

INTERNATIONAL FENCING FEDERATION

HANDBOOK OF REGULATIONS

WORLD CHAMPIONSHIPS

SENIOR



September 2015

Contents

1. BIDDING	page 5
• Written commitment.....	page 5
1.1 Bidding application	page 6
• sending of the request.....	page 6
• deadline for the candidature dossier.....	page 6
• FIE delegate.....	page 6
1.2 Candidature dossier	page 7
• presentation of the dossier.....	page 7
• contents of the dossier.....	page 7
• projected budget.....	page 9
• company in charge of results and video-refereeing.....	page 10
• financial guarantees.....	page 10
• documents to be included.....	page 10
2. ADMINISTRATIVE AND LOGISTIC OBLIGATIONS	page 11
2.1 First obligations of the Organising Committee	page 12
• composition of the Organising Committee.....	page 12
• calendar of application.....	page 12
• preliminary project.....	page 13
• Senior World Championships - detailed schedule of competitions.....	page 13
• guiding schedule of the senior World championships.....	page 14
• J/C World Championships - detailed competition schedule.....	page 15
• guiding schedule of the junior and cadet World championships.....	page 16
2.2 Invitation and coverage of expenses for FIE officials	page 17
2.2.1 Invitation letters	page 18
• invitations of delegations.....	page 18
• invitations of other personalities.....	page 19
2.3 Transportation – Accommodation - Catering	page 20
• transportation.....	page 20
• accommodation.....	page 20
• catering.....	page 21
2.4 Accreditations	page 22
• making of accreditation cards.....	page 24
• distribution of the accreditations.....	page 26
2.5 Rules to access the zones	page 27
• specific rules of access to competition zones: the "PASS DAY".....	page 29
• example of PASS DAY.....	page 30

3. INFRASTRUCTURES AND VENUES	page 31
3.1 Competition Halls	page 32
• hall(s) for the preliminary phases.....	page 32
• drawing of the preliminaries hall	page 33
• hall for the direct eliminations.....	page 35
• drawing of the direct elimination hall with a single stand...	page 37
• hall for the finals	page 41
• drawing of the finals hall with a single stand.....	page 43
• hall for direct eliminations and final	page 47
• drawing of the hall for direct eliminations and final with a single stand.....	page 48
• training halls	page 52
• rooms for the control of weapons and equipment.....	page 52
3.2 Administrative halls	page 53
• office for the Directoire Technique.....	page 53
• offices for the organising committee	page 53
• offices for the FIE.....	page 54
• photocopiers room.....	page 54
• zone for the posting of results	page 54
• accreditations rooms	page 55
• meeting rooms	page 55
3.3 The other premises	page 56
• rest rooms and conference rooms.....	page 56
• rooms for the medical services.....	page 56
• referee's room.....	page 57
• media rooms.....	page 57
• others rooms and spaces.....	page 57
4. THE COMPETITION	page 58
4.1 The Directoire Technique	page 59
• assigned staff.....	page 59
• functions.....	page 59
• allocation of pistes.....	page 60
4.2 Distribution of results	page 63
• tasks for the staff assigned.....	page 63
• types of posting	page 63
4.3 The scoring staff	page 64
4.4 Control of weapons and equipment	page 65
• general control.....	page 65
• verifications during pools and preliminary rounds of direct elimination	page 65
• verifications during the table of 64 and the final.....	page 66
4.5 Opening, closing ceremonies and finals	page 67
• opening ceremony.....	page 67
• management of a final.....	page 68
• closing ceremony.....	page 69
• the commentator-speaker.....	page 69
• reserved places for the VIPs in the final hall.....	page 69

- reception of the VIPs page 70
- reserved zones in the gallery of the hall of the final..... page 70
- Duties of the FIE Chief of Protocol and the Master of Ceremonies page 70

5. COMMUNICATION – MARKETING AND TV..... page 71

- 5.1 Communication: press page 72**
- 5.2 Marketing: partners and sponsors..... page 73**
- 5.3 TV/ Radio and digital medial..... page 74**
- 5.4 Additional communication – marketing and TV efforts..... page 75**
 - 5.4.1 Branding..... page 75
 - brand guidelines..... page 75
 - brochure «Official programme »..... page 75
 - publicity on fencers..... page 76
 - indoor and outdoor indication..... page 76
 - 5.4.2 Public address system and internal communications..... page 76
 - general sound system page 76
 - communication between chief officers page 76
 - sign-posting with arrows page 77
 - 5.4.3 Manufacturers stands page 77
- 5.5 Welcoming - Information - Public relations..... page 78**
 - welcoming at arrival..... page 78
 - information desk..... page 78
 - banks and public telecommunications..... page 78
 - documentation..... page 79
- 5.6 Various advice..... page 80**
 - Surveillance duties - police - security page 80
 - staff..... page 80
 - insurances..... page 81
 - official photographer..... page 81
 - closing party..... page 81
- 5.7 Uniforms for the officials..... page 82**

6. FIE MEDICAL HANDBOOK..... page 83

- Overview..... page 84**
- Summary of Requirements (chart)..... page 85**
- Specifications..... page 86**
 - medical emergencies..... page 86
 - sports trauma..... page 87
 - general medical care..... page 87

• additional medical services.....	page 88
Doping Control	page 89
FIE Medical Delegates	page 90
Additional Requirements	page 91
• insurance.....	page 91
• signs / notices.....	page 91
• medical records.....	page 91
• minors.....	page 91
7. ANNEXES	page 92
- 1 - commitment letter for the respect of the handbook of regulations.....	page 94
- 2 - participation in number.....	page 96
- 3 - participation of the officials and accompanying persons.....	page 98
- 4 - other handbooks to be consulted.....	page 100
- 5 - electronic display boards on each piste of direct elimination.....	page 102
- 6 - equipment and material for Referee Meeting before the Championships..	page 103

1. BIDDING

The FIE assigns the organisation of the World Championships to the National Federation of the host city. This federation will create a World Championships Organising Committee, which, coordinating at all times with the National Federation, will, from its inception, communicate directly with the FIE, from whom it receives its instructions.

The Organising Committee must comply with the Statutes, Administrative Rules and the Handbook of Regulations of the FIE from its inception up until its dissolution.

The FIE retains the right of final say on all questions pertaining to the World Championships.

Written commitment

The candidate federation will have to make a commitment, in front of the Congress, to respect the FIE Handbooks of regulations and its financial obligations. A signed protocol between the FIE and the organizing federation will state its perfect knowledge of its obligation (**see letter in appendix**).

Furthermore, the Organising Federation must provide a written agreement from the Ministry of Foreign Affairs guaranteeing the granting of visas to all the participants of the member national federations of the FIE.

1.1 BIDDING APPLICATION

Sending of the request

The bid must be sent by the national federation and reach the FIE Head-office **3 years before the date of organization of the World Championships**, before the Congress. On this occasion the candidate cities will be announced.

The presentation of new candidatures will be possible only in the following cases:

- one single candidate on the day of the Congress,
- one single candidate after the withdrawal of one or several candidates.

The bid procedure has to take place according to the FIE statutes

Deadline for the candidature dossier

The complete file of candidature must reach the FIE **2 months before the vote of the Congress**.

FIE delegate

The organizers will host at their expenses (air tickets and full boarding) during two days two FIE delegates to review on the spot the file and the venues.

The FIE delegates can visit the site when the FIE considers this necessary.

One or two delegates will follow the course of the competition's organisation, and they will both collaborate with and support the Organising Committee up until the start of the World Championships. The functions of the delegates are as follows:

- To review the venues and oversee the technical project of the World Championships.
- To work jointly with the Organising Committee to allow the competitions to run as smoothly as possible while respecting the FIE Rules.
- To establish the timetable for the start and the finals of the competition in accordance with the Organising Committee and their proposal.
- To examine all the technical aspects of the organisation of the transport services, of the specialised service providers, of the welcoming committee, of the accreditations, of weapons control, and of the official hotels.

