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Regional Tournament Requirements

2024-2025

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Document Overview

The Regional Tournament Requirements will outline the requirements and expectations required of tournament organizers. Organizers will be held to the standards in this document and failure to adhere could result in not receiving a bid next season.

For questions, please email the Regional Events Manager.

Regional Events Manager
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Venue Requirements

Minimum Requirements

The fencing venue is one of the most important elements in hosting a successful tournament. at a minimum, it needs to be available one hour before the close of registration for the first event until one hour after the last event concludes for the entire tournament.

- Venues should be clean and safe from hazards (such as electrical cords), or areas deemed unsafe (such as fencing on a dock or outside)
- Venues should provide adequate space between the strips and the strips and spectators
- Ceiling height sufficient to permit safe and unobstructed fencing
- Venue safety and security, including evacuation plans
- Venue flooring should be smooth with a wood, concrete, composition or carpet surface on which fencing strips can be positioned
- Competition area must be well lit with even lighting throughout the venue to permit not only safe competition, but also to facilitate accurate officiating of the tournament
- Adequate space on or near the competition floor for armory, registration, officials' lounge, medical, and vendor booths
- Adequate space on or near the competition floor for posting pools, DE tables and results
- Adequate space for stage or designated area for the Bout Committee and head referee
 - Should be centrally located with visibility of all strips and equipped with sufficient tables, chairs and electrical outlets for equipment needed to run the tournament
- PA system needs to reach all areas of the venue, including designated official's lounge, with a microphone located at the BC stage
- Adequate space for spectators
- Adequate space for athlete equipment storage
- Adequate parking and easily accessible hotels
- A readily available source of free drinking water
- Enough restrooms to accommodate the size of the tournament
- Readily accessible food options, in and around the venue
- Adequate heating, ventilation, and cooling (HVAC) facilities to maintain temperature in the competition hall
- Venues must fully comply with all relevant requirements of the Americans with Disabilities Act to ensure accessibility for tournament participants, coaches, staff and attendees



Strip Requirements

Minimum Requirements

Tournament organizers must run an adequate number of strips to accommodate the size of their tournament **and** maintain the safety of athletes and/or referees.

Each fencing strip must include 2 meters of empty space on either end that is designated as a safety zone. Strip layout must also provide an adequate amount of space for the referee on the side of each strip, with the scoring box to be placed approximately 1 meter out from the center of the opposite side of the strip.

At least four strips must be grounded, unless otherwise approved by the National Office.

Requirements by Circuit

ROC/RJCC/RYC

A minimum of four grounded strips are required to accommodate an event final from the round of eight fencers

- Note: tournaments with a combination category (ROC/RJCC, SYC/RJCC, etc.) will need to provide additional grounded strips to accommodate multiple event finals that occur at the same time unless otherwise approved by the National Office.

SYC

At a minimum, SYC tournaments must have enough grounded strips to accommodate two simultaneous event finals from the round of eight fencers

