

**COMMONWEALTH  
FENCING  
FEDERATION**

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**CHAMPIONSHIP ORGANISATION  
HANDBOOK**

Amended edition

Prepared by the CFF Technical Committee

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# 1 INTRODUCTION

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This document, written primarily to assist eventual hosts of Commonwealth Fencing Championships, provides guidance to organisers from the initial bid through to the actual event. Although its Championships serve mainly as developmental-level events, the CFF prides itself in offering its members a fencing experience rivalling that offered by other major international fencing championships.

Working in tandem with the Organising Committee to this end, the CFF nevertheless realises that actual conditions vary from country to country and the following should not be taken to overrule common sense in local conditions, nor local laws, nor FIE Rules.

This document outlines the standards to be aimed at, but given that local conditions and budgetary restraints vary from host to host, the CFF **requires** that before organisers depart radically from the directives in this document, they discuss the problems with the President of the CFF and the CFF Technical Committee.

The following abbreviations are used throughout this document:

- CFF Commonwealth Fencing Federation
- FIE Fédération Internationale d'Esgrime (International Fencing Federation)
- OC (Local) -Organising Committee
- DT Directoire Technique (Tournament Technical Committee).

## 2 MAKING A BID TO ORGANISE THE CHAMPIONSHIPS

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### 2.1 ORGANISING COMMITTEE

If a host wishes to apply to organise a Commonwealth Championship (Junior or Junior-Cadet, Senior, Veteran or combined Senior-Veteran), it must plan for a specific date and place, within a timeframe identified by the CFF. This host will be responsible for naming a local Organising Committee (OC) that will submit the bid in consultation with the relevant peak national body or National Federation.

The OC is responsible for preparing a submission to the CFF, which should be presented to the CFF Board within the six (6) months following the prospective host having responded to the call for Expressions of Interest circulated by the CFF Secretary, normally between three and two years in advance of the event. The proposal submitted to the CFF should cover the following points:

- Propose a formal date and place for the event.
- Demonstrate the host's ability to stage the event in a manner to ensure the security and safety of all participants and spectators.
- Provide the assurance that the planned event can be held, and organised, within the norms set by the CFF and, where relevant, the FIE.
- Outline in general terms the arrangements that have been made to secure the funding, venue, material and equipment necessary to host a major event of this scope, as well as the travel and accommodation arrangements that can be put in place to assist delegations.

### 2.2 THE BID

Although it is unlikely that all details can be finalised by the time the bid is submitted, the latter should include information on as many, if not all, of the items listed below. The OC representative eventually presenting the bid at the CFF General Meeting must be prepared to answer questions before the vote is taken by the members to award the event. The bid should include information concerning:

- Named individual(s) responsible for organisation
- Proposed dates (must be decided in consultation with the CFF President)
- Proposed city and location for competition and support activities
- Proposed budget
- Government and regional support
- Sponsors and donors
- Proposed Secretariat facilities (e.g., computers, printers, internet access, etc.)
- Source, type and quantity of equipment to be used, including the proposed competition management software & system
- Proposed ceremonial procedures and medal presentations
- Availability of public address system and other means of communication
- Banquet and/or reception
- Concession/s
- Accommodation availability - prices, distance from competition and other details.
- Local travel arrangements
- First Aid program and medical facilities
- Anti-doping control arrangements – as and if required by NF and as approved by WADA/
- Insurance
- Safeguarding
- Miscellaneous information.



## **3 ORGANISING THE CHAMPIONSHIPS**

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The following outlines some of the areas the CFF recommends the OC focus upon in preparation of hosting a Championship.

### **3.1 RULES, REGULATIONS AND ESTABLISHED PRACTICE**

It is important that everyone familiarise themselves with the important rules and procedures required in order to run an event at this level. The major areas are covered in this document and additional information is available from the FIE Rules & Statutes, CFF Secretariat, Technical Committee and CFF website, as well as local sources. Please note that notification of intent to host may need to be signified to the relevant National Sport Governing body and/or National Olympic Committee.

### **3.2 DATE**

A firm date must be established, after consultation with the CFF President, that ideally avoids any conflicts with national and international calendars. Please note that to host Championships:

- Open events usually require a minimum of 5 days competition time, preferably 6
- Veteran events usually 4 days (though growing numbers may warrant 5 days)
- Combined Open and Veteran normally runs over 10 days (Open individual and team over 5 days, Veteran individual and team over 5 days)
- Cadet and Junior Championship normally runs over 10 days (Cadet individual and team over 5 days, Junior individual and team over 5 days).

The above schedules are suggestions. The schedule for any championship will be as agreed with the OC.

A sample event schedule can be found in Appendix 1.

### **3.3 FINANCE**

This is possibly the most important area for the OC as it is absolutely vital that sufficient funding be secured as soon as possible. Running a major international event is an expensive undertaking and the support promised by all sources from Central Government down to local authorities and private sources must be documented. Organisers are advised NOT to rely on verbal promises and assurances.

It is of prime importance to have solid financial support to undertake all the tasks associated with running a Championship.

### **3.4 INSURANCE**

While competing nations are required to insure their own teams, all tournaments must also be insured against normal public liability risks. This cover must include protection for the appointed officials including referees and the DT.

The OC must indemnify the CFF in respect of public liability for the Championships.

The organisers will be asked to provide details of the cover in place.