1.2 CANDIDATURE DOSSIER

Presentation of the dossier

This file will have to be submitted in French, English and Spanish.

Contents of the dossier

- 1 - Name of the competition
- 2 - Presentation of the government or local authorities supports
- 3 - Nature of the financing of the competition
- 4 - Presentation and characteristics of the city
 - city map with position of the premises or competition venues and hotels
 - airport, train station
 - population, surface, climate, height
 - presentation of the major fencing competitions or other sports tournaments already organized in this city
- 5 - Dates of the competition, schedules and draft programmes
- 6 - Description of premises (with scale plans)
 - sports installations reserved for the competition and their position in the city
 - number of rooms available and their dimensions
 - number of pistes and their setting-up
 - possible number of spectators for the elimination and finale rooms
 - special premises for: press room, conference rooms, equipment control, anti-doping controls, rest room for the referees, catering ...
 - air conditioning...
- 7 - Qualified staff
 - managers
 - referees
 - technicians
 - other assistants
- 8 - Pick-up, accommodation, transport, immigration, visas
 - Pick-up at airports and train stations, and distance to hotels
 - hotels and prices
 - [immigration and visas formalities](#)
 - distance between hotels and competition venue

- transport of the fencers, technical officials (referees, DT, Commission delegates), FIE officials and FIE staff insured by the organizing committee between hotels and the competition venue
- 9 - Technical organisation of the competition
- statutory technical equipment, software and computer services (companies responsible for the competition management software), result posting and video-refereeing equipment
 - quantity of metal pistes (if intervention of a company specify which one)
 - computer and software service (if intervention of another company specify which one)
 - anti-doping IOC accredited laboratory
- 10 - Composition of the Organising Committee
- name of the President
 - flow chart of the Organising Committee
 - contact details of officials
- 11 - Medical service as provided for by the Rules, the administrative rules and the FIE handbooks of regulations
- medical stations in the competition rooms
 - an ambulance permanently standing near the sports premises
 - a hospital ready to take care of the possible wounded
- 12 - Security
- police contingent of the Organising Committee
 - cooperation of the local police
- 13 - Communication and media
- media : television, radio, written press (national and international, live or broadcasted, duration)
- 14 - Rewards for the winners
- 15 - Cultural programme
- 16 - Projected budget
- names and types of activities of the main partners (they cannot be contrary to the policy or the interests of the FIE)
 - the typical frame below, presenting the main lines of expenses and the projected financing, must be joined to the bid file
- 17 - Environmental protection.

Projected budget

EXPENDITURE	INCOME
<ul style="list-style-type: none"> - Organising Committee : <ul style="list-style-type: none"> • Organising Committee • secretaries • referee • hostesses, interpreters, drivers... • Accommodation and transportation • accreditation • results system • medical service • anti-doping service • security • technicians • volunteers • suits • sound system, lights • others... - Information/Public relations/Promotion: <ul style="list-style-type: none"> • FIE guests, officials and VIP • publicity • ceremonies and receptions • others... - Rooms and equipment : <ul style="list-style-type: none"> • rooms, venues • settings and equipment • computering, telephone, fax • decoration • pistes and equipment specific to fencing <ul style="list-style-type: none"> • wireless and video-refereeing - Other expenses : <ul style="list-style-type: none"> • cleaning • electricity and water • insurances <p style="margin-top: 20px;">TOTAL</p>	<ul style="list-style-type: none"> - Public partners : <ul style="list-style-type: none"> • national subventions • regional subventions • local subventions • others... - Private partners : <ul style="list-style-type: none"> • sponsors • official providers • donors • others... - Diverse sales : <ul style="list-style-type: none"> • tickets sales • rent of stands • sale of by-products • television rights • catering • others...

Company in charge of the competitions results and accreditations

The organiser appoints and pays for the company in charge of the competitions results and accreditations.

Video-refereeing, wireless apparatus

For individual and team competitions of the open, junior, cadet World Championships, video-refereeing is obligatory. Use of video-refereeing is outlined in article t.42.3 of the FIE Technical Rulebook.

In the Open World Championships, the use of the wireless apparatus is compulsory (from the table of 32 onwards) at all three weapons.

In the Junior and Cadet World championships, the use of the wireless apparatus is optional.

The expenses related to the use of wireless and video-refereeing are to be borne by the organisers.

These systems must have received the FIE homologation.

Financial guarantees

Besides the commitment to respect the handbook of regulations, the **organizing federation** is committed to produce a guarantee to the FIE, three months before the date of the World championships, for the amount of **100 000 euro**, either by a **deposit**, or by a **bank guarantee**.

This guarantee is intended to cover possible neglects in the refund of the expenses provided for.

The balance of the deposit or the guarantee will be returned to the organizing federation within one month after the end of the World championships.

Documents to be included

- All documents allowing to guarantee the information contained in the file.
- The provisional budget.

The office of the International Fencing Federation is fully available to provide the candidates with any additional information.

2. ADMINISTRATIVE AND LOGISTIC OBLIGATIONS of the World Championships Organising Committee

2.1 FIRST OBLIGATIONS OF THE ORGANISING COMMITTEE

Six months after the FIE Congress and the decision to award the organization of the World championships, the organizing National Federation has to send to the FIE office a file presenting the **composition of the Organising committee** and the **contact details of the main persons in charge**, a **calendar of application**, the **preliminary project** and the **schedule of events** as detailed hereafter.

Composition of the Organising Committee

President
Deputy President
Secretary
Treasurer

- | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Administrative Secretary • Publicity - Promotion • Press relations • Accreditation – Entries • Call room services | <ul style="list-style-type: none"> • Material verification • Medical service • Police contingent • Computers - Office equipment • Posting - Marking • Protocol of the finals • Sounding - Telecommunication | <ul style="list-style-type: none"> Accommodation Transportation Estate management venues - Maintenance |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|

A person in charge is to be appointed, for each of these functions. He/she will gather a competent and appropriate team of sufficient size.

Calendar of application

This calendar of application will describe in a chronological way the various phases of the preparation of the event.

The Competition Organisers must schedule a meeting with all service providers (results and accreditation management services, results posting services, strip and scoring machines, video-refereeing, wireless systems). This meeting must include the FIE Technical Director and the President of Directoire Technique, or his representative.

Preliminary project

This project of the detailed general organization will be submitted to the FIE Executive committee which will appoint an observer for the purpose of control and possible clarification.

Senior World Championships Detailed schedule of competitions

This programme, that will be submitted to the Executive Committee, will include:

- a meeting involving all staff from the technical, technological and software providers. This meeting is to be scheduled 48 hours prior to the start of the competition.
- the day before the events :
 - ◆ referees meeting
 - ◆ Directoire Technique meeting
- the opening ceremony before the first final
- the closing ceremony after the last final

The following pages present a typical program for the Senior World championships, given as a rough guide. It can be modified as far as it respects the number of days dedicated to the competition, as well as the following principles:

- 2 days for the qualification rounds (pools and preliminary tables), 3 weapons per day until the final tables of 64
- 3 days for the individual final tables of 64
- 3 days for the team events
- each day, women's and men's event

Guiding schedule of the senior World Championships

Day 1	
Meeting between the Organising Committee and the Directoire Technique, including the technical, technological and software service providers	
Day 2	
Referees meeting and seminar	
Directoire Technique meeting	
Day 3	
Individual Men's Sabre	Pools – DE up until final 64
Individual Women's Foil	Pools – DE up until final 64
Individual Men's Epée	Pools – DE up until final 64
Day 4	
Individual Women's Sabre	Pools – DE up until final 64
Individual Women's Epée	Pools – DE up until final 64
Individual Men's Foil	Pools – DE up until final 64
Day 5	
Individual Men's Sabre	Table of 64
Individual Women's Foil	Table of 64
OPENING CEREMONIES	
Individual Men's Sabre	Semi-finals - Finals
Individual Women's Foil	Semi-finals - Finals
Day 6	
Individual Women's Sabre	Table of 64 – Finals
Individual Men's Epée	Table of 64 – Finals
Day 7	
Individual Women's Epée	Table of 64 - Finals
Individual Men's Foil	Table of 64 – Finals
Day 8	
Men's Team Sabre	DE and rankings bouts
Women's Team Foil	DE and rankings bouts
Day 9	
Women's Team Sabre	DE and rankings bouts
Men's Team Epée	DE and rankings bouts
Day 10	
Women's Team Epée	DE and rankings bouts
Men's Team Foil	DE and rankings bouts
CLOSING CEREMONIES	