RPC

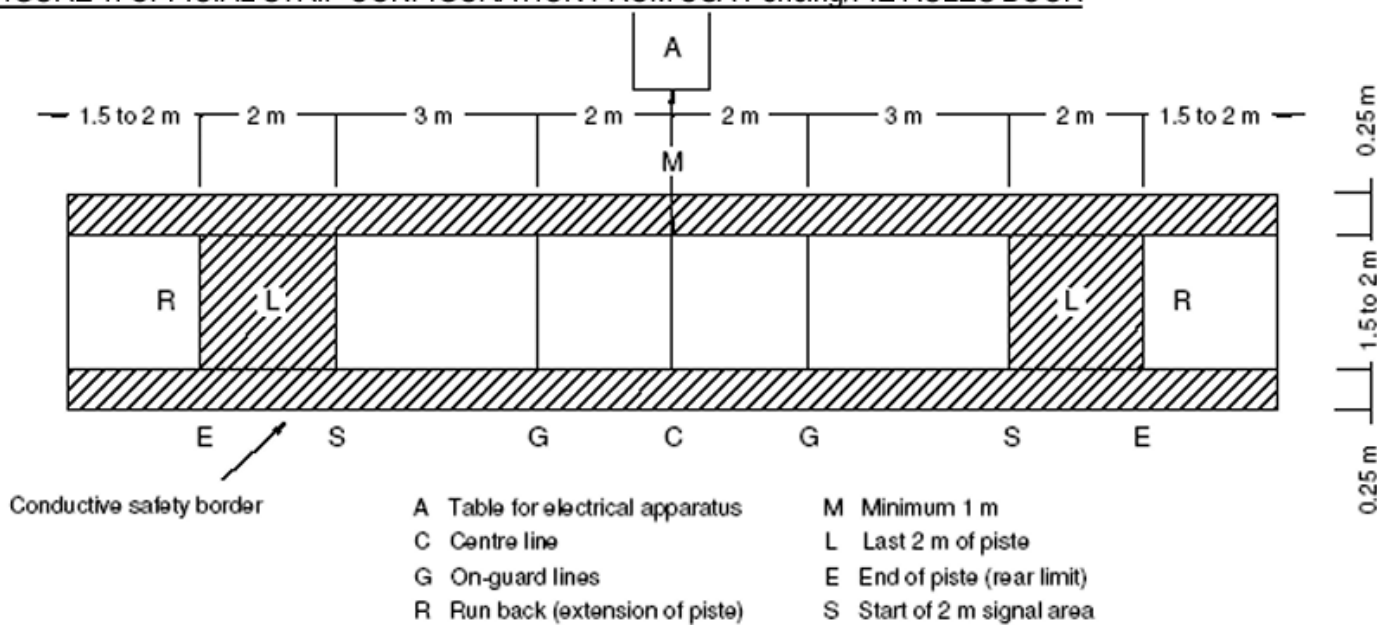
At a minimum, RPC's need to have at least one grounded frame. It is strongly encouraged that all parafencing frames being utilized are grounded.

The minimum number of recommended frames to parafencers is as follows:

- 0-4 parafencers = 1 frame
- 5-8 parafencers = 2 frames
- 10-14 parafencers – 3 frames