## **4 ORGANISING COMMITTEE PERSONNEL AND AREAS OF RESPONSIBILITY**

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The first task consists of finding and identifying the individuals with the necessary technical and administrative skills to fill the key roles on the local OC, which can include the following (individuals identified can provide direction and oversight for more than one area of responsibility):

- Chair of the Committee (President) and Secretary with responsibility for administrative and legal aspects
- Finance and Marketing (Treasurer)
- Social and Hospitality
- Accommodation, Services and Transport
- Online services including website, competition & results management software & related communication systems
- Publicity and Media
- Medical - all aspects including first aid, doctors, hospital and ambulance service, as well as eventual doping control
- Entries, Accreditation and Liaison (with CFF and team managers, as well as with external organisations, sponsors, government and all other interested parties).

OC involvement in the Technical Components of the Championships is done in coordination with members of the CFF Technical Committee:

- Technical - Venue (installation, facilities and security)
- Technical - Equipment (materiel/equipment, armoury, weapon control)
- Technical – Administration (DT, officials, secretariat, computer services, competition management software operators, volunteers)
- Protocol.
- Safeguarding

### **4.1 CHAIR (PRESIDENT)**

The Chair (President) is responsible for liaison with the CFF, national sport governing body, government and other interested parties, with overall responsibility for the event.

### **4.2 SECRETARY**

An extremely critical appointment as problems in this area could cause major difficulties. In addition to fulfilling the task of secretary to the OC, the Secretary coordinates all correspondence with the Commonwealth Nations and other external bodies. The Secretary is required to give advice on a variety of subjects such as visas; insurance (both personal and public liability); health, fire and safety; national doping protocols and other administrative duties.

### **4.3 FINANCE AND MARKETING (TREASURER)**

The Treasurer, who manages the event budget, monitors the overall expenditure and should also be responsible for:

- Collecting all entry fees and the refereeing levy paid by federations
- Providing and arranging for the sale of any spectator entry tickets (as decided by the OC)



- Organising, or franchising stalls within the venue for the sale of local products, fencing paraphernalia and souvenirs, such as T shirts, posters and pins
- Organising at least one, preferably several, fencing manufacturers to set up sales points; it is obligatory to have at least one 'fencing shop' to enable the competitors to purchase any necessary equipment during the event (where possible, a printing installation for jackets and lamés should be provided)
- Organising, or franchising, the various catering outlets at the fencing venue.

## 4.4 SOCIAL AND HOSPITALITY

### 4.4.1 Catering

The catering facilities must either be dedicated to competitors or, if this is impossible, then a controlled area must be organised. Convenient restaurants and/or snack bars should be accessible for fencers and officials at all times the fencing venue is open. If they are not in the actual building, then a covered walkway to/from the venue is advisable.

### 4.4.2 Welcome Pack

A 'Welcome Pack' should be prepared for each delegation, preferably with enough copies for all members of the delegations, containing where possible:

- URL of event website for access to all event information
- Event programme
- Maps of area and venue
- Location, time and date of team managers' meeting
- Location, times and dates of weapon and equipment control
- Training schedule and location
- Bulletin from the OC outlining items such as domestic arrangements and shuttle schedule (see Appendix 2)
- Details of the local town
- Tourist brochures, maps and other items providing information on the area.

### 4.4.3 Programmes

If the publication of an **event programme** is planned, competing countries should be able to provide biographies and pictures of leading fencers, if required, and the CFF Secretary is able to provide lists of recent winners and other details. For the country abbreviations used in the Commonwealth, please see Appendix 3.

The organisation of any **social programme** is a purely optional 'extra' at the discretion of the host country.

## 4.5 MEETINGS, RECEPTIONS AND CEREMONIES

There are various meetings that are held during the Championships. It is the duty of the OC to arrange for suitable rooms to be made available and do everything to assist in the smooth running of the meetings.

### 4.5.1 CFF Meetings

Arrangements must be made to ensure that the CFF Board Members have adequate facilities to carry out any necessary tasks such as meetings, interviews, seminars and/or briefings.

#### 4.5.2 OC, Technical Committee/DT and CFF Board Meeting

This meeting should be held when the necessary people are assembled and no later than midday on the day prior to the event. The meeting should be more of a briefing meeting from the OC to the Technical Committee/DT and the CFF Board. At a minimum the following should be covered:

- A tour of the venue and introduction to the key personnel (ideally all should be wearing accreditation badges to aid future recognition)
- Domestic arrangements such as transport, shuttles and meals
- Any departures from the guidelines laid down in this document
- Review of fire, ambulance and safety/security arrangements
- Any meetings/receptions required by the CFF Board
- Any possible problems foreseen by the OC or the Technical Committee/DT
- Any special requirements associated with the opening/closing ceremonies and medal presenters
- General discussion on the running of the event
- Any other business.

#### 4.5.3 Team Managers' Meeting

This meeting is held on the day prior to the event, usually in the late afternoon / early evening at a time and place determined by the OC in liaison with the DT. The OC should take the necessary steps to reserve a room in either one of the identified hotels or at the venue. This meeting is presided by the Chair of the DT. Team managers should come prepared to confirm their entries at this meeting.

The OC can share with team managers the domestic arrangements previously outlined in the CC/DT/CFF Board meeting, distribute any relevant papers and generally respond to any queries from the team managers.

#### 4.5.4 Referees Meeting

The OC needs to provide a room in which all referees must attend a briefing session held by the DT on the afternoon or evening preceding the opening of the championships. The DT and Director of Referees will outline in this meeting any particularities related to Commonwealth fencing events and/or, if required, any modifications to standing FIE regulations.