Junior and Cadet World Championships Detailed competition schedule

This schedule, to be submitted to the FIE Executive Committee, will include:

- a meeting involving all staff from the technical, technological and software providers. This meeting is to be scheduled 48 hours prior to the start of the competition.
- The day before the start of events:
 - meeting of the referees
 - Directoire Technique meeting
- the opening ceremonies immediately before the first finals
- the closing ceremonies immediately before the last finals

The following page offers a sample schedule for the Junior and Cadet World Championships for presentation purposes. Modifications are accepted, so long as the number of competition days is respected, as well as the following:

- each day will include a men's and a women's event
- the competition day must always begin with the quickest weapon (with **if possible** the pairing of a conventional and a non-conventional weapon)

- Guiding schedule of the junior and cadet World championships

Day 1	
Meeting of the Organising Committee, the Directoire Technique and the technical, technological and software service providers.	
Day 2	
Referees' meeting and seminar (9 a.m.)	
Meeting of the Directoire Technique (11 a.m.)	
Day 3	
Individual Cadet Men's Sabre	Pools and direct elimination tables
Individual Cadet Women's Foil	Pools and direct elimination tables
Opening ceremonies	
Individual Cadet Men's Sabre	Finals
Individual Cadet Women's Foil	Finals
Day 4	
Individual Cadet Women's Sabre	Pools and direct elimination tables
Individual Cadet Men's Epée	Pools and direct elimination tables
Individual Cadet Women's Sabre	Finals
Individual Cadet Men's Epée	Finals
Day 5	
Individual Cadet Men's Foil	Pools and direct elimination tables
Individual Cadet Women's Epée	Pools and direct elimination tables
Individual Cadet Men's Foil	Finals
Individual Cadet Women's Epée	Finals
Day 6	
Individual Junior Men's Sabre	Pools and direct elimination tables
Individual Junior Women's Foil	Pools and direct elimination tables
Individual Junior Men's Sabre	Finals
Individual Junior Women's Foil	Finals
Day 7	
Individual Junior Women's Sabre	Pools and direct elimination tables
Individual Junior Men's Epée	Pools and direct elimination tables
Individual Junior Women's Sabre	Finals
Individual Junior Men's Epée	Finals
Day 8	
Individual Junior Men's Foil	Pools and direct elimination tables
Individual Junior Women's Epée	Pools and direct elimination tables
Individual Junior Men's Foil	Finals
Individual Junior Women's Epée	Finals
Day 9	
Men's Team Sabre	Direct Elimination
Women's Team Foil	Direct Elimination
Men's Team Sabre	3rd place match and Finals
Women's Team Foil	3rd place match and Finals
Day 10	
Women's Team Sabre	Direct Elimination
Men's Team Epée	Direct Elimination
Women's Team Sabre	3rd place match and Finals
Men's Team Epée	3rd place match and Finals
Day 11	
Men's Team Foil	Direct Elimination
Women's Team Epée	Direct Elimination
Men's Team Foil	3rd place match and Finals
Women's Team Epée	3rd place match and Finals
Closing Ceremonies	

2.2 INVITATION AND COVERAGE OF THE EXPENSES FOR FIE OFFICIALS

According to the FIE administrative Rules, the organizers must invite **at their expenses**, and according to certain obligations, the following officials of the FIE :

- the President of the FIE
- 1 Chief of Protocol nominated by the FIE Executive Committee
- 6 members of the Directoire Technique nominated by the FIE Executive Committee, who must arrive minimum 2 days before the beginning of the events
- 3 members of the SEMI Commission nominated by the FIE Executive Committee
- **6** members of the Refereeing Commission, nominated by the FIE Executive Committee, who must meet the day after the World Championships. Their departure flight must be arranged either in the evening of the day after the World Championships or 2 days after.
- 2 members of the Medical Commission
- **38** referees nominated by the FIE and 8 referees from the organising country after approval of the FIE, who must meet, with the Refereeing delegates, 1 day before the beginning of the events.

Please refer to current FIE Administrative Rules, Chapter 7.

Given their work schedule, all technical officials (referees, Directoire technique and commission delegates) must be given an accommodation as close to the competition venue as possible. Their transportation time must not be in excess of 20 minutes. The possible problems with traffic should be foreseen.

2.2.1 INVITATION LETTERS

Invitations of delegations

The entry of fencers, teams and officials are done on the FIE Internet Web site only. Cf. article o.53 of the FIE Rules.

6 months before the beginning of the events, the Organising Committee invites all federations members of the FIE to participate in the World Championships. This invitation will include the following documentation related to necessary information needed by the Organising Committee.

Document 1 : « Entry by number »

- non nominal entry
- document to be sent back to the organising Committee, one month and a half before the Championships.
- See suggested document in annex.

Document 2 : « Entry of officials»

- document to be sent back to the Organising Committee 15 days before the beginning of events.
- photographs (electronic jpg) of each member of the delegation should be enclosed to allow accreditation cards to be prepared.
- see model document suggested in annex.

Document 3 : «Championships Information brochure»

- issuing of a brochure in French English and Spanish
- contents of the brochure :
Schedule of events
Organising Committee

Names and contact details (e-mail address, telephone) of the following persons :

- | | |
|----------------------------------|-----------------------------|
| ~ President | ~ Responsible accreditation |
| ~ Deputy President | ~ others... |
| ~ Secretary general | |
| ~ Responsible for accommodation | |
| ~ Responsible for transportation | |

Map of the city

The following places should appear on this map :

- | | |
|---------------------|-----------|
| ~ competition venue | ~ airport |
|---------------------|-----------|

- ~ training venue
- ~ train station
- ~ hotels
- ~ others...

List of hotels

- ~ including e-mail addresses, telephone, fax, categories, prices, number of rooms, services...
- ~ it is usual to negotiate preferential rates for participants
- ~ each Federation makes its own booking arrangements and confirmations by e-mail or fax with the hotels.

Entrance formalities in the country

- ~ visa – the organising Committee must send nominative invitations to each official or fencer upon request, on an original document if necessary.
- ~ customs and currency duties
- ~ vaccination
- ~ others...

Transportations means

- ~ transfer from the train station or airport to hotels
- ~ transfer from hotels to training and competitions venues
- ~ public transport (bus/subway with maps and prices)
- ~ others...

Invitations of other personalities

The President of the FIE will undertake personally to invite the members of the International Olympic Committee.

The invitation of local, national or other personalities are on the initiative of the President of the organizing Federation

2.3 TRANSPORTATION – ACCOMMODATION - CATERING

Transportation

- network of shuttles between :
 - official hotels and competition venues
 - official hotels and training venues
 - official hotels and train stations or airports, according the arrival schedules as submitted by the delegations

- precise timetables should be distributed at the same time as the collection of accreditations and posted in the lobby of each official hotel for the World Championships and on the competition venue. These timetables must be respected.

- delegations which wish to hire vehicles at their own expense may do so.

- if possible, taxi services at the competition site should be available.

A specific vehicle must be designated for the competition's technical staff and technical officials (competition management, pistes and signalling, electronic results posting, wireless, video-refereeing, and others). This vehicle must arrive at the competition site one hour prior to the start of the first event. A vehicle shall be provided as soon as possible for any urgent matters.

