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Regional Tournament Bid Packet

2024-2025



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Questions?

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Program Overview

Bid Program Overview

This document is intended to help tournament organizers prepare all the needed information to submit a successful online bid for the 2024-25 season.

All bid submissions must be made through the USA Fencing online bid portal. Submissions made after the posted deadline will not be considered. Once a bid is submitted, they can not be edited. Do not submit your bid until it is complete.

➤ **To see how to submit a bid, click [here](#)**

Once bids selections have been made, all regional organizers/tournaments who submitted a bid will be contacted directly. Those awarded will be announced on the USA Fencing website.

USA Fencing will accept bids from any Affiliate or Premium Club, division, city or sports commission interested in hosting an SYC, ROC, RJCC, RYC, or RPC. The bid must provide the required information on tournament/organizer history, venue, community, personnel and other considerations. The bid process will be managed by the National Office with the assistance of a support review panel of USA Fencing members. Bids that are submitted online without all required information will be removed from consideration and the organizer will be notified that the bid has been declined. The National Office will make final regional tournament selections.

Acceptance of a bid shall result in the formation of a binding contract between the host and USA Fencing to conduct the tournament, and to do so in accordance with the requirements set forth in the Regional Tournament Requirements document and all other applicable published documents.



Regional Calendar

Creating the Regional Calendar

The 2024-25 season will run from August 1, 2024 - May 5, 2025. Many factors contribute to creating the Regional Calendar each year. In an effort to create a cohesive schedule that fosters the development of fencing within the United States, the follow items contribute to the bid selection process.

- No bid shall be approved for any crossover tournament to be conducted in competition with any national/international tournament hosted by USA Fencing, including North American Cups, Junior Olympics, SJCC's, Grand Prixes, World Championships, etc.
 - Regional Tournaments may be asked to move their event dates after bids are awarded if the FIE schedule is finalized after the National Events schedule is released and a date conflict occurs
- Only one SYC will be awarded on any given weekend
- Only one ROC will be awarded per region on any given weekend.
- Efforts will be made to not award neighboring regions an ROC on the same weekend
- Efforts will be made to minimize tournament competition within a region. For example, overloading a weekend within a single region with several different tournaments
- Geographic diversity is a factor in creating the calendar. In order to promote equitable distribution of tournaments throughout the region, efforts will be made to diversify tournament locations

The National Office retains the right to override any of these considerations when selecting bids.



Important Dates

Bid Windows

Tournament	Events	Bid Submission Window
Super Youth Circuit: SYC	Y14, Y12, Y10, Y8	December 1, 2023 - Jan 10, 2024
Regional Open Circuit: ROC	D1A, DV2, VET	December 1, 2023 - Jan 10, 2024
Regional Para Circuit: RPC	Para	December 1, 2023 - Jan 10, 2024
Regional Junior/Cadet Circuit: RJCC	Junior, Cadet	February 1 – March 15, 2024
Regional Youth Circuit: RYC	Y14, Y12, Y10, Y8	February 1 – March 15, 2024

There will be two bid windows. SYC and ROC bids will be accepted December 1, 2023, through January 10, 2024.

- SYC and ROC bid selection will be made and announced by the 2024 Junior Olympics.

RJCC, RYC, RPC bids will be accepted February 1 through March 15, 2024.

- RJCC and RYC bids selections will be made and announced no later than May 1, 2024.

No bids submitted after the bid submission window closes will be considered.



Tentative National Calendar

2024-2025 National Calendar

No regional tournaments will be awarded the same weekend as a National Event (NAC, Junior Olympics, SJCC, etc.). The tentative National Events calendar for the 2024-2025 season is below. Please note that not all dates are confirmed.

Dates and locations are being announced after the corresponding events in the 2023-2024 season.