#### 4.5.5 Receptions

These are a matter for the host country, though the CFF President should be asked whether the CFF also wishes to arrange for any reception. It is advisable to electronically forward the invitations to all those for whom the reception is intended, in adequate time for them to plan their personal schedules. Please note that the OC should check with the CFF President if any visitors from outside the host country should be treated as a VIP.

#### 4.5.6 Ceremonies

These are a matter for the Host Country, but if any of the delegations are involved in **opening and/or closing ceremonies**, as much notice as possible should be given.

The OC must check with the President of the CFF whether any **trophies, certificates or prizes**, other than those listed below are to be presented. If a host country has a sponsor who is interested in awarding a trophy, or prizes, the CFF President should be contacted.

- The **Wilkinson Sword Trophy** has been awarded since 1982 to the most successful country at the Commonwealth Fencing Federation Championships.

- The **India Trophy**, instituted in 2006, is awarded to the most successful country at the Junior Championships. It is the responsibility of the CFF Board to ensure the trophies are returned in good time for the closing ceremonies.
- The **John Ramsay Medal** is awarded to the most successful fencer in Junior Men's Foil.

The provision of **medals** and, in some cases **certificates**, must be discussed with the CFF President. It is the OC's responsibility to acquire the necessary medals (information on the current CFF medal supplier is available from the CFF Secretary).

**Certificates** will not normally be issued. Where a nation requires a record of participation for funding or similar reasons, they must request these in advance from the OC. Certificates may be provided in digital form.

For each of the Cadet, Junior, Senior and Veteran categories, there are six (6) individual events (3 men's weapons and 3 women's weapons), with medals awarded to the first place (gold), second place (silver) and ex æquo third place (2 bronze) winners. In the team events, up to 4 fencers may be entered in a team and all 4 are entitled to receive medals for a potential total of 4 gold, 4 silver and 8 bronze per event (so long as 6 or more teams are registered in the event, otherwise there will be a fence-off for third place), so long as they have been named on at least one scoresheet as a member of the 4 person team for that match. To be eligible to receive a medal, a fencer need not have actually fenced in a team match but must have been named as the Replacement or Reserve on a scoresheet.

Total medals for the Junior/Cadet events:	72 Gold	72 Silver	and	144 Bronze.
Total medals for the Senior events:	36 Gold	36 Silver	and	72 Bronze
Total medals for the Senior/Veteran events:	72 Gold	72 Silver	and	132 Bronze

The number of medals required for para events will vary depending on the format and entry size.

NOTE: there may be a need to provide separate age group medals for Veteran Championships in the years where they are run as a stand-alone championship, and exact requirements are to be worked out in coordination with the CFF Veterans Committee.

#### 4.6 ACCOMMODATION, SERVICES AND TRANSPORT

The OC should ensure that delegations and officials have access to an efficient service allowing them to easily travel from the nearest airport to the identified hotel(s); furthermore, a **shuttle service** should be provided between the hotel and the venue, which would ideally provide as flexible a schedule as possible to allow fencers and delegation members to access either the hotel and/or venue at various times during the competition. In the event this is unfeasible, transport to and from the venue and/or the town centre, if not within easy walking range, should be arranged at the least possible cost.

The recommended list of **hotels** should include all prices, together with a list of any special rates or concessions and state the distance of each hotel(s) from the venue and/or city centre.

#### 4.7 PUBLICITY AND MEDIA

Publicity is the life blood of fencing and everything possible must be done to ensure that the media are catered for. Every effort should be made to try and ensure complete or partial television coverage of the finals.

The OC must create a dedicated event website, ideally capable of video-streaming the event. Live online results using one of the services provided by homologated software vendors (e.g. FencingTime Live / Engarde Service / Ophardt) must be provided.

#### **4.8 MEDICAL - DOCTORS, HOSPITAL AND AMBULANCE SERVICE**

Every effort should be made to secure the services of a doctor for the duration of the event but, failing that, a certified paramedic/first-aid provider must be present at all times fencing is taking place. Additionally, an ambulance service must be able to respond within 10 minutes should a major accident occur. The local hospital/s must be warned that the event is taking place and that traumatic injuries could occur.

Where multiple fencing halls are being used, one doctor or paramedic must be present in each hall at all times.

Automatic Electronic Defibrillators (AED) and personnel trained in their use must be provided in close proximity to each fencing hall.

The CFF itself does not require Doping Control tests to be carried out at CFF events. However, the OC should ascertain whether the host nation's anti-doping agency will require tests to be carried out. If so, this may impact the event budget.

#### **4.9 ENTRIES, ACCREDITATION AND LIAISON**

##### **4.9.1 Entries**

At least twelve (12) months before the event, the Commonwealth Nations should receive a circular giving preliminary information and inviting them to confirm within six months their intention to compete. The circular should contain as much of the information listed in Appendix 2 as possible. If this is not possible, then as a minimum, the following information:

- Dates of the event
- Location of the event
- Cost of transport from the nearest airport to the event's location
- Hotel list giving approximate prices and details - indicating distance from venue and whether transport will be provided, and, if not, approximate cost and frequency of public transport
- Details of any special terms from airlines and hotels; if any have been arranged, whether they are valid for teams arriving early and/or teams/individuals staying on after the event
- Any extra costs likely to be incurred during the event, like special transport or venue charges.

Normally no later than six (6) months before the event, a further bulletin should be sent out. to include the information listed in Appendix 2.

