

Tournament Sanctioning

1. Authority and Purpose

- a. The South Carolina Division represents the United States Fencing Association (USFA) within the state of South Carolina. Sanctioning is the process by which the Division, as the recognized agent of the USFA, recognizes and indicates intent to sponsor a tournament. USFA ratings can only be awarded at sanctioned USFA tournaments.
- b. The Division sanctions tournaments in order to:
 - i. Avoid conflict with other tournaments within the division, USFA national tournaments, or tournaments of neighboring clubs in North Carolina and Georgia;
 - ii. Ensure that tournaments adhere to USFA and division rules and requirements.
- c. The purpose of this document is to establish policies and procedures that govern tournament sanctioning.

2. Responsibilities

- a. The Division is responsible for scheduling USFA sponsored tournaments within the division.
- b. The Division establishes requirements by which sanctioned tournaments are conducted.
- c. The tournament director is responsible for assuring that USFA and division rules, requirements and procedures are met at his tournament.

3. Applicability

- a. A tournament that will include one or more events in which USFA ratings could be awarded must apply for and receive sanctioned status before the tournament.
- b. A tournament that will include one or more events which do not award USFA ratings but which require USFA membership as a condition of entry (for example, a team event) must apply for and receive sanctioned status before the tournament.
- c. A tournament that will not award USFA ratings and does not require USFA membership as a condition of entry does not need to be sanctioned, and is not considered to be sponsored by the Division or the USFA.

4. Sanctioning Procedure and Revocation

- a. Division officers will create an initial schedule of sanctioned tournaments at the beginning of each fencing season. This schedule will include Junior Olympic

Qualifiers and Summer National Qualifiers. Tournament directors within the division are requested to submit dates for their tournaments during this time. (Directors may submit requests for their tournaments throughout in the season.)

- b. Tournament directors must communicate their sanctioning requests directly to the division chair. Posting a tournament on AskFred or otherwise advertising the tournament does not constitute a request for sanctioning. Sanctioning requests must be made far enough in advance of the tournament that the division has time to properly consider the request.
- c. Tournaments are sanctioned at the discretion of the division. The Division will not sanction a tournament that conflicts with another division tournament. Tournaments will be sanctioned for a specific day and location. Sanctioned tournaments will be posted on the division web site.
- d. Tournament advertising should clearly state that the tournament is either sanctioned or is not sanctioned. A tournament may not be advertised as a sanctioned tournament until the division sanctions the tournament. Advertisement should clearly state whether USFA membership is required for entry.
- e. USFA rules, and division requirements and procedures must be followed at sanctioned tournaments. Sanctioning status may be revoked after a tournament is over if the division feels that USFA rules, or division requirements or procedures were substantially violated.

5. Tournament Oversight

- a. Sanctioned tournaments should have a division representative present at the tournament. This representative may be a division officer, an executive board member, or other person designated by the division or by the USFA.
- b. The division representative will observe the tournament's operation. The observer will bring to the attention of the director(s) any irregularities he sees. After the tournament, the observer will report unresolved irregularities to the division chair. The division chair will conduct a prompt investigation and, along with the executive committee, will decide if the tournament's sanctioned status should be revoked.