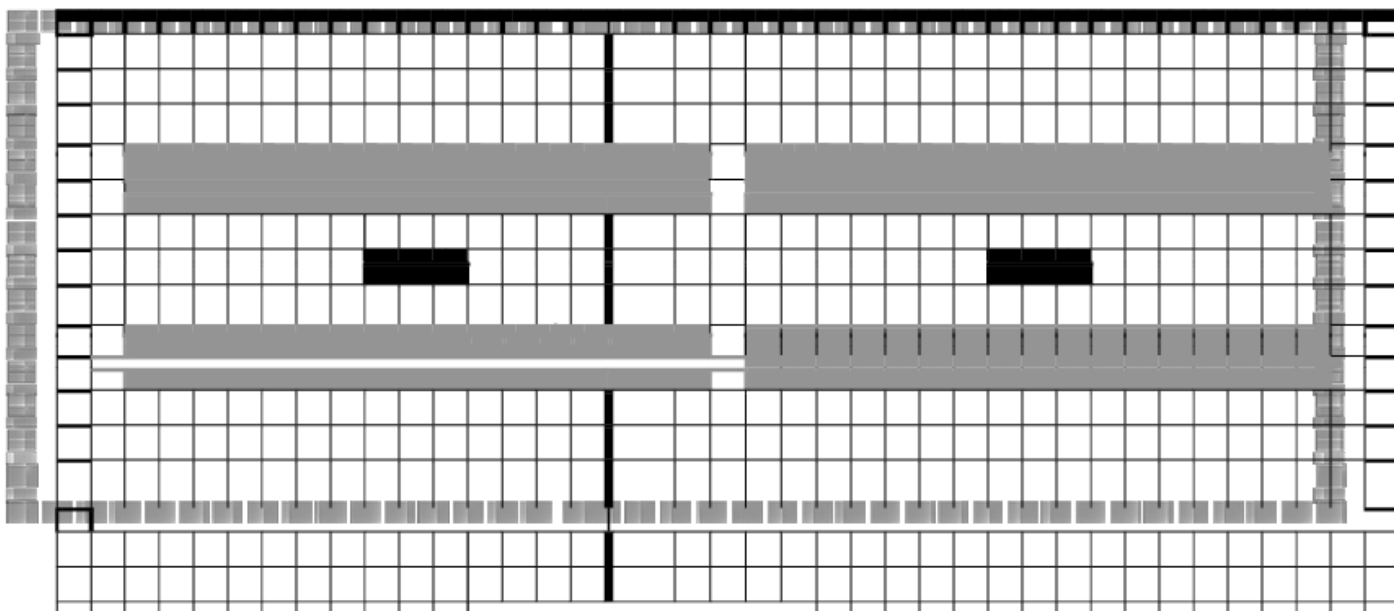
Strip Dimensions

FIGURE 1: OFFICIAL STRIP CONFIGURATION FROM USA Fencing/FIE RULES BOOK



Pod Layout

- Each square = 1 meter²





Tournament Schedule

Minimum Requirements

Schedules should be designated with consideration given to the projected number of participants in relation to the available strips and number of hired referees. Consideration must also be given to fencers competing in cross over age groups when creating a schedule. If the regional tournament is run over multiple days, events within the same weapon and gender with direct age cross over should not be scheduled on the same day.

When creating a schedule, organizers must also consider demands of the armory check in relation to the first events of the day, when the armory is busiest.

All schedules need to be clearly posted on the USA Fencing registration site. If the schedule needs to be adjusted after registration opens, all changes need to be communicated with the registered fencers.

Tournament Cancellation and Rescheduling Policy

In extreme circumstances, regional tournaments may be cancelled, delayed or rescheduled. This decision will be made by a combination of the tournament organizer, the Regional Events Manager, and the Director of Events. USA Fencing as the right to require any regional tournament be cancelled, delayed or rescheduled if it is in the best interested of the membership due to unforeseen extreme weather occurrences or other catastrophic circumstances.

Regional tournaments, which are cancelled due to no fault of the organizer, may be rescheduled, if possible, within the season for which the tournament was awarded.

Organizers may NOT cancel, delay, or reschedule their regional tournament without the approval of the National Office. Organizers cancelling a regional tournament without approval shall refund all monies paid by the registered entrants, including fees associated with non-regional events being held in conjunction with the regional tournament. If such a cancellation is made unreasonably and/or on short notice, the organizer may additionally be held responsible for reimbursement of expenses incurred by registered entrants. Organizers are strongly encouraged to maintain general business liability insurance to provide for such an occurrence. USA Fencing will not be held responsible for the refund or reimbursement of any such fees or expenses, and by bidding, tournament organizers agree to hold USA Fencing harmless and to indemnify USA Fencing against any claims made by tournament entrants because of the cancellation of a tournament or because of the withdrawal of sanction by USA Fencing as elsewhere provided in the bid packet



Non-regional Events

Running Non-regional Events

Organizers can host non-regional events in conjunction with their regional tournament, if approved by the National Office. Running non-regional events in conjunction with a regional tournament cannot negatively impact the regional tournament. Organizers will need to make sure their competition schedule and hired staff can accommodate both events.

Plans to include non-regional events with a regional tournament should be included in the bid. If organizers would like to add non-regional events after their bid has been approved, they will need to submit an updated schedule and/or strip management plan to the Regional Events Manager for approval. The Regional Events Manager may ask for more information regarding the addition of non-regional events.

All non-regional events must be run through AskFred, not the USA Fencing tournament platform. If organizers would like non-regional events to be sanctioned, they will need to be run through the approval process for the designated division.

Non-regional Event Examples

- DV3
- Team
- Any ROC/RJCC/RYC events can be run as non-regional as well



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.

Other Considerations

If hosting an RPC, please make sure to structure the layout of the strips and event floor space in a manner conducive to paraFencing.