The OC must set-up and run a reliable online registration management system accessible to the Countries and through which all registrants' information can be processed.

Countries completing the online forms should be asked, at a minimum, to provide the name, email address and telephone number of **the Team Manager**. Each Country MUST specify a Team Manager, whom the CFF, DT and OC will regard as the senior person in that team and able to speak on behalf of the team.

Entries must be made by the fencer's National Federation on the FIE website or for para fencers as directed by the OC. No other entries can be accepted.

Countries must be told that, no later than two (2) months before the event and preferably earlier, they must send:

- Names of accompanying officials, together with their role in the team for accreditation purposes
- Numbers and names of competitors and their weapons, in ranking order for each weapon (it should be noted that all fencers must be in possession of a valid FIE licence).
- Indication of the strength of competitors who are not listed on the World Cup/World Championship rankings, as determined by their federation
- Digital photographs of all persons requiring accreditation, should these be required by the OC
- Biographical details of leading fencers suitable for inclusion on the event website, in a programme or newsletter.

#### **4.9.2 Visas**

The organisers may assist with information required to support visa applications but it is the responsibility of visiting teams to obtain the correct visas or other immigration documentation in good time.

Failure to obtain documents or arrange travel will not be accepted as a reason for missing mandatory check in times, weapon control deadlines or meetings.

#### **4.9.3 Security and Accreditation**

It is recommended that the competition site be zoned, clearly labelled and barriers established with accreditation badges coded to control access. It is up to the OC to determine and implement any necessary security levels (examples are provided in Appendix 4).

Procedures must be in place to provide accreditation for anyone not included in the original entry for any reason.

## 5 TECHNICAL COMPONENTS

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The technical elements of organising a Championship are undertaken in consultation with the CFF Technical Committee, which assists the OC on matters regarding the venue and equipment and assumes responsibility for the provision of referees.

### 5.1 TECHNICAL - VENUE

#### 5.1.1 Installation

The OC must find and ensure availability of a suitable site, or sites that will meet all the technical requirements of the event being organised. The set-up should have:

- A preliminary area or hall capable of holding a minimum of 12 pistes, and an area or hall for the DE32 onward in which the four coloured pistes and finals piste are installed
- Seating for spectators should be provided facing the finals piste - the design and programme of the finals should be geared to ensure that a 'quality show' is provided for all spectators
- A training area equipped with 4-6 pistes should be accessible at least one day prior to the start of the first event and a training roster determined by the OC and distributed to all Team Managers.

An example of the piste layouts is provided in appendix 5A.

#### 5.1.2 Dedicated Areas

Over and above the general technical installation requirements, there should also be various dedicated areas as listed in appendix 6.

#### 5.1.3 Security

All pistes should provide adequate room for the referees to work safely and barriers should isolate the pistes to separate spectators from the fencing. Additionally, accreditation should limit access of various participants to clearly labelled and zoned areas to ensure greater security.

The site, or sites, selected must be technically acceptable in all aspects such as security; services; heating/air conditioning (ideally 20° to 24°C); adequate light levels throughout the venue during all stages where fencing will be taking place; separate men's and women's changing rooms and showers; spectator seating; facilities for finals; and provide adequate areas for all technical (e.g., weapon control) and administrative (e.g., DT) purposes.

For an inventory of possible requirements, please refer to Appendix 6.

### 5.2 TECHNICAL - EQUIPMENT

#### 5.2.1 Materiel/Equipment

The full equipment needed to run a major international event is costly and the organisers must ensure that the equipment is available, or arrangements made to purchase, or lease, the items from a reputable fencing supplier. It is imperative to ensure that there are plenty of sets of spare equipment to replace any equipment that may break down and/or need repair or replacement in the course of the 4-10 days of competition.

The full-sized conductive pistes must be in good condition (cf. FIE Material Rules m.57) without any non-conductive spots. Scoring apparatus must be of a design approved by the FIE, operated by remote control

and with overhead lights, if not on all pistes, at least in the main hall. Also, as the CFF Championships are not currently making use of the wireless fencing system, organisers should take note that they should have numerous spare spools on hand. It is desirable that the finals piste be installed on a raised podium (< or = to .5m). A more complete guide of requirements is given in Appendix 7.

Video arbitration is not mandatory at CFF championship events but is strongly encouraged. In the event the OC proposes to use the system, the following should be taken into consideration:

- Any homologated video arbitration system may be used.
- The OC should pay particular care to the layout (finals hall, call room, referees' room), timetable and staffing requirements.
- If additional referees are required in addition to the refereeing team agreed with the CFF, they shall be funded by the OC and not included in the referee levy calculation.

### **5.2.2 Armoury, Weapon Control and Call Room**

The services of a Chief Armourer should be retained, who can put together a qualified team capable of handling the workload for weapon control and field of play in a timely manner. There may be a need to enlist the aid and train several more volunteers to assist with the duties associated with Weapon Control, which should already be operational on the day preceding the start of the event.

A detailed list of requirements for weapon control and call room is given in the FIE Weapon Control guidelines <https://static.fie.org/uploads/28/141068-Weapon%20Control%20organization.pdf> and [29521-2015-12-03-WEAPON-CONTROL-GUIDELINES.pdf](https://static.fie.org/uploads/28/141068-Weapon%20Control%20organization.pdf)

Refer to the Championship Rules for the list of equipment to be controlled.

