day One must assign their fencers to the A and B slots.
4. Fencers cannot be added to Day Two if they were not on the roster for Day One fencing.
5. A squad of only one fencer will not be allowed to compete.

6. If during Day Two a fencer is injured in a two person squad and cannot continue to fence, that squad forfeits their remaining matches.

Tournament Format

Round 1: Pool Play

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. The number of strips for each pool will depend on the number of strips at the venue. Optimally, there will be 45-48 strips, which are divided into 18 for foil, 18 for epee, and 9-12 for sabre. If there are fewer strips, the number assigned to each pool and weapon will be reduced by the bout committee.

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. To prevent confusion, the Bout Committee should make sure strip assignments are posted with the schedule of rounds for that pool. One referee should be designated as the chief of each pod and be responsible for making sure the pool runs efficiently. 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, a member of the winning team, or volunteer runners, will take score sheets up to the bout table so results can be compiled as quickly as possible.

Additional rules for the pools

1. The bout order must be C, B, and then A
2. A substitute may be put into one of the slots to fence and may fence in that position as well as be replaced by the starter of that same slot. In other words, a substitute may be swapped in and out of the slot with the original starter. If the substitute is put into a match, their name must be properly entered on the score sheet and be reported by the referee to the opposing team.
3. A substitute, once entered into a pool, may not fence in another slot. In other words, if a substitute is put into A slot, they may not be put into slot B or C at a later time.
4. Since an illegal substitution will only be detected at the bout table as the results are entered, all bouts fenced in that slot will be eliminated whether fenced by the starter or substitute so as not to advantage or disadvantage any opponent. All victories gained in that slot by the team that did the substitution will be voided and their total reduced for the squad as a whole. It will be as though the offending team had only two fencers.
5. If a fencer is injured and must withdraw, a substitute may take over the bout at the score and time at the time the injury occurred. If there is no available substitute, then the fencer is withdrawn and treated as though they had not fenced. No results for them or their opponent will be recorded.
6. Again, there are no timeouts permitted.

7. Only fencers who have fenced all the bouts in their slot are eligible for the individuals. Therefore, if the slot has had a substitute entered at any point, then neither fencer is eligible for individuals.

Pool Seeding

The USACFC Bout Committee will be responsible for fairly seeding the pools taking into account such factors as, 1) squad record/results in the current year including head to head against other squads in the competition and in their conference and conference tournaments, 2) geographical distribution, and 3) 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 Bout Committee.

Pool results

USA Fencing 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 as they would be per USA Fencing 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 team DE table appropriate to the size of the qualifying field (e.g. 32, etc.)

Handling of Individual Championships

To determine individual pool results, each fencer will be ranked against the others in his bracket (e.g. Pool 1 A strip), based on 1) winning percentage, 2) indicator, and 3) 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 decided via a bout to 5 touches as per USFA rules. If there are 2 pools, 16 fencers will still qualify, with the top 4 A's, the top 2 B's and the top 1 C from each pool and then the next best B and C in the field. Assuming 3 pools per weapon, we will promote 2 A's, 1 B, and 1 C per pool plus the next best two A's and 2 B's. This will yield 8 A's, 5 B's, and 3 C's who will be seeded into the DE as follows:

- Seeds 1-8: A1 through A8
- Seeds 9-13: B1 through B5
- Seeds 14-16: C1 through C3.

Only fencers who have fenced all the bouts in their pool are eligible for the individuals. A1 and A2 seeds will be given a bye from individual pools. Then, the top six fencers from the overall seeding will be promoted to the direct elimination bracket. The DE will be fenced according to USA Fencing rules with 15 touch bouts.

Promotion and Seeding in the Direct Elimination Team Bracket

To determine the seedings in the elimination table, the results of the A, B, and C fencers of each team will be combined. Squads will be treated as whole entities as per USA Fencing 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. Should there be a tie for the final qualifying spot in the team DE table, the head to head result will break the tie between the two squads. If the squads were from different pools, then a barrage will be fenced with one bout each between the A's, B's, and C fencers with the same rules as applied in the pool play. If a qualified fencer is injured and unable to fence the

DE, USA Fencing rules will apply, and, upon verification of the injury, their opponent receives a victory and advances to the next round. If the injury occurs during the DE, USA Fencing rules will also apply.

Round 2: Team Elimination Bracket

Any venue hosting the championships should have a minimum of 45 strips. The USACFC Board may accept a bid with fewer strips at their discretion but the number of strips per weapon will have to be reduced. Squads must have at least 2 fencers to fence in the bracket. At the start of the day, any team which, for any reason, cannot field 2 fencers will be deemed to be eliminated and teams behind them will move up in seed. The bracket will have 32 teams with all places fenced out. If the USACFC Board accepts a venue with insufficient strips, it may decide to use an incomplete table of 32 but the Board should make every effort to secure a venue with sufficient space for 45 strips (40 at the absolute minimum).