- A chauffeur-driven car for the President of the FIE.
- A chauffeur-driven car for the General Secretary of the FIE.
- A ten-seat mini-bus, with driver, for the Executive Committee. This shuttle service will cover the route between the competition venue and the hotel twice in the morning and twice in the evening. Shuttle departure times will be determined by the FIE.
- A ten-seat mini-bus, with driver, for FIE personnel. This shuttle service will cover the route between the competition venue and the hotel twice in the morning and twice in the evening. Shuttle departure times will be determined by the FIE.

Accommodation

- the person in charge of accommodation arrangements must ensure that all the participants are comfortable in their accommodation.

- preferential rates have to have been negotiated by the latter according to the prices of private reservations.

- concerning the guests, the person in charge of accommodation must ensure that the reservations have been done, even if the arrangements were made by the parties themselves.

Catering

The non-stop nature of the events requires permanent catering at reasonable prices, at the competition venue:

- bar and sale of drinks,
- sandwiches and fast-food service,
- restaurant catering.

The Executive Committee and the FIE personnel will have access to the catering area provided for technical officials.

2.4 ACCREDITATIONS

The accreditation system is run by the company responsible for the management of the competition's results.

The accreditation replaces all sorts of verifications.

QUOTAS

The accreditations of fencers, officials of the national federations and officials out of the quota are established on the basis of their entries on the FIE web site by the national federations.

The entries and accreditations are closed at the latest 15 days before the date of the 1st event of the championships. Any entry/accreditation of an athlete (within the quota) or of an official (within or out of the quota) after the deadline will lead to a 150-euro fine.

- a) Athletes

The number of athletes to be accredited at each weapon is determined in the articles 0.42 and 0.65 of the Rules for competitions.

- b) Officials of Federations

These are : heads of delegation, [trainers](#), medical service, technician, guests of national federations. Quota per federation : **75 %** of the number of fencers entered **in the individual competitions**. 1 athlete entered in several competitions counts for 1 athlete and not for several ones.

In the case where an official X of a delegation leaves the championships and is replaced by an official Y of the same delegation, the official Y may receive an accreditation card if and only if the official X has returned his accreditation card.

c) Officials out-of-the quota above:

- The President and Secretary General of each Federation
- The Members of Honour of the FIE
- The Members of the FIE Executive Committee
- The Presidents of the Confederations of the FIE
- The Members of the FIE Commissions
- The Members of the FIE Councils

- d) Press/media

The accreditations are to be made with the FIE.

- e) Organising federation

It is granted :

- a quota of 50 accreditations for the officials ;
- a quota of 30 accreditations for the VIP.

The volunteers and the organisation staff are accredited in addition to these quotas.

-

- **f) FIE**


The following number of accreditations is to be issued for the FIE:

• Members of the Executive Committee	23 + their spouses
• Members of Honour	35 + their spouses
• VIP	30
• Directoire Technique	7
• Commissions delegates (refereeing, SEMI, Medical)	11
• Referees	46
• FIE personnel	14
• Wild cards	20

The FIE reserves the right to issue any accreditation which she will consider useful. Any specific request must therefore be submitted to the FIE for approval.

Making of accreditation cards

Example of front side:

	CHAMPIONNATS DU MONDE <i>dates of the competitions</i>	logo of the Championshi ps
<i>photo (30x40mm)</i>	CHD	
<i>Family Name Surname Nationality</i>	<i>flag of the nationality</i>	
<i>Chief of delegation</i>		
Access zones : 1 - 2 - 3 – 5		

Example of back side:

<i>bandeau publicitaire</i>	<u>Zones d'accès :</u> 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
	<u>Comité d'organisation :</u> Tel: +323 654 4444
	<u>Comité d'organisation :</u> Tel: +323 654 3333

Signature de l'autorité (Comité d'Organisation)

Material

Plastic-covered cards with cordon

Dimensions

format A7(105 x 75 mm)

Colours

no specific requirement

Information on the front side

- name and logo of the competition
- FIE logo
- ID photograph
 - name, first name and nationality of the participant, with the flag of its nationality except for the officials and referees of the FIE, who will bear the FIE logo.
- category of the participant, to be selected in the following list which is not exhaustive:

Information on the back side

- list of the access zones
- the telephone number of the Organising Committee
- the telephone number of the information desk
- the signature of the authorized person
- one advertising banner

Distribution of the accreditations

The accreditations will be distributed to the chiefs of delegations on presentation of the Ids (passports...) of each member of their delegation, after payment of the entry fees.

The system will remain open until the end of the Championships so that new cards may be issued.

2.5 RULES TO ACCESS THE ZONES

The access to all the sites of competitions will be exclusively reserved to those holding an accreditation card, except stands opened to the spectators, at the following conditions:

	welcome and information zone
0	All Access
1	competition room eliminations competition room colour final room fencers calling room weapons control room medical service room
2	training room
3	FIE offices office of the organising Federation offices of the organising committee
4	press conference room press room
5	Meals room
6	Technical Directors room Rest rooms/lounges of Officials Rest rooms/lounges of Referees Meeting Rooms Medical Service room
7	VIP lounge
8	T1 – Presidential and VIP Tribune
9	T2 – Tribune of Members of Commissions, nominated officials and referees
10	T3 – Tribune fencing family: athletes, members of delegations,

The access to the venue by the categories of participants is thus shown on the following table:

Categories of participants **Access zones**

FIE	Executive Committee , President of Honour, FIE Staff including photographer, TV, press, commentators, live streaming, Clean sport, assistant(s)	0 8
INV FIE	FIE Guest	2 3 4 5 7 8
MH	FIE Members of Honour	2 3 4 5 7 8
MCFIE	FIE Members of Commissions and FIE Board	2 3 4 5 9
VIP FIE	VIP, sponsor	2 3 4 5 7 8
PFN/SGFN	Presidents and SG FN	2 3 4 5 8
OF	Designated Officials (DT, delegates)	1 2 3 4 5 6 7 9
OF	Head of Protocol	1 2 3 4 5 6 7 8
ARB	Referee	1 2 3 4 5 6 7 9
CHD	Head of Delegation	1 2 3 4 5 6 10
ATH	Athlete	1 2 3 4 5 10
ENT	Trainer	1 2 3 4 5 10
TCHFN	Technician FN	1 2 5 10
MEDFN	Medical FN	1 2 3 4 5 10
INVFN	Guest FN	2 3 4 5 10
ORG	Member of the Organisation Committee.	0 9
VIPCOL	VIP Organisation Committee	2 3 4 5 7 8
MED	Medical Services , Anti-doping	1 2 3 4 5 6 9
S	Security, Bodyguards	0 8
BEN	Volunteers track, transport, protocol, hotel, hostesses, press, etc	1 2 3 4 5 6 10
WKF	Workers	1 2 3 5
WKF	Local Staff	0
VEN	Sales Staff	2 3 5 10
TCH	Competition Technicians	1 2 3 5 6 10
PR,PH, NR, TVR	Press, photographer, radio, TV, including the NF and CO	1 2 3 4 5