## **5.3 TECHNICAL – ADMINISTRATION**

### **5.3.1 Directoire Technique**

For the Commonwealth Championships the DT consists of a minimum of three (3) members, including normally:

- The Chair of the CFF Technical Committee to act as President of the DT. If unavailable, then another member of the Technical Committee is appointed by the CFF President.
- The Chair of the CFF Technical Committee shall appoint additional members from the CFF Technical Committee or other suitable appointees from different Commonwealth nations.
- One representative is nominated by the OC.

The principal criteria for those chosen to serve on the DT are a knowledge of the rules, regulations, procedures and refereeing. The functions of the DT include the complete technical organisation of the Championships. The DT is charged to ensure that the FIE Rules, with any amendments agreed for the CFF Championships, are enforced throughout the event with complete impartiality.

**The members of the DT cannot act in any other capacity at the same event, such as a referee, coach or team captain.**

Expenses to cover travel, hotel, per diem (based on current FIE rate) and normal meal allowances for CFF members of the DT, should be allowed for in the budget. If this is impossible and members of the Technical Committee are unable to attend, then the CFF President shall appoint a chairman of the DT, after consulting



with the Technical Committee; this Committee will then nominate another 1-2 Commonwealth national officials for approval by the CFF Board.

The OC is responsible for furnishing good working conditions for the DT at the tournament site. At a minimum this should be a lockable room or secure area in close proximity and allowing easy access to the competition halls; there should be sufficient tables and chairs to accommodate all members of the DT and Secretariat (see below).

### **5.3.2 Referees**

The OC invites two FIE referees from non-CFF nations, nominated by the CFF Technical Committee, who can cover all three weapons – the cost of these referees to be allowed for in the OC's budget. The selection of the Director of Referees and remaining referees is the responsibility of the CFF Technical Committee. The refereeing levy charged by the OC on behalf of the CFF will be used to cover referee costs. The OC will be responsible for referee travel and hotel arrangements and also provide them with the agreed upon per diem and meal allowances, plus meals while on duty at the venue.

### **5.3.3 Secretariat and Computer Services**

The Secretariat is the centre of the competition and has many responsibilities. It is vitally important that the personnel allocated to it, appointed by the OC, be efficient, fluent in English, preferably experienced in competition management and computer literate, as well as trained in the use of all software being used.

The Secretariat's main responsibilities are to assure efficient communications by posting and distributing as they become available results and information bulletins issued by the DT, both throughout the physical competition site and electronically (loaded to the website, across social media and /or via an e-distribution list), preferably in real-time as events unfold in the course of the day. The Secretariat is also responsible for preparing and distributing complete results, as authorised by the DT, at the end of each round, at the end of each event and also at the close of the Championships for the CFF website, across social media and/or to an e-distribution list, as set-up by the DT at the start of the event.

Live results must be published to an online results service.

The event computer operators are part of the Secretariat and run the competition computers issuing pools, DE bouts and results (after DT approval of each) using the latest approved version of any homologated fencing competition management software.

A detailed list of equipment and material required by the Secretariat appears in Appendix 8.

### **5.3.4 Volunteers**

The OC is responsible for appointing, training and outfitting the following volunteers:

- Runners (if possible, one per piste enclosure and one on duty with the DT) on duty at all times the pistes are in use)
- Sufficient personnel to cover: competition and training site installation and control, information, accreditation and security, as well as marshalling teams (see below).
- Other volunteers may need to be recruited to act as: announcers, registration personnel, concession personnel, anti-doping personnel (if required), call room personnel, protocol personnel or media personnel (as per OC requirements).



## 5.4 SAFEGUARDING

The CFF Technical Committee shall appoint at least one Safeguarding Officer for the Championships. Ideally, they will be familiar with the FIE Safeguarding requirements and the local safeguarding regulations and guidelines of the host nation.

The OC must provide a private room for the Safeguarding Officer to use as needed.

## 5.5 PROTOCOL

It is essential to ensure that before the finals start, the DT member overseeing protocol coordinate with OC official(s) responsible for providing:

- Biographical details of all finalists.
- The flags and national anthems of all finalists (care should be taken to ensure flags are identical in size).
- The names and details of the final's referees (supplied by the Director of Referees).

In preparation for the medal ceremony, the OC has to make sure of the following:

- The medals, certificates (in liaison with CFF President), and the trays or cushions on which these will be presented are available close to the presentation site
- The names of any VIPs invited by the OC or CFF to make presentations and any details that should be announced about them have been provided to the person responsible for Protocol
- A clear brief for the media and the announcer (if other than the DT member responsible for Protocol)
- All personnel involved in the ceremony have been briefed
- A flag stand and flag raising facility for the victory ceremony are available and set up. This may be a virtual flag raising display projected onto a screen.
- National flags of the competing nations for use in the victory ceremony (if required) and, if required, for the Opening and Closing ceremonies, as well as for decorating the hall. It should be remembered that a country could, in exceptional circumstances, have all four medal winners requiring four flags. It is advisable to assess the strength of the competing countries and, where necessary, provide for more than one flag.
- The CFF Technical Committee will provide access to the library of approved anthems and associated clips. Ensure that facilities for playing music/anthems in MP3 format through the PA system are in place.