Event Staff

Staff Compliance

The amateur sports organization or person requesting sanction from a national governing body will implement and abide by the policies and procedures to prevent the abuse, including emotional, physical and child abuse, of amateur athletes participating in amateur athletic activities applicable to such a national governing body. All regional tournaments must fully adhere to the USA Fencing FenceSafe Handbook, which requires that all event staff must have a current USA Fencing membership, SafeSport training, and background check. This includes, but is not limited to:

- Referees
- Bout Committee members
- Armorer members
- Medical Staff
- Coaches
- Other Administrative staff

Additionally, all regional tournaments are required to follow and implement the USA Fencing Minor Athlete Abuse Prevention Policy (MAAPP). Failure to adhere to these policies could result in sanctions and/or loss of the right to host future events.

Bout Committee

The size of the Bout Committee should correlate to the size of the tournament. Experience is essential to running a successful tournament. If organizers need assistance in hiring qualified Bout Committee staff, they should contact the Regional Events Manager.

Armorers

A minimum of two armorers is required at all regional tournaments. The number of armorers should correlate with the size of the tournament and suffice in moving athletes through equipment check in a timely manner. Regional tournament head techs must be hired from the national hire list.



Medical

Regional organizers are required to have at least one medical professional on site for the entirety of the tournament. If the size of the tournament requires more, the organizer will need to plan accordingly. Medical staff can be a physician, athletic trainer, paramedic, or other medical professional that is capable of providing basic medical care. Basic medical care as it applies to regional tournaments is taping, ice and diagnosis of common injuries.

Medical staff must be equipped with proper medical supplies and have access to ice. Medical staff should have access to the tournament's Emergency Action Plan (EAP) and know where the nearest hospital is in case of an emergency.

If organizers are having trouble finding medical staff for their tournament, they should reach out to the Regional Events Manager. Last minute medical staff will not be exempt from the SafeSport and background check requirements.

SafeSport Contact

An on-site SafeSport contact needs to be named and all event participants should be aware that they can report any potential misconduct that they experience, witness, or are made aware to this person or via the website. This person needs to be a current USA Fencing member, have a current background check and SafeSport training. The SafeSport contact must be available for the entirety of the tournament.

Minor Staff

Organizers are able to hire staff under the age of eighteen. SafeSport training and background checks are only required if the staff member turns eighteen before or during the tournament.

If a Minor Official Travel Form or Minor Official Medical Form is needed, organizers need to collect those forms before travel arrangements are made.



Referees

Minimum Requirements

Any referee who is at least thirteen years of age at the time of the regional tournament and has completed the referee exam and seminar requirements to receive a P rating, is eligible to officiate a regional tournament. Head referees are required to have an R1 rating or higher for regional tournaments. All referees are required to have a current USA Fencing membership and sign the Referee Contract before officiating any local, regional or national tournaments.

SafeSport Requirements

All referees who are eighteen years or older are required to have a USA Fencing membership, completed SafeSport training, and current background check before officiating any local, regional, or national tournament.

If a minor referee turns eighteen within a week of, or during the tournament, organizers should reach out to the Regional Events Manager for instructions on how to proceed.

Any minor referee who works a USA Fencing sanctioned event will be protected by the same US Center for SafeSport policies granted to a minor athlete. As such, minor referees who need lodging for working a tournament and are traveling without a legal guardian, are required to submit the Travel Authorization for Minor Officials to Regional Tournament to the tournament organizer before booking travel. Tournament organizers will be required to submit all Travel Authorization Forms to the Regional Events Manager before their tournament can be finalized. Additionally, organizers will need to ensure they are following USA Fencing's MAAPP, as well as USA Fencing's FenceSafe Handbook which includes the following policies around lodging.



SafeSport Requirements Cont.

Mandatory Lodging Components

- Hotel Rooms and Other Sleeping Arrangements
 - All In-Program Contact at a hotel or lodging site between an Adult Participant and a Minor Athlete must be observable and interruptible, and an Adult Participant cannot share a hotel room or otherwise sleep in the same room as a Minor Athlete(s), except if:
 - A Dual Relationship Exists, and the Minor Athlete's parent/guardian has provided the Organization with advance, written consent for the lodging arrangement.
 - The Close-in-Age Exception applies, and the Minor Athlete's parent/guardian has provided the Organization with advance, written consent for the lodging arrangement; or
 - The Minor Athlete needs a Personal Care Assistant, and:
 - The Minor Athlete's parent/guardian has provided advance, written consent to the Organization for the Adult Participant Personal Care Assistant to work with the Minor Athlete and for the lodging arrangement;
 - The Adult Participant Personal Care Assistant has complied with the Education & Training Policy; and
 - The Adult Participant Personal Care Assistant has complied with the Organization's screening policy.
 - Written consent from a Minor Athlete's parent/guardian must be obtained for all In-Program lodging at least annually