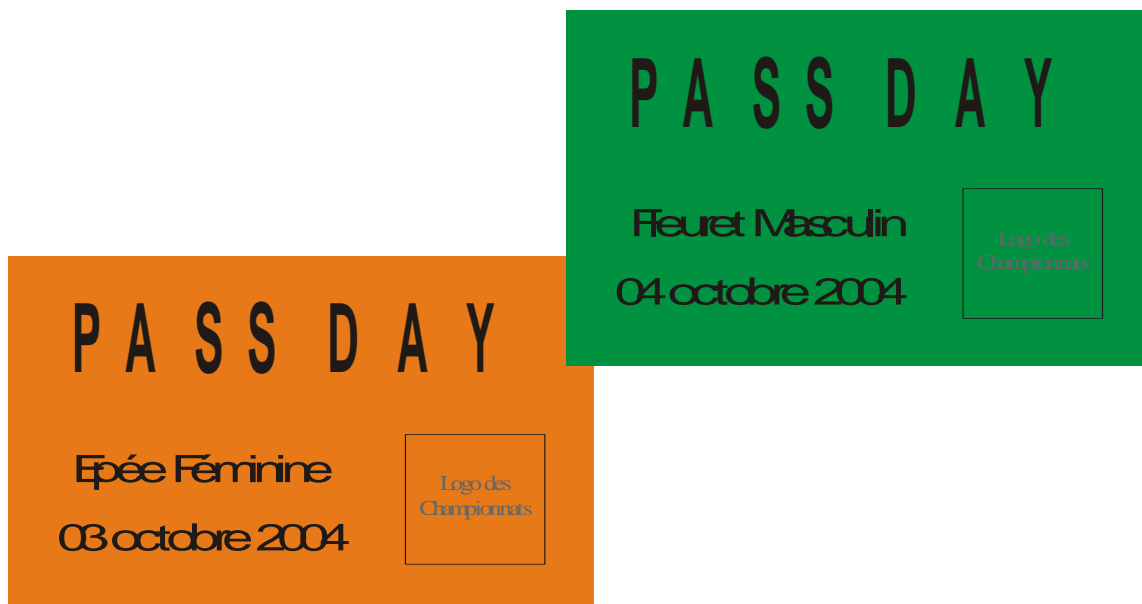
Specific rules of access to competition zones: the « PASS DAY »

- a card or a bracelet « PASS DAY » is optional and to be established with the FIE for the daily participants who want to access the direct eliminations and final rooms, and it is valid for the schedule indicated.
- these cards, or those bracelets, will be distributed the day before and/or in the morning of the competition day, and will be valid only for this day.
- they will be of different colour for each day.
- these PASS DAY will be distributed to the following persons :
 - ◆ fencers
 - ◆ trainers
- on next pages : examples of « PASS DAY » cards.

For the team events similar cards will be created.

Example of PASS DAY

card PASS DAY:



bracelet PASS DAY:



3. INFRASTRUCTURES AND VENUES

The halls intended for competitions must have the following facilities :

- air conditioning to ensure temperatures within 17 and 20 degrees.
- non-dazzling lighting of pistes and others to comply with the television requirements
- sober and tasteful decoration (flags of participating nations, lights, floral decorations...)
- cloakrooms, showers, bathrooms...

The installation of an adequate **public address system** to allow the supplying of information simultaneously to all people present on the entire site of the competitions (competition halls, cloakrooms, other rooms...).

The organisers must enquire about the various electrical needs of the different service providers and suppliers (positioning, quantity, power, voltage, outlet type...)

The World Championships, being FIE competitions, must be organised using only FIE sanctioned materials and equipment such as:

- Fencing Pistes
- Scoring apparatus and reels
- Electronic results panels
- Wireless apparatus
- Video-refereeing equipment
- Weapons verification equipment

3.1 COMPETITION HALLS

The running of the competition at each weapon requires 3 stages :

- the preliminary phases (round of pool and preliminary round of direct elimination).
- the direct elimination phases, from the table of 64.
 - the final phases, from the semi-finals.

These 3 stages of the competition will proceed according to several layouts of the halls:

- 3 halls, one for each stage.
 - 2 halls, the direct elimination and final phases are held in the same hall.
- The choice of the configuration depends on the request and the television effectiveness.

The placement and colour of the pistes must be rigorously followed.

Hall(s) for the preliminary phase

- 20 pistes minimum.
- these pistes, posed on a **flexible floor**, can be distributed in several buildings provided that they are close to each other and belong to the same unit.
- each piste will have to be equipped with a **scoring hits apparatus including 2 reels**, the whole being obviously in conformity with the FIE standards.
- a zone reserved with chairs for the fencers will be arranged at each end of the piste apart from the fencing area.
- the **refereeing zone will be of 3m50 at least**.
- the pistes will have to be numbered.
- one or more medical stations will have to be laid out with the qualified personnel.
- a security service will have to ensure the good circulation of people and to make sure that only the fencers in match and the referee are in the surface of combat.
- the following directing diagrams present the setting of a room with 8 pistes and the **distances minima to be respected**.

Accessibility

This hall or these halls must be accessible to all (public at large, fencers, officials) within the allowed space for each category.