## 6 MISCELLANEOUS

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As fencing championships are often run over a considerable surface and, possibly, in several halls, it is advisable, depending on the circumstances, for the OC to make the following available:

### 6.1 MANDATORY

- Public address system, with microphones available to the DT and the competition secretariat
- Communication system or walkie-talkies for the members of the DT and the Armoury
- Public address system for finals area with a microphone for announcer and a cordless microphone for the referee
- Screens, board or area suitable for posting of results, schedules and other information
- First aid materials (unless provided by medical personnel on hand)
- Address and phone number/s of local hospital/s, alerted to the nature of any possible injuries
- Sufficient tiered seating to cater for the general public together with all the delegations, as well as a reserved area for VIPs, CFF Board, DT and senior members of the OC
- Lighting levels over the Finals Piste suitable for photographers and television.

### 6.2 RECOMMENDED

- Direction signs and a plan showing the layout of the venue
- Accreditation system and camera; together with a laminator, or some other system for producing badges, with the appropriate pre-printed and coloured, blank accreditation cards
- Plans of layout of pistes with indication signs and pistes clearly numbered
- Anti-doping control equipment and a supply of drinks (if required by the national anti-doping agency).
- Free public WiFi.

### 6.3 CONDUCT OF THE FENCING

This is the responsibility of the DT. At this stage the Organising Committee should remain available to assist the DT and respond to requests and queries from delegations and the DT, and work with the latter at providing solutions to problems that arise.

# APPENDIX 1 - SCHEDULE OF EVENTS

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## CHAMPIONSHIP SCHEDULE

The schedule of events must be advertised in advance and follow the schedule given in the CFF Championship rules. It may only be varied by agreement with the CFF. The times given are for guidance and the DT may adjust these, if necessary, to meet local conditions and/or as per requirements of the OC.

## EXAMPLE DAILY SCHEDULE

The championships normally run over four to ten days and, while the actual daily schedule is bound to be affected by local conditions, the one given here represents a typical schedule that has proven effective.

08h30 Referees' meeting, with the Director of Referees

09h00 Event one

10h00 Event two

For a day with two individual events.

18h00\* Start of Finals Semi-finals of Individual Event A

Semi-finals of Individual Event B

Final of A

Final of B

Two team finals

OR

Final of A

Final of B

One individual and one team event.

OR

Semi-finals of Individual Event

-- statutory break --

Final of Individual Event

Team final

Followed by the Medal Ceremony

### Notes:

- 1) if entries are large, or a VIP reception is required before the Finals, then a later start may be required.
- 2) On the first night, the opening ceremony precedes the Finals.

- 3) On the last night, the closing ceremony follows the medal ceremony.
- 4) If outdoor finals are contemplated, the approval of the TC / DT is required.
- 5) If outdoor finals and/or ceremonies are planned, the Organising Committee must ensure that precautions are taken to prevent sun, rain or temperature causing problems. An alternative indoor site must always be available.

## APPENDIX 2 - INFORMATION BULLETIN / INVITATION LETTER

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The points below cover the information that countries entering an event should know. Every effort should be made to make as much of this information as possible available in the first bulletin sent to competing member nations, on the event and FIE websites. A template including these details will be provided by the CFF Technical Committee.

- Date of the event.
- Location of competition.
- Sketch of competition site location.
- Address of competition site/s, together with telephone numbers.
- Address of training site/s, together with telephone numbers.
- Schedule/s with dates.
- Organising Committee contact, together with telephone numbers and email address.
- Accommodation address/s, together with email addresses, telephone numbers, type, distance, prices.
- Date, time and location of weapon check.
- Terms of entering competition.
- Any seminars / workshops / meetings being held in association with the event.
- Any referee's examination taking place, with dates.
- Deadline for registration.
- Release clause.
- New (special) rules.
- Social event/s.
- Fees, etc.
- Any information requested by a sponsor.
- Any special instructions.

## APPENDIX 3 - COMMONWEALTH COUNTRY ABBREVIATIONS

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Note: These codes are typically reviewed by the CGF for each Commonwealth Games and changes may occur.

Antigua & Barbuda	ANT	Montserrat	MTS
Australia	AUS	Namibia	NMB
Bahamas	BAH	Nauru	NRU
Bangladesh	BAN	New Zealand	NZL
Barbados	BAR	Nigeria	NGR
Belize	BIZ	Norfolk Island	NOI
Bermuda	BER	Northern Ireland	NIR
Botswana	BOT	Pakistan	PAK
British Virgin Islands	BVI	Papua New Guinea	PNG
Brunei Darussalam	BRU	St. Christopher and Nevis	STK
Canada	CAN	St. Lucia	SLA
Cayman Islands	CAY	St. Vincent and the Grenadines	SVG
Cook Islands	COK	Scotland	SCO
Cyprus	CYP	Seychelles	SEY
Dominica	DOM	Sierra Leone	SLE
England	ENG	Singapore	SGP
Falkland Islands	FAI	Solomon Islands	SOL
Gabon	GAB	South Africa	RSA
The Gambia	GAM	Sri Lanka	SRI
Ghana	GHA	Eswatini	SWZ
Gibraltar	GIB	Tanzania	TAN
Guernsey	GGY	Togo	TGO
Guyana	GUY	Tonga	TGA
India	IND	Trinidad and Tobago	TRI
Isle of Man	IOM	Uganda	UGA
Jamaica	JAM	Vanuatu	VAN
Jersey	JEY	Wales	WAL
Kenya	KEN	Samoa	SAM
Lesotho	LES	Zambia	ZAM
Malawi	MAW	Zimbabwe	ZIM
Malaysia	MAS		
Maldives	MDV		
Malta	MLT		
Mauritius	MRT		

## APPENDIX 4 – SAMPLE SECURITY LEVELS

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Security Level 1		Officers of Directoire Technique, Organising Committee, CFF.
Security Level 2		Secretariat, Armoury, Weapon Control, Service areas.
Security Level 3		Officials lounge and rest area.
Security Level 4		All fencing areas and appropriate facilities.