Additionally, if a minor referee is traveling without a parent or legal guardian, the Minor Officials Medical Treatment Authorization and Consent Waiver will need to be filled out and submitted to the tournament organizer before travel is arranged. The tournament organizer will need to submit these to the Regional Events Manager before the tournament is finalized.

Referee Compensation

It is required that all referees who work a tournament for more than a single round of pools, be compensated for their time – this includes P level referees. Referees should be compensated appropriately for their level of proficiency and amount of work performed.

Referee compensations are determined by the tournament organizers and should be communicated with the referees during the hiring process.

If an organizer needs assistance in hiring referees, they should contact the Referees' Commission.



Equipment Requirements

Armorers are required to check the following at regional tournaments

- **Uniforms** - standard fencing uniform is required at regional events (jacket, pants, knee-high socks, fencing glove).
 - No item can have any rips, tear, or holes
 - Warmup pants are not allowed in competition
 - Fencing glove must cover the lower half of the forearm
 - Tape cannot be used to cover holes on gloves
 - 800 N requirement for saber must be enforced
 - Names are not required on uniforms at regional tournaments
- **Plastrons** - standard fencing plastrons (underarm protectors) are required with every uniform and for all regional tournaments
- **Chest Protector** - chest protectors are required for female fencers. For foil, any chest protector, male or female, must have the approved neoprene layer.
- **Mask**
 - a 12K punch test is required on all masks being used at a regional tournament.
 - sewn in bib visual inspections
 - Masks cannot have any rips, tears or holes in the bib
 - All rivets must be installed
 - Covering over the welds must be present and installed so it will not catch a blade
 - Conductive bib in foil is required
 - Retrofit conductive bibs must be installed such that they will not catch a blade
 - Masks are tested for conductivity of 5 ohms or less with no dead areas
 - If tabs are present, they must be conductive – if they are not conductive, they must be removed
 - Tabs are not required
 - Elastic strap at back of mask is required and must be tight enough to prevent the mask from falling off
- **Lame** – must be tested for conductivity of 5 ohms or less with no dead areas. Lames must not have any rips, tears or holes or loose seams
- **Body/Mask Cord** – must be tested for continuity and conductivity of 1 ohm or less per line. Clips must be visibly soldered and free of corrosion.
- **Weapon Handle** – Any attachment to a weapon's handle must fix the hand in one position such that the top of the thumb is no more than 2 cm from the inner surface of the guard. French grip epee handles shall not exceed 20 cm in length when measured from the front of the guard to the end of the pommel nut



Additional Requirements

Refund and Withdrawal Policies

Tournament organizers are responsible for processing event fee refunds from their tournaments in the tournament database. Refunds of the tournament registration fees must be requested by the tournament organizer and will be processed by the National Office.

Organizers are required to publish their refund and withdrawal policies on their tournament page. This includes last eligible date for refunds and contact information for withdrawals and refunds.

Event Capping

Organizers are allowed to set caps on events to ensure they can run their tournament effectively. Caps should be equitable between the women's and men's events to allow for fair access to participation. If caps vary between the men and women's events, this needs to be based in historical registration data or other verifiable information that can be furnished upon request by the National Office. If women's caps are lower, and subsequently met, and there is room in the men's events based upon the caps, the caps should be evaluated for adjustment to accommodate the women's participants on the waiting list(s). All caps need to be approved by the Regional Events Manager.

Tournament Software

USA Fencing requires the use of Fencing Time as the software for Regional Tournaments. The bout committee should be experienced with this software. Tracking of referees is mandatory. Organizers are encouraged to provide live result updates for their tournament.