Drawing of the preliminaries hall

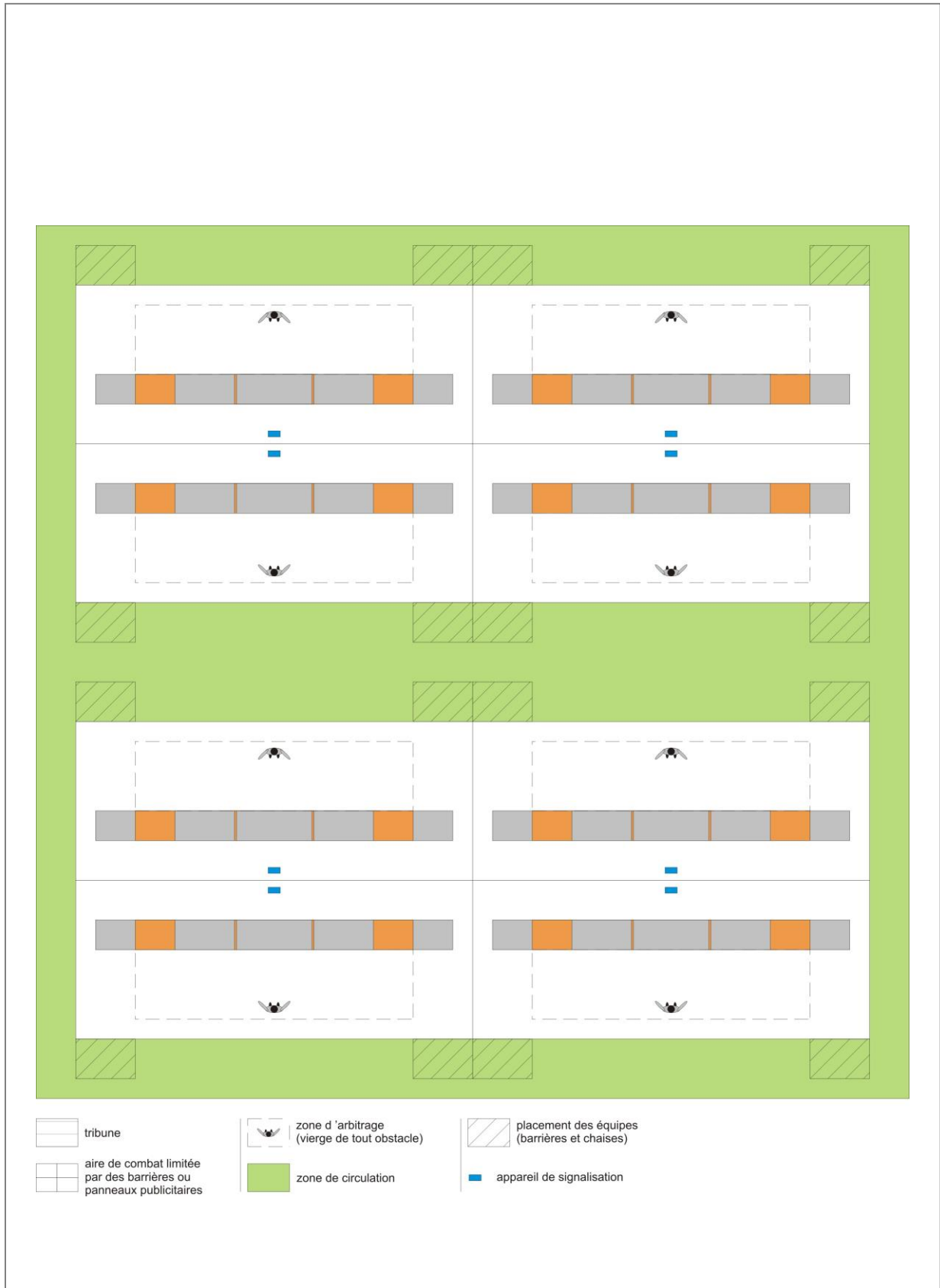
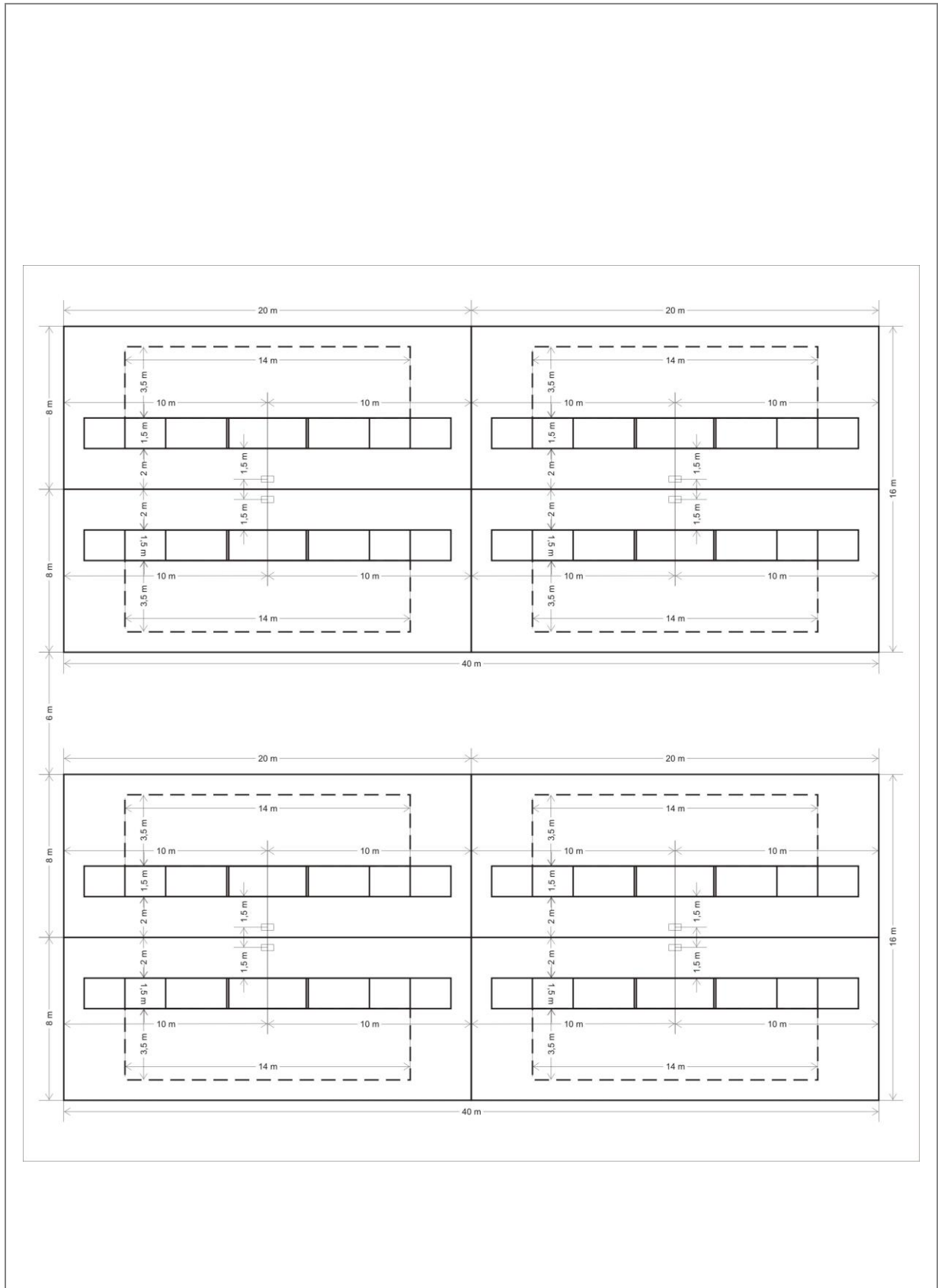



Diagram of the preliminaries hall (dimensions)



Hall for the direct eliminations

- **4 pistes**, coloured, or on carpets of **different colours**.
- Each of the **4 coloured zones** will have to be roughly **20 meters long by 10 meters wide**.
- each piste will have to be equipped with the following material, in conformity with the FIE standards:
 - a scoring hits apparatus including 2 reels; **a wireless system**, following the mandatory regulations set forth for competitions; see page 10
 - an electronic scoring board, with two sides if tiers of seats are located on both sides, indicating the names and nationality of the fencers, the score, the rounds, the cards, the time, the priority (see the diagram **in appendix**).
 - These 4 tables must be visible and legible for each spectator, and from every seat in the stands.
 - an electronic scoring board indicating the matches and the schedules of the table of 32, even of the table of 64 (see the diagram **in appendix**).
 - spare scoring hits apparatus with reels must be arranged.
 - A designated location for the video-refereeing camera always situated on the same side as the referee, outside of the bouting zone.
 - A video-refereeing station located on the same side as the referee.
- a zone reserved with chairs for the fencers and the trainers will be arranged to each end of the piste, outside the fencing area.
- the **refereeing zone will be at a minimum of 3m50 from the piste**.
- all 4 fencing areas will have to be surrounded by fences.
- zones with tables and chairs will have to be arranged for:
 - the representatives of the Directoire Technique
 - the FIE delegates
 - press
 - a medical service
 - the management of the display boards
- the **installation of a public address system** will be at disposal of the Directoire Technique.
- a **security service** will ensure the good circulation of the persons and make sure that the only ones in the fencing zone are the fencers in match and the referee, and that only authorised persons are present in the hall of competitions (officials, referees, technicians, photographers...)
- this hall must contain tiers of seats or gallery to welcome the expected number of spectators.
- the following directing diagrams present the setting of a room with the 4 pistes and the **distances minima to be respected**.



The **call room** can be located inside the hall of competition but must be clearly delimited and its access controlled. It must contain an area for **the control of weapons** and chairs **for the fencers and referees waiting** on differently-coloured spaces. The call room must also contain a designated area for the wireless system.