6. Tournament requirements

- a. USFA rules related to equipment safety will be enforced. Rules that require close attention include:
 - i. M25.5: Legs must be fully covered.
 - ii. M25.4: Pants/knickers and jacket must overlap by at least 10 cm. (This rule eliminates nearly all pants not specifically designed for fencing.)
 - iii. T.43: Men and women must wear a plastron.
 - iv. M25.4: Women must wear breast protectors.
 - v. M25.7: Masks must pass a punch test.
 - vi. M25.3: Uniforms and gloves must be free from holes and tears.
- b. USFA requirements for strip layout should be observed as closely as is possible. Effort should be made to have a 1.5 to 2 meter run back at both ends of the strip.
- c. USFA membership requirements will be enforced. Only current USFA competitive members can fence. A fencer must either
 - i. Be on a current USFA membership list (**list**), or
 - ii. Present a current USFA membership card (**card**), or
 - iii. Present a completed USFA membership application and payment for dues (**application**), or
 - iv. Present a receipt showing he recently paid his USFA membership dues (**receipt**), or
 - v. Present a current FIE license (**FIE**).
- d. A fencer's ratings will be determined by
 - i. A current USFA membership list (**list**), which is the primary source to determine ratings and supersedes all other sources, or
 - ii. If the fencer is not on the list, the fencer's membership card (**card**), or
 - iii. If the fencer is not on the list and does not have a card but claims to hold ratings, his claimed ratings will be provisionally used (**fencer**).
- e. The source used to verify each fencer's membership and ratings must be recorded. For each fencer:
 - i. Record the source used to verify his membership as **list**, **card**, **application**, **receipt** or **FIE**.
 - ii. Record the source used to establish his ratings as **list**, **card** or **fencer**.

Notes:

- You may want to record membership and ratings sources directly on your registration form. For example, if you use a registration form for each individual fencer, add the following three lines to your registration form. When you verify the membership and ratings, circle the source used.

For tournament official's use only

Membership: List Card Application Receipt FIE

Rating: List Card Fencer

If you use a single form to register all fencers, add a column to your form for membership source and a column for ratings source. Write in the source used to verify membership and ratings. This kind of form may look something like this:

Name	Division	Ratings			Verification sources	
		F	E	S	Membership	Ratings

Procedures before the tournament

1. The hosting organization will designate one person as the tournament director. This person will be the organization's point of contact when communicating with the division. (See section 2 Responsibilities.)
2. The tournament director will request a USFA membership list from the division secretary during the week prior to the tournament. (Requests can usually be filled within four days.) He should request a list for divisions from which he expects to have fencers. SC, GA, and NC should always be included. The list will include current and previous year members.
3. The division secretary will inform the tournament director which division officer is to receive the tournament documents after the tournament.

Notes:

- If a division officer is instrumental in producing a tournament (at his club or where he is acting as a tournament director), that divisional officer may not review and approve the tournament results. In this case, a different divisional officer will review the tournament registration and results prior to approving and/or sending the changes to the national office.

Procedures after the Tournament

These actions must be performed as soon as possible after the tournament. If there is more than a one or two day delay in performing any of these procedures, the tournament director should contact the division secretary or division chair and inform them, and coordinate appropriate action.

1. If a fencer submitted a membership form because he was unable to produce evidence of membership, the tournament director will contact USFA the next business day to verify the fencer's membership. If the fencer is a member, the tournament director can return the form and payment to the fencer.
2. If a fencer was not on the member list and did not have a card and claimed a rating, the tournament director will contact USFA the next business day to verify the fencer's rating. If his claimed rating is wrong, the tournament director will modify the provisional classification sheet to reflect the fencer's actual rating.
3. The tournament director will send the following documents to the division officer designated to process the results:
 - a. The Tournament Registration Sheets;
 - b. Sources for each fencer's membership and ratings;
 - c. Copies of membership applications received at the tournament;
 - d. The results of each event;
 - e. Copies of all score sheets
 - i. For events with Direct Elimination, DE tables will be acceptable if scores are

noted on the table.

ii. For events with pool rounds, submit copies of the pool sheets.

f. A provisional classification change form.

4. The tournament director will inform the division of unusual issues or complications that may require further attention (e.g. fencers who said they were members but had to submit a membership form because they were unable to produce evidence of membership).
5. The tournament director will send the original USFA membership forms and payments submitted at the tournament to the USFA national office.
6. The division officer will review the results and send the verified classification change form to USFA and to the tournament director.

Notes:

- Tournament documents may be photocopies or scanned documents (provided they are in a commonly readable format).
- The tournament director should keep a copy of each of the USFA membership forms submitted at the tournament.
- While the event group classification may be announced at the tournament, and fencers informed verbally that they have earned a rating, the ratings should not be published or advertised until the division officer has reviewed the tournament results and communicated the final results back to the tournament director.