Awards

An awards ceremony is required for each regional tournament unless otherwise approved by the National Office. Organizers should provide awards to the top eight finishers in events that have ten or more entrants and to at least the top three in events with fewer than ten entrants. Appropriate awards are as follows:

- Medals,
- Ribbons
- Trophies
- Certificates
- Plaques
- T-shirts

There is not a need for fence-offs for third place.



Post-Event Responsibilities

Tournament Finalization

Tournament organizers are required to upload the following into the tournament database system within 72 hours of completion of the tournament.

1. Full Fencing Time Tournament Results (includes classification changes and referees)
2. Ensure all staff and officials have current membership, SafeSport, and background check – to be verified by the National Office before the tournament
3. Any black cards given during the tournament
4. Any Minor Medical Authorization or Travel forms

If the organizer fails to upload the above requirements within 72 hours, the National Office will document the delay as a breach in the bid contract agreement. This will be included for consideration when reviewing future bids submitted by the organizer.

After the organizer has finalized the tournament in the system, USA Fencing has 48 hours to approve the finalization and final disbursement.

Post Tournament Surveys

The National Office will send out online participant surveys to all fencers in each regional tournament requesting feedback. Once completed, survey results will be forwarded to the organizer. The Regional Events Manager may reach out to the organizer with questions regarding the feedback.

If the organizer has any questions or concerns in relation to the survey results, they should contact the Regional Events Manager.



SafeSport Audit Requirements

Regional Tournament SafeSport Audits

Starting in January of 2024, regional tournaments will be audited by the US Center for SafeSport. To ensure a successful audit, organizer will need to follow the [Regional Event SafeSport Audit Checklist](#).

Attendance

- ☐ Do you have a list of everyone who will be in attendance (officials, bout committee, armorers, athletes, staff, volunteers, vendors, medical training staff, etc.)?
- ☐ Do you have a process for tracking day-of staffing additions to ensure they been background checked and have met SafeSport Training requirements before allowing them to participate?
- ☐ Do you have a process for tracking coaches that are in attendance should they need to be reported after the event?

SafeSport Training and Background Check Credentialing

- ☐ Have you ensured that the following individuals have been background checked and taken SafeSport Training before allowing them to participate?
 - Referees, armorers, bout committee, and other tournament personnel
 - Staff, volunteers, and vendors
 - Coaches
 - Medical personnel
- ☐ Have you ensured that the above individuals have been credentialed in some manner?
 - Referees are easy to distinguish since they are wearing suits, but for the others, have you issued some form of credential (badge, wristband, name tag, etc.)?

Communication and Signage

- ☐ Did you communicate with your participants a copy of the USA Fencing MAAPP Policy (usafencing.me/MAAPP), as well as the [Reporting Mechanism Poster](#) which outlines protocols for reporting concerns, and the name of the designated onsite SafeSport contact?
 - You can simply include those two links in an e-mail out to event participants.
- ☐ Have you posted the following signage at your event?
 - One-on-One Interactions Poster — located at the registration area (usafencing.me/1on1)
 - Locker Room Poster — located outside each locker room and/or bathroom (usafencing.me/lockerroom)
 - Reporting Mechanism Poster — located at the registration area (usafencing.me/safesportcontact)



Organizer Responsibilities

By submitting a bid, the regional organizer is accepting responsibility for their regional tournament, if awarded. Organizers are responsible for the overall running of the tournament.

Organizers are also responsible for the honesty and integrity of the bid and may face sanctions if the tournament isn't delivered to the standard outlined in their bid and all applicable regional tournament documents as posted by USA Fencing. If there are any significant changes to the tournament, after the bid is awarded, they must be communicated with the National Office.

Additional Resources

SafeSport Resources

- [Regional Event SafeSport Audit Checklist](#)
- [Reporting Mechanism Poster](#)
- [Quality Controls Systems](#)
- [USA Fencing MAAPP](#)
- [Minor Officials Medical Treatment Authorization and Consent Waiver](#)
- [Minor Officials Travel Authorization Form](#)

Organizer

- [Athlete Handbook](#)
- [Regional Tournament Registration Platform Manual](#)
- [Regional Points and Qualification](#)
- [Regional Bid Packet](#)
- [Internal Bid Review Form](#)
- [Support Review Panel Form](#)



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