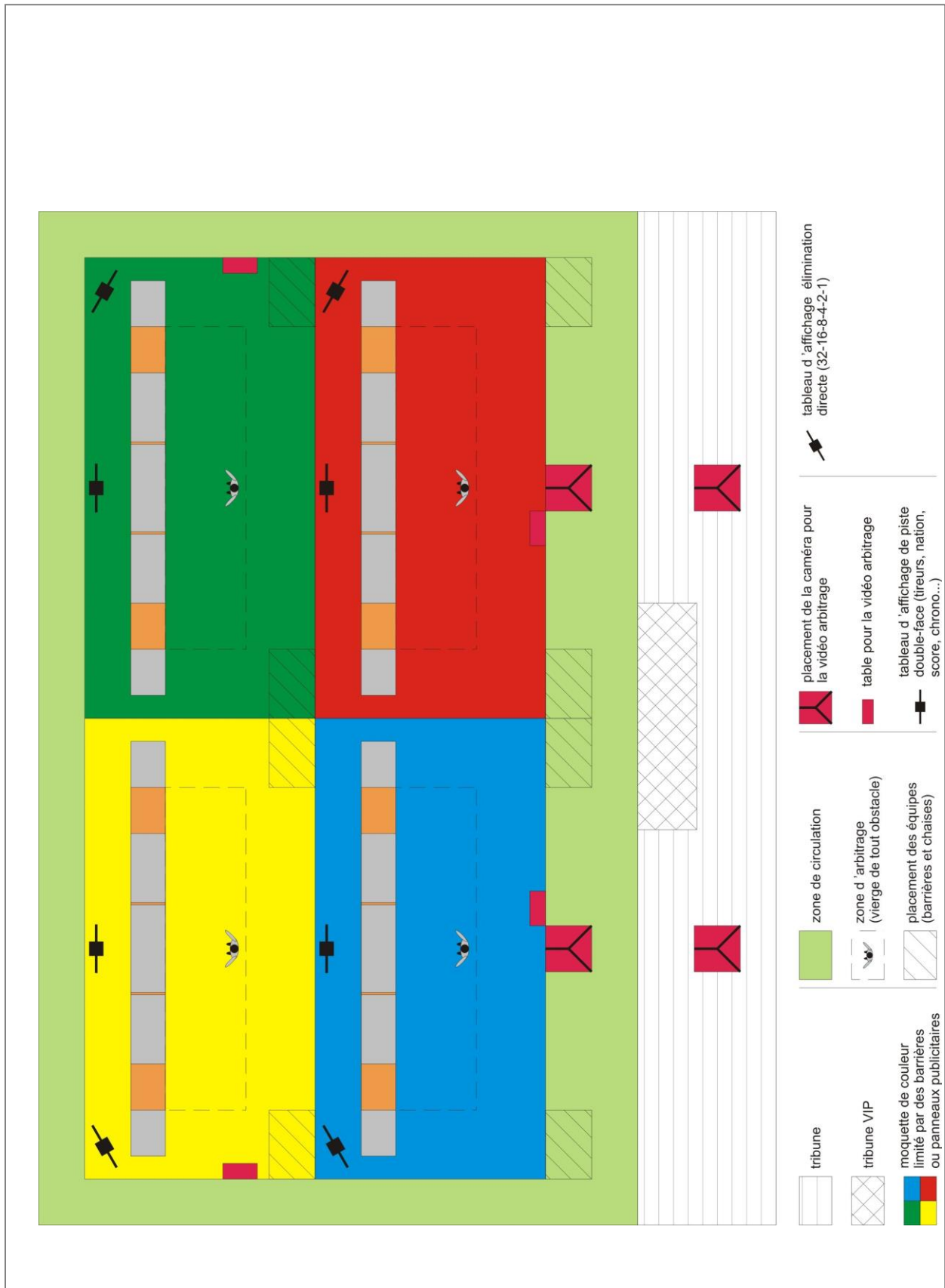
It would be preferable that this call room be located next to the competition hall or in a hall adjacent to the hall of competition for the finals and must be 120 m² in dimension, to accommodate the presence of 8 teams of athletes.



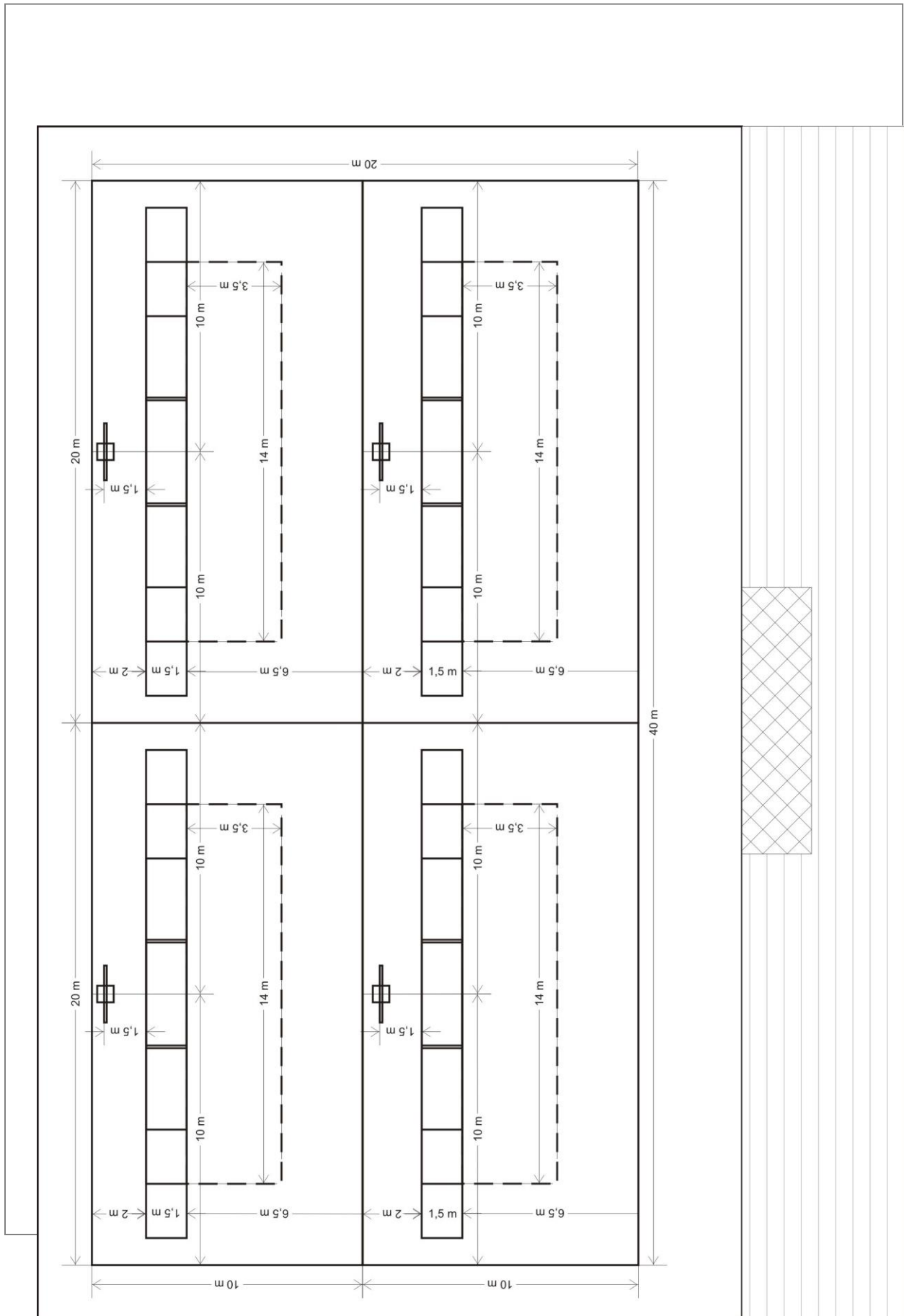
Accessibility

- the officials
- the technicians
- the media personnel
- the referees
- the fencers called and their trainers
- medical doctors and physios