2024-2025 Season			
Event	Dates	Location	Status
2024 October NAC	Oct 4-7, 2024	Atlantic City, NJ	Confirmed
2024 November NAC	Nov 8-11, 2024	Louisville, KY	Confirmed
2025 January NAC	Jan 3-6, 2025	TBD	Pending
2025 Junior Olympics	Feb 12-17, 2025	TBD	Pending
2025 March NAC	Mar 7-10, 2025	TBD	Pending
2025 April NAC	Apr 25-28, 2025	TBD	Pending
2025 Summer Nationals	Jun 26-Jul 7, 2025	Milwaukee, WI	Confirmed



Circuit Combos and Application Fees

Circuit Combinations

In addition to running a standalone SYC, ROC, RJCC, RYC, or PARA tournament, organizers may submit bids to host a combination regional tournament.

Some example circuit combinations are as follows:

- ROC/RJCC/RYC
- RJCC/RYC
- ROC/RJCC/RPC
- SYC/RJCC

Reminder: SYC and ROC bids are awarded first. If an organizer plans to host a tournament that contains circuits from both bid windows, they will need to apply for both circuits in the appropriate bid window.

Example:

- An organizer wants to host a ROC/RJCC combo. They will need to apply for the ROC in the first bid window and pay the applicable fee for one circuit. In filling out the application, they should follow the steps below:
 - Tournament Overview
 - Include the desired combo in the "Tournament Name"
 - Example: American Cup – ROC/RJCC
 - In the "Request For" field, select ROC
 - Indicate all events to be contested in the appropriate field
 - Other Considerations
 - In the "Other Considerations" field, indicate that you want to run a combo event. Include whether the tournament would be viable if only one circuit was awarded
- When the RJCC bid window opens, repeat the above steps but change out the ROC for the RJCC in the "Request For" field

Bid Application Fees

Starting with the 2024-25 bid season, the fee structure for bid applications will change.

- Previous structure: \$75 per tournament type
- **New structure: \$50 per circuit**
 - RPCs will not have a fee associated with them.

Examples:

- If an organizer submits a bid for an SYC, the application fee is \$50
- If an organizer submits a bid for an RJCC/RYC combo, the application fee is \$100



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Regional Para Circuit: RPC

Sanctioned Parafencing Events

Starting with the 2024-2025 season, organizers will be able to host sanctioned regional parafencing events via the new Regional Para Circuit (RPC). RPC events can be held in conjunction with any regional circuit, if space and resources permit. There is no bid application fee for RPC events.

RPC events will not be eligible for regional points for the 2024-2025 season. Moving forward with future season, it is the intention of the National Office to include RPC events in the Regional Point Standings.

Contested RPC Events

- PARAMF
- PARAME
- PARAMS
- PARAWF
- PARAWE
- PARAWS

All parafencers born 2011 or earlier are eligible to compete in RPC events for the 2024-25 season. A minimum of two parafencers is needed to compete in any RPC event. RPC events may be mixed gender events when less than five fencers in each gender participate AND notice is given to all parafencers, giving them the opportunity to withdraw if preferred.

RPC vs Walk 'n Rolls

RPC events will not operate like the locally sanctioned Walk n' Rolls. RPC are standalone regional parafencing events. All athletes must have a designated Parafencing classification to register for an RPC. Walk n' Rolls will remain a locally sanctioned event.

For question regarding para classifications, please reach out to the Parafencing Manager, Beth Mahr at b.mahr@usafencing.org



Bid Allocations

Number of Designated Events

The following chart shows the maximum number of regional circuits that will be awarded for the 2024-25 season to each region. The National Office and the Tournament Committee came to these numbers in looking at qualification procedures, population density, geographic location and growth and development needs.

If needed, the National Office retains the right to adjust these allocation numbers.

	SYC	ROC	RYC	RJCC
Region 1	1	5	6	5
Region 2	2	5	8	11
Region 3	3	5	12	12
Region 4	3	5	13	14
Region 5	2	5	6	8
Region 6	2	5	10	10
Total	13	30	55	60

RPC events will not have a maximum allotment for the 2024-2025 season.

All SYC, ROC, RYC, RJCC, and RPC events will take place between August 2024 and May 5, 2025.

The National Office reserves the right to award full RJCC or RJC/RCC circuits at their discretion.



Participant Registration Fees

Circuit Registration Fees

Maximum circuit registration fees are listed below. If organizers would like to raise registration and event fees, they will need to request a price exemption in the bid application.

Administrative and Sanction fees are set by the National Office and cannot be changed.