Red pass	All levels	DT, CFF Board, Members of Organising Committee.
Blue pass	2 & 4	All Officials working in those areas.
Orange pass	3 & 4	Referees
Yellow pass	2 & 4	Team Managers
White pass	4	All delegations.
Green pass	As required	All volunteers.

Together with badges with some distinctive design and clearly labelled:

“MEDIA” access to media facilities, level 4 and elsewhere as required.

“MEDICAL” all levels as required.

Accreditation passes should show:

- Name
- Delegation, CFF or Host Country.
- Photograph.
- Capacity - i.e. CFF, DT, OC, referee, volunteer, Team Manager, coach, competitor, doctor, etc.

See example of accreditation badge on following page (reproduced from FIE Handbook on Regulations).



**CHAMPIONNATS DU MONDE**  
*dates of the competitions*

logo of the  
Championshi  
ps

*photo*  
(30x40mm)

*Family Name*  
*Surname*  
*Nationality*

*flag*  
*of the*  
*nationality*

*Chief of delegation*

**CHD**

**Access zones : 1 - 2 - 3 - 5**

*bandeau*  
*publicitaire*

- Zones d'accès :**
- 0 - Tout accès
  - 1 - Zone de compétition
  - 2 - Zone d'entraînement
  - 3 - Zone administrative
  - 4 - Zone de presse
  - 5 - Zone de restauration
  - 6 - Zone du Directoire Technique
  - 7 - Zone VIP
  - 8- T1 - Tribune Présidentielle
  - 9-T2 - Tribune autorité sport.
  - 10- T3 - Tribune famille escrime

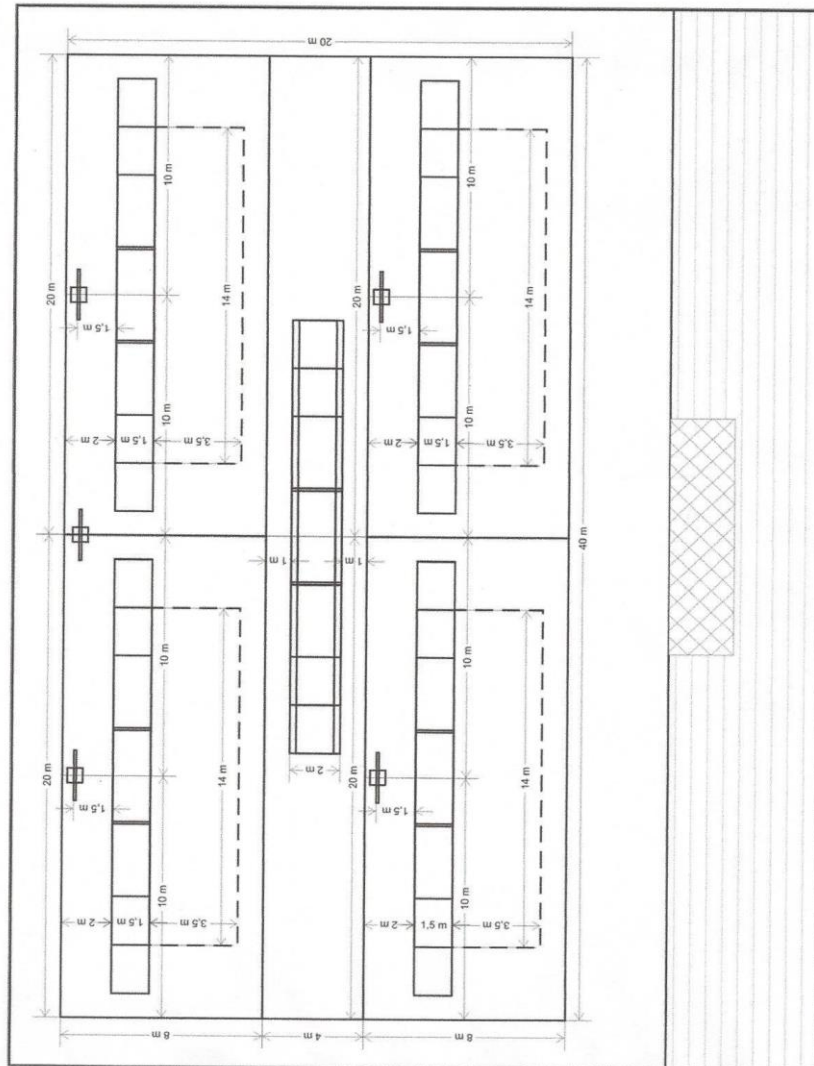
**Comité d'organisation :**  
Tel: +323 654 4444

**Comité d'organisation :**  
Tel: +323 654 3333

**Signature de l'autorité (Comité d'Organisation)**



## APPENDIX 5 – LAYOUTS OF HALL FOR FINAL AND COLOURED PISTES



This layout should be used in the Hall for the DE32 or DE16 of events. Each piste and equipment stand should be clearly coloured as blue, green, red or yellow, to identify the piste. A marshalling area (call room) must be provided close to the pistes and curtained off. Recommended colour layout is illustrated on the following page.