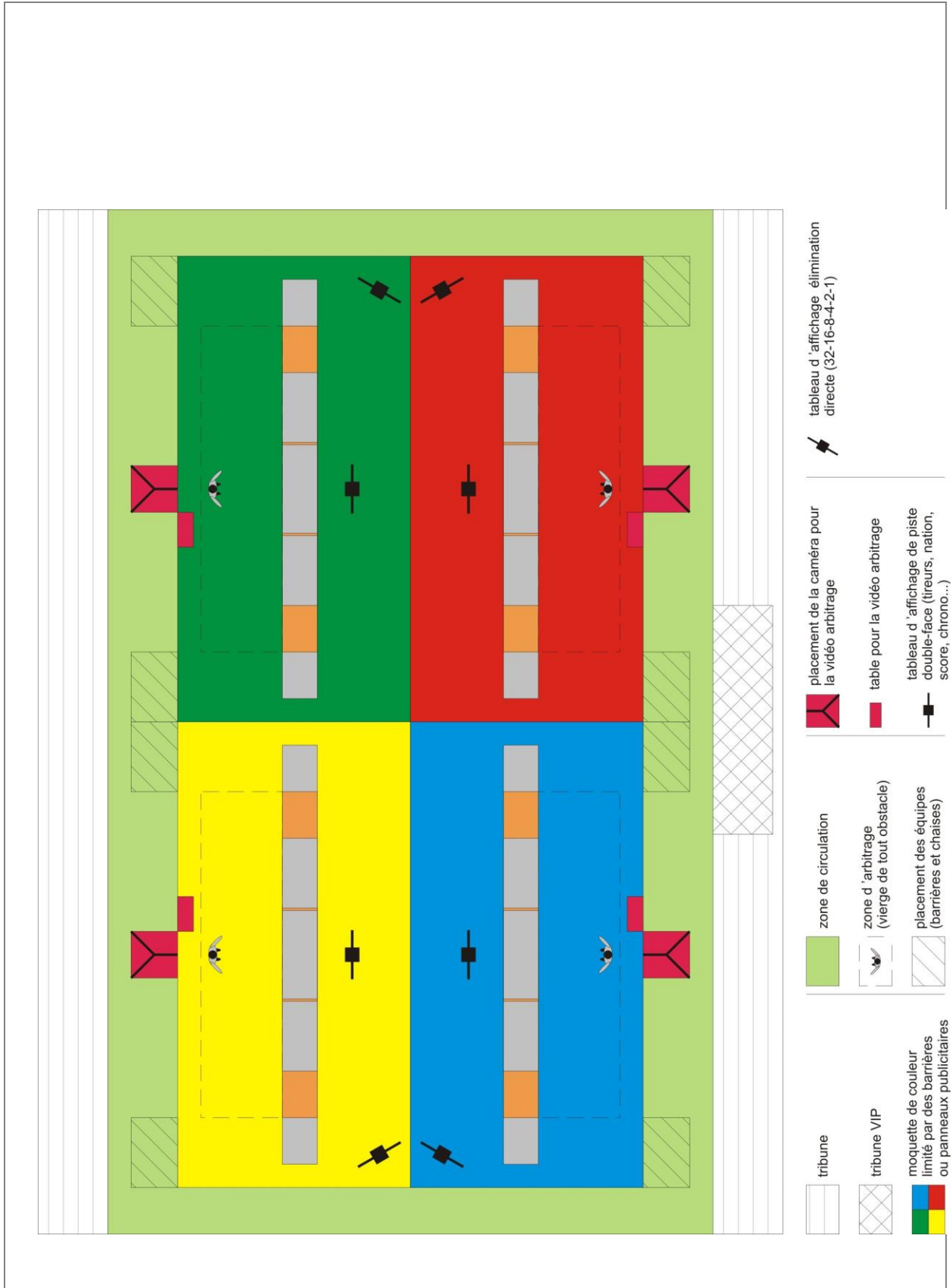
Drawing of the direct elimination hall with a single stand



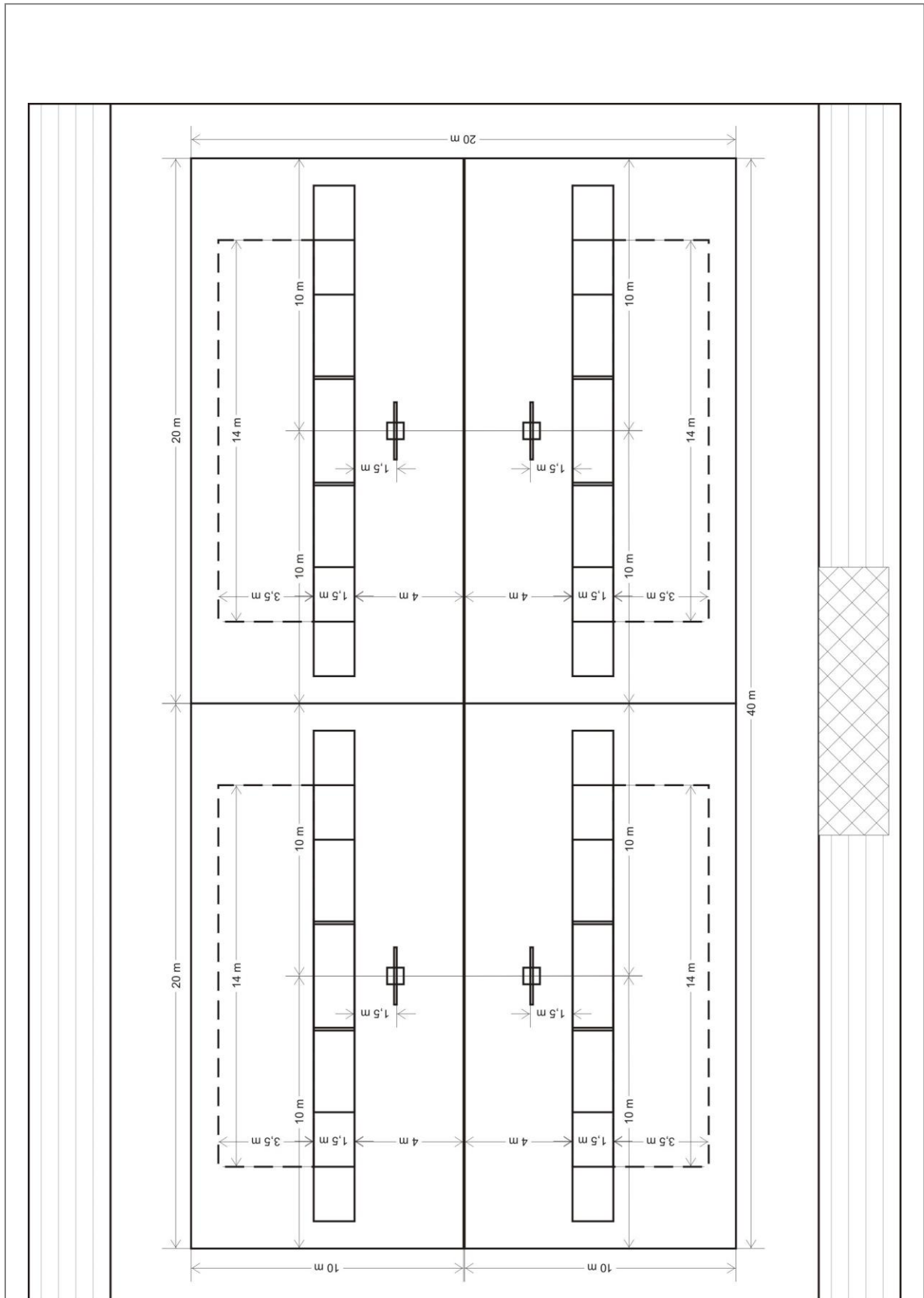
Guiding diagram of the direct elimination hall with a single stand (dimensions)



Drawing of the direct elimination hall with two stands



Guiding diagram of the direct elimination hall with 2 stands (dimensions)



Hall for the finals

- **1 unique piste** :
 - 1,50 m to 2 m in width.
 - 18 m in length.
 - on a podium raised by 30 to 50 cm with the necessary lateral safety features of 25 cm and inclines at the end of the piste.

- this hall must contain tiers of seats or gallery to welcome the expected number of spectators.

- the piste will have to be equipped with the following material, in conformity with the FIE standards:
 - a scoring hits apparatus including 2 reels ; a wireless system conforming to the mandatory regulations of competitions, as indicated on page 10
 - an electronic scoring board with two sides (in case of tiers of seats on both sides) indicating the names and nationalities of the fencers, the score, the rounds, the cards, the time, the priority (see the diagram **in appendix**).
 - 2 large stopwatches at the end of the piste or repeater scoring boxes.
 - an appropriate installation of several sets of extension lights will be settled to ensure a good vision for the referee and the public.
 - an electronic scoring board for the bouts of the table of 4, large enough to be read by the last rows of the public (see the diagram **in appendix**).
 - A designated location for the video-refereeing camera situated on the same side as the referee, outside of the bouting zone.

- for the team competitions, a zone reserved for the fencers and trainers will be arranged at each end of the piste outside the fencing area (with 5 chairs each).
- **the refereeing zone will