Open Period: RYC/RJCC/ROC	
Registration Fee	\$24
Administration Fee	\$5
Sanction Fee	\$9
Event Fee	\$45

Late Period: RYC/RJCC/ROC	
Registration Fee	\$84
Administration Fee	\$15
Sanction Fee	\$9
Event Fee	\$135

Open Period: SYC	
Registration Fee	\$29
Administration Fee	\$5
Sanction Fee	\$9
Event Fee	\$50

Late Period: SYC	
Registration Fee	\$99
Administration Fee	\$15
Sanction Fee	\$9
Event Fee	\$150

Open Period: RPC	
Registration Fee	\$20
Administration Fee	\$5
Sanction Fee	\$5
Event Fee	\$30

Late Period: RPC	
Registration Fee	\$40
Administration Fee	\$15
Sanction Fee	\$5
Event Fee	\$30



Hosting Organizations

Who can submit a bid?

Premium Clubs, Affiliate Clubs, cities, city organizations and sports commissions are all eligible to host a regional tournament. Priority will be given to Premium and Affiliate clubs with a good history of hosting regional tournaments, but this is not the only consideration for hosting organizations.

Please reference the 2024-25 Regional Tournament Requirements for a full list of tournament requirements.

Working with a CVB or Sports Commission

As with any event, there are ideal scenarios a regional organizer looks for in the selection of a host city. The following elements are examples of how support from a CVB or sports commission can truly make a difference to a regional tournament organizer.

- City located within close proximity to a hub airport
- Securing a minimal facility rental fee with free move-in day and no fee for meeting space
- Support from the CVB/sports commission with marketing prior to the event
 - Banners, welcome signage in hotels/airports/restaurants/venue/street
 - Reaching out to local media, graphic designing services for tournament logo
- Assistance with the local hospitality community to secure discounts for the Stay&Save program to create incentives for our members for staying in the hotel block
- In addition to the venue concessions, restaurants within walking distance to the competition venue are a plus for the attendees
- Securing of city/local grants to aid local grassroots/developmental fencing programs
- Taking additional steps to relieve regional organizer of tournament expenses. Bids that cover the cost of water service, internet, tables/chairs/staging and shuttle transportation, if required, and facility rental are viewed favorably



Bid Proposal Checklist

Contact Information & Tournament Overview

- ☐ Designated primary point of contact
- ☐ Designated secondary point of contact
- ☐ Designated SafeSport point of contact
- ☐ Circuit type(s)
- ☐ Dates and alternative dates
- ☐ Events to be contested – including any non-regional events you want to run in conjunction with the event

Tournament/Organizer History

- ☐ Have historical data ready for upload – not required, but encouraged

Tournament/Venue Information

- ☐ Venue information and specifics
- ☐ Estimated total number of participants
- ☐ Strip specifics
- ☐ Equipment vendor(s)
- ☐ Venue diagram – dimensions must be included
 - Detailed venue diagram showcasing information found in the venue requirements. Needs to include strip layout, highlight designated areas for armory, BC, bag storage, medical, vendor, concessions, etc.
- ☐ Competition schedule
 - ☐ Developed around projected number of competitors per event and number of strips
- ☐ Strip management plan – only mandatory for SYC's
- ☐ Venue Letter of Intent

Community Information

- ☐ Airport information
- ☐ Hotel specifics and completed [Hotel Worksheet](#)
- ☐ Number of near by restaurants/stores
- ☐ Parking information



Bid Proposal Checklist Continued

Personnel Information

- ☐ Required personnel numbers
- ☐ Contact information for required personnel
- ☐ Required personnel:
 - ☐ Head referee
 - ☐ Bout committee chair
 - ☐ Head armorer
 - ☐ Hiring referee
 - ☐ Venue setup/teardown point of contact
 - ☐ Event registration point of contact
 - ☐ Medical staff

Other Considerations

- ☐ Budget information
- ☐ Price exemption requests
- ☐ Additional considerations
 - ☐ Customs medals for tournament, commemorative t-shirts, costume contests, raffles, safety and security plans, etc.