## APPENDIX 6 – SITE REQUIREMENTS

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Within the venue the following should be provided:

- A sufficient supply of tables, chairs and benches.
- Space in the competition hall for the DT, together with a lockable room or secure area.
- The room, or sufficient space in the venue, occupied by the DT is shared by the Secretariat including computer operators (see below for equipment needed).
- Area(s) for posting of results and/or installation of large screens to display results
- Fully equipped Armoury with all necessary testing and repair tools.
- Control room for competitors' equipment and electrical apparatus.
- Self-repair workroom equipped with benches and vices, etc.
- Organising Committee room.
- Room for Sport's Governing Body – CFF
- Large meeting/briefing room to accommodate meetings of groups such as volunteers, piste personnel, Team Managers and referees
- Media lounge and work room,
- Security and Accreditation Office.
- Competition Officials' lounge, with an adequate supply of snacks, hot and cold drinks.
- Athletes lounge or rest area.
- Secure area for fencing bags
- Volunteers' lounge or rest area.
- Medical Facility and First Aid room.
- Room for safeguarding.
- Parking area for ambulance, fully equipped with resuscitation equipment, ensuring easy and fast access to all parts of the competition hall.
- Anti-doping control facilities.
- Electricity supply - sufficient power points to provide a supply to pistes, if required, batteries should be used for all scoring apparatus (all equipment used must be certified by health & safety officers).
- Lighting.
- Spectator places and seating.

## APPENDIX 7 – FINALS PISTE

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The design of the finals piste varies, the major design factor being budgetary restraints. If purchasing new equipment, most major manufacturers will have designs and equipment for finals pistes. But the following design features should be met:

- The piste should be on a raised podium - see FIE Rules & Statutes for current permitted height and dimensions.
- The equipment must conform to FIE standards and the following must be very clearly visible, to the fencers, the referee and all areas of the spectator seating. This means, inevitably, the displays have to be much larger than the scoring apparatus used in the fencing hall.
  - Clock/s - three are necessary to ensure visibility to both fencers and all spectators.
  - The coloured lights have to be large enough, and bright enough, to be clearly visible.
  - The names of the fencers and the scores have to be legible throughout. This is normally done with a digital display, though other solutions have been used.
  - Any warnings (yellow or red cards and P cards) given must be clearly displayed.
  - In the event of a fight reaching the stage when priority is awarded, then this must be displayed clearly and visibly to both fencers and public.
- The position of the referee has to be thought through, while the traditional position is perfectly acceptable, the referee may be positioned to face the audience.
- The backdrop to the fencing should be a plain dark coloured cloth, possibly discreetly emblazoned with any sponsor's name and logo.
- Weapons and equipment will have been controlled 'off the piste' in the call room before the final or earlier staged phases of the competition, but arrangements need to be made for an armourer to remain close at hand if tests need to be carried out during the fight.
- The call room (warm-up area, weapon control area) and medical facilities should be very close to the finals area but neither visible nor likely to cause disturbance to the match in progress.
- The piste area must be clearly defined and staffed.
- The media will have various requirements, but particular note must be taken of the need for lighting levels over the finals piste to be suitable for photographers and television.
- Specialist requirements of any TV firm covering the event, for example - a commentary point, platforms for cameras, cabling, parking for any TV vans, etc.
- Sufficient tiered seating to cater for the general public together with all the delegations.
- A reserved area for the DT, ensuring they can have immediate access to all fencing areas.
- Medical requirements - the doctor/first aid personnel must be asked to specify what is required.

## APPENDIX 8 – SECRETARIAT REQUIREMENTS

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The Secretariat is the centre of the competition, and it is vital that it is well equipped:

- Access to reliable broadband WiFi and computers capable of running the chosen homologated software. It is very important that back-up computer/s are provided in case of breakdown.
- Printer/s - preferably laser printers, together with a back-up printer.
- Electronic distribution of data and communications is strongly encouraged and live online results must be provided. If paper based distribution cannot be avoided, photocopier/s, preferably with rapid collating capabilities will be required.
- Computer and printer for general administration.
- If screens are not used to display pools, DE tables and results, a large amount of paper for the printer/s and photocopier/s. It is helpful to have assorted colours.
- Clip boards, copies of “list of offences and penalties”, sets of Yellow, Red and Black penalty cards (at least as many as there are pistes).
- Normal office equipment and consumables - pencil sharpener (preferably electric), stapler, staple remover, filing trays, notice board, dry wipe board, pencils, ball point pens (or similar), rubber bands, paper clips, scratch pads, file covers, bulldog clips, stationery, blue tack for posting.
- General office furniture.
- Team draw sheets.
- FIE Rule book and statutes, CFF Rules together with this booklet and any CFF requirements not listed.

## APPENDIX 9 - PRELIMINARY ENTRY DETAILS

This is just an example which shows the basic requirements. Hosts may choose to use a different form, a website or other means of gathering information.

<b>Nation:</b>				
<b>Team Contacts:</b>				
<b>Name</b>	<b>Email</b>	<b>Phone</b>	<b>Role</b>	
John Adams	pres@fencing.org	+99 123 123 123	<b>Primary Contact</b>	
			<b>Team Manager</b>	
			<b>Assistant Team Manager</b>	
Jimmy Carter	jc@fencing.org		Peanut vendor	
<b>Expected Entries:</b>	<b>Individual</b>		<b>Team</b>	
	M	F	M	F
Cadet Foil	5	5	1	1
Cadet Epee	5	5	1	1
Cadet Sabre	5	5	1	1
Junior Foil	5	5	1	1
Junior Epee	5	5	1	1
Junior Sabre	5	5	1	1