Rules for the bracket

1. All matches will be fenced to decision (5 bouts) on a regular NCAA dual meet score sheet.
2. The Bout Committee 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 should be set up for this purpose or other acceptable methods may be used.
3. A substitute may be put into the match and may be replaced by the starter in the same position. However, all substitutions must be made by informing the referee and the opposing team a full bout in advance.
4. If a team only has two fencers, the captain will choose where to put the starters and the third position produces forfeits. Forfeits only count when you reach them on the score sheet. Thus, even though a team only has two fencers, they are not automatically down 0-3.
5. **A bout fenced out of order will follow NCAA rules for dual meets. The bout is put where it was supposed to happen on the score sheet and is not counted until reached in the match. If two fencers fence twice, the second bout will not count. IT IS THE RESPONSIBILITY OF EACH TEAM TO MAKE SURE THAT THE CORRECT BOUT IS FENCED.**
6. **A single, one-minute** time out per school, per team match, will be permitted.
7. If a fencer is injured and must withdraw, a substitute may take over the bout at the score and time when the injury occurred. If there is no substitute available, then that bout, and all succeeding bouts for the injured fencer in that round are forfeits. The injured fencer may be used in a subsequent round.
8. 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 Committee wait until all matches are done in a round to begin the next. For example, the 17-24 matches can be given 4 strips and refs, a bracket, and be completed at its own pace. FencingTime can handle a bracket fenced out to all places and needs to be used with the winning team bringing up the bout slip and returning with the next match.
9. Specific strips should be set aside for medal rounds and, if possible, bleachers provided for spectators. The Bout Committee must announce medal bouts so spectators know where to go to watch.

Schedule

(Please note that these times are flexible based on host or venue constrictions, below is an example of 2022's schedule)

Friday

TBA: Set up at host's discretion.

5:00 PM: Check-in for both genders. Equipment check opens.

All available teams should drop off their scoring equipment at the venue for armorer inspection and prompt strip setup.

10:00 PM: Check-in and mask check ends.

Saturday

7:00 am Women's team check-in and weapons check open

8:00 am Women's team check-in closes

8:00 am Referee Meeting

8:20 am National Anthem

8:30 am (at the earliest) Women's pools begin

11:30 am Men's team check-in and weapons check open

Men's fencers should enter the building no earlier than 11:30 am for weapon check unless they are a designated team representative for the women's squads.

12:00 pm Women's pools estimated end

Individual Tournament pools begin 30 minutes after the conclusion of that weapon's team pools.

1:00 pm (at the earliest) Men's pools begin

6:00 pm Men's pools end

Individual Tournament pools begin 30 minutes after the conclusion of that weapon's team pools

8:00 pm Men's individual's estimated end

Sunday

7:00 am Venue opens

8:00 am Referee Meeting

8:30 am (at the earliest) Women's DE Tableau begins

Estimated End Times:

Women's Epee and Women's Foil: 2:30 pm

Women's Sabre: 1:30 pm

2:00 pm (at the earliest) Men's pools begin

Men's fencers should enter the building no earlier than 1 pm for warm-ups, vendors, trainers, etc unless they are a designated team representative for the women's squads.

Estimated End Times:

Men's Epee and Women's Foil: 8:00 pm

Men's Sabre: 7:00 pm

8:15 pm Award Ceremony

Facility Requirements

The Board of Directors or host, if any, 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, 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 finalized by January 15. Teams should try to be available to help setup on the Friday evening.

The facility must contain:

1. Enough space to put up a minimum of 40 strips and the necessary scoring tables, properly spaced. More strips are preferred with 48 as a maximum.
2. Metal or taped strips must be at least 17 meters long and 1.5 meters wide. The fencing surface is 14 meters and there must be at least 1.5 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 setup 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 should ideally 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, and without bright windows or glare to disadvantage one fencer over another.
10. Bout Committee area 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.
11. The venue should have separate men's and women's dressing areas and clean restroom facilities, with personnel responsible for care of the facilities.
12. To facilitate communication between the Head Referee and the referees, the referee area should be as close to the Bout Committee area as possible. It will need to accommodate up to 45 referees and have space for resting and eating.
13. The armory area should allow for enough space for equipment 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.
14. Space should be made to accommodate vendor requirements, such as Absolute or ProPrintWear.
15. The medical area will need to be big enough to allow at least one athletic trainer to sit and treat any injuries that come to hand. The trainer must have easy and convenient access to ice.
16. Each team must have a designated area to put their fencing bags and other equipment.
17. Parking and equipment areas need to be delineated.
18. If possible, strips designated as Finals Strips should provide sufficient space for spectators.
19. A meeting room, or appropriate space, for the annual USACFC meeting should be designated.

Board and Host Responsibilities

Facility

1. Arrange for someone to be on-site to open the venue on time.
2. Arrange for the setup 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. Make arrangements with the host venue 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. Designate 2 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.
 - a. Install a physical barrier and staff a volunteer to prevent spectators from approaching, addressing, or in any way interacting with members of the Bout Committee.
10. 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.
11. Arrange for the national anthem to play before the beginning of the championship each day.
12. Hiring Personnel
 - a. Hire personnel (Bout Committee Chair, other Bout Committee personnel, Head Referee, Referees, Armorers, Athletic trainer, Volunteers) as provided in the Calendar on page 2 above.
 - b. (Optionally) Provide the volunteers, referees, armorers, and other hired personnel with distinctive shirts so they may be identified easily.
 - c. Additional support personnel:

- i. Hospitality: Individuals tasked with the set up and cleaning of the coaches'/ officials' hospitality area. They could also assist teams in locating locker rooms, meeting rooms, restaurants, etc.
- ii. Assistant to the Armorers: Volunteers to assist the Armorers and to guard the armory area. This is in addition to the trained Armorers.
- iii. Floor control: Individuals who work with the Bout Committee and Armorers 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.
- iv. Clerical assistance: Runners to help the Bout Committee with score sheets, running results, setting up clipboards, etc.

Host (if any) Financial Arrangements

1. Consult with the USACFC Treasurer and past host(s) 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 Board of Directors. 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:
 - a. facility rental
 - b. rental for tables and chairs
 - c. PA system
 - d. printers and other facility items
 - e. hired personnel honorariums, travel expenses, hotels, and any other reimbursable items
 - f. supplies for running the bout table (paper, clipboards, etc.)
 - g. optional t-shirts for hired and volunteer personnel
 - h. awards
 - i. supplies for the Armorer
 - j. supplies for Sports Medicine
 - k. miscellaneous expenses

Note: the USACFC Board must approve the proposed budget by September 15th. Once approved, the budget may not be exceeded without prior approval.

2. Give all hired personnel (referees, Bout Committee, athletic trainer, and Armorers) the appropriate forms to record their expenses and fees. Make sure agreements are signed with the referees, armorers, 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 for their honorarium (and any known expenses) prior to their departure from the venue by separate checks. Any unknown expenses will be reimbursed after the tournament once costs have been finalized (e.g. extraordinary agreements, or if a referee does not submit expense forms in time). 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 Referee Responsibilities

The Head Referee works in consultation with the designated Board Member and host, if any, to hire referees, along with carrying out the following duties:

1. Assign officials in a timely manner.
2. Interpret USA Fencing rules at championships and make sure all officials know the current USA Fencing rules.
3. Inform officials of tournament procedures and format.
4. Conduct the officials' meeting with the Bout Committee Chair.
5. Resolve all protests and appeals by a team or fencer against a referee's ruling.
6. Communicate the schedule, arrival, and departure times to the officials each day.

Referees

1. The designated Board Member and host(s), if any, in conjunction with the Head Referee, 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 USA Fencing ranked referees available. When submitting their names, their USA Fencing 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 dress in a professional manner. While USA Fencing guidelines of navy and gray are not required, referees should have a professional appearance - no jeans, combed hair, and ideally a suit or blazer..
6. Referees will be provided with a detailed policy for travel reimbursement, honorarium, etc. before being hired, and should also be contacted to determine any dietary restrictions, roommate preferences, etc. The Board of Directors and host(s), if any, will strive to provide a good experience for referees and other officials.

7. Referees should be provided this manual 2 weeks in advance of the championship so that they may familiarize themselves with the tournament format.

Bout Committee Responsibilities

1. Hire a Bout Committee Chair, if the Tournament VP will not be serving this role, who will be responsible for all the operations of the Bout Committee. 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 Referee to get the referees score sheets and to their strips, inputting results, posting results, etc.
2. The Bout Committee Chair 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 Committee Chair 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 Bout Committee table - stopwatches, 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. An up-to-date NCAA and USFA rulebook must be available at the bout committee, and any rule changes not in the rulebook or tournament manual should be documented and announced to the membership in advance of the tournament. A public address system must be available for the Bout Committee. If possible, provide direct communication between the Bout Committee and the officials' lounge (walkie-talkie, if necessary).
5. Record any roster changes, and, where applicable, charge and collect administrative fees for last minute roster changes.

Armory

1. Hire at least two completely qualified armorers who can fix all aspects of scoring equipment and test fencers' equipment.
2. The selection of these armorers will be by the host, if any, in consultation with the designated Board Member and approved by the USACFC Board.
3. Once the armorers are hired, they must be provided with the facility diagram so they may provide comment or suggestions if necessary. Any changes to the setup must be submitted to the Board of Directors and host, if any. In order for the armorers to correctly place machines with scoring and timing, they must be provided with a strip layout in advance, indicating which weapons will be placed on which strips.

4. There must be at least two Assistant Armorerers available. They will assist the head armorer in supervising set up and performing equipment check. The Assistant Armorerers must have sufficient knowledge and experience with setting up scoring equipment and conducting weapons check. This will free the head armorerers for more complicated repairs.
5. An additional assistant must be provided for Friday evening and Saturday morning during weapons check.
6. The armorerers will be provided transportation, housing, meals, and be paid for two and a half days since they have to supervise set up. They should be lodged with the referees.

Armorerers' Responsibilities

1. Provide the Board of Directors and host with a list of necessary equipment for the armory, if unowned by any of the armorerers. This equipment can then be lent by a vendor or by teams.
2. Supervise and guide Friday set up of strips and scoring equipment.
3. Ensure that strips without equipment on Saturday morning are set up before fencing begins.
4. Prior to setup, all equipment **must** be tested for function to ensure that they meet all tournament specifications. 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.
 - a. **Failure to bring working equipment will result in being charged for necessary repairs by the armorer.** These fees must be paid before an institution will be permitted to participate in the tournament. There is no guarantee that the armorerers will have time to fix your equipment, so check it before you come. Fine will not be charged unless repairs are performed. 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.
5. Ensure all strips remain operational during the tournament, including the replacement or repair of equipment and retaping of strips if necessary.
6. Supervise tear-down of strips and scoring equipment on Sunday.
7. Conducting an equipment check for fencers on Friday night and Saturday morning. Unless otherwise agreed upon by armorerers and Board of Directors, only masks and gloves will be checked.
8. If possible, assist in setup of fencer self-test stations. 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, unless otherwise exempted. A complete setup includes a scoring machine (current USFA timing), 2 reels, 2 floor cords, 1 50-ft extension cord, 1 power strip, 1 grounding cable, one combination weight, one stopwatch, and one set of epee shims.
2. The armorers will create an inventory list of the equipment given into the Armory.
3. Schools are required to clearly label their equipment with their school or team name.
4. When not in use, store all equipment in a secure area, except weights, shims, and stopwatches, which should be stored in a location where referees have easy access. At the end of the championships, Armorers 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. As specified above in the "Facility Requirement", a minimum of 40 to a maximum of 48 fencing strips will be set up. Tournament strips and strip markings must conform to USFA rules.
6. Strips must be secured and cleaned to ensure firm footing for fencers.
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 for any copper strips, court, gaffer's, or painter's tape for wood floors, and metallic tape for grounding strips.
11. Tape for ungrounded strips should be sufficiently adherent not to come up during the fencing.
12. Power voltage of any power supply 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.
14. GFCI outlets should be used.
15. The Board of Directors and host, if any, are responsible for providing an inspection stamp (preferably more than one) and ink pads for equipment check.
16. The Board of Directors and host, if any, are responsible for providing the armorers 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 hour before the start of the competition.
2. Ensure that the trainers are familiar with the physical requirements of fencing movements and common injuries.
3. Provide teams with information regarding nearby hospital facilities and, when necessary, arrange for their use.
4. Arrange to have a trainer in attendance through all championship fencing. The trainer should be at the site at least one hour prior to the start of each day's competition. It should be made absolutely clear to the trainer that they are expected to stay until all fencing has concluded.
5. If the facility does not have a first aid or training room, designate a space for the athletic trainer. A list of supplies that will be useful can be compiled with the trainer.
6. The Board of Directors and host, if any, should send a list of the athletic training services that will be provided to the participating schools.

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-ups when receiving awards.**

Housing

1. Reserve a large block of rooms at a hotel (or several) for the participating institutions. Consider the following estimate:
 - 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. 46 referees housed 2 to a room = 23 rooms
 - d. 3 armorers, Bout Committee Chair, and 2 bout committee personnel, housed 2 to a room = 3 rooms
 - e. Subtotal = 227 rooms
2. Accommodations for officials and armorers should be at a hotel separate from where teams will be staying, if possible. 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 each room, and officials should be housed with the same gender unless otherwise requested and approved by both officials.

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 a shuttle to and from the venue for the officials. See if the venue 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 roughly 1000 attendees 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 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 of the area and venue to fencers and officials.
8. Send institutions a travel information form to include members of the travel party, team, arrival dates and times, coaches, or club officers' 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 USACFC website.

Urgent Operations Procedures during the Championship

If the host feels that there are difficulties in running the tournament – delays, breakdowns, etc. – that they cannot manage, then the first step will be to consult the Board of Directors.

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 teams, they must first consult with the host, Head Referee, and Bout Committee Chair 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, Head Referee, armorers, or host what to do without the sanction of the USACFC Board.**