In general, organizers should have a working knowledge of the regional tournament structure, requirements, points and qualification paths and be able to answer questions from the membership pertaining to it.



Evaluation

Overview

Regional tournament selection is a competitive process. Bids submitted with all required information will have priority in approval and scheduling. Not all viable bids will be awarded.

The National Office, in conjunction with a support review panel will score each viable bid using a standardized rubric. Participant survey results for tournaments for previous seasons will also be considered in the bid process.

Once bids are scored, the National Office and Support Review Panel will award viable bids based on the following:

- Subjective and Objective criteria scores
- Past participant survey results
- Proposed dates
- Geographical Balance
- Equitable distribution between qualified organizers in a region
- Population density balancing

Please note: The National Office may request date changes and possible modifications of bids before final approval. Tournament organizer will be notified via email if the bid was accepted or declined. The finalized Regional Calendar will be posted on the USA Fencing website.



Scoring the Bids

Scoring System

Each bid will receive two sets of scores. The objective score and the average of the subjective score will be added together for each bid's total score.

1. Objective Score

- Each bid will be scored once by the Regional Events Manager based on a set of objective criteria.
- Highest possible score for the objective criteria is 130 points
- [Internal Bid Review Form](#)

2. Subjective Score

- Each bid will also be scored by members the Support Review Panel
- The average of subjective scores for a bid will contribute to the point total of the bid
- High possible score for each review on the subjective criteria is 80 points
- [Support Review Panel Form](#)

After all bids have been scored – a point threshold will be created for each region. Bids will need to meet the point threshold to get awarded a bid for the season.

NOTE: Not all bids that meet the point threshold will be awarded a tournament. Availability of dates, geographic dispersion, and population density will contribute to the awarding of bids. The scoring system is a tool used to assess the strength of the bids and provide some transparency to organizers on why they did, or did not, get a bid and where they can make improvements for the future.

Each organizer who submits a complete bid will receive their score forms back with the decision on if they were or weren't awarded a bid.



Grievances and Disparagement

Grievances

Any controversy or claim arising from or relating to my or the organizing bidder's membership or participation membership or participation, in USA Fencing, including but not limited to any matter arising from or relating to (i) qualification or selection for or the conduct of, any fencing event, whether staged under the auspices of USA Fencing, the FIE, the USOPC, the IOC or some other fencing administrative body, (ii) qualification or selection of, or activities as, referees or other officials at any such fencing event; or (iii) compliance with any rule, regulation, policy, practice, bylaw, or statutory or common law, of USA Fencing, FIE, USOPC or IOC, or of any national, state, provincial or local governing or administrative body, including any issue concerning compliance by USA Fencing or by any officer, director, employee, agent, attorney, referee, official, committee member or volunteer of USA Fencing, shall to the fullest extent permitted by law be settled by arbitration, *provided, however*, that prior to the commencement of any such arbitration, any and all administrative procedures and remedies of the USA Fencing, FIE, USOPC, IOC or applicable sports, governmental or administrative body shall have been exhausted.

Any arbitration shall be administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. The arbitration shall be governed by the laws of the State of Colorado and the United States, and shall be conducted in Colorado Springs, Colorado before a single arbitrator. If the dispute is less than \$50,000, there shall be no discovery other than the exchange of documents. If the dispute is over \$49,999.99, discovery may also include no more than two (2) depositions of each side, unless the parties shall otherwise agree or the arbitrator(s) shall otherwise order for good cause shown. The arbitrator will have no authority to award punitive or exemplary damages. The arbitrator shall not award consequential damages. Except as may be required by law, or as reasonably necessary to give effect to a sanction or award issued or approved by the arbitrator, neither a party nor an arbitrator may disclose the existence, content, or results of any arbitration hereunder to a non-party without the prior written consent of all parties.

Disparagement

USA Fencing and organizing bidder/tournament organizer agree to not disparage the other to any other prospective client or organization or within the USA Fencing community.



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Additional Resources

[Regional Bid Page](#)

[Regional Tournament Requirements](#)

[Athlete Handbook](#)

[Regional Tournament Registration Platform](#)

[Internal Bid Review Form](#)

[Support Review Panel Form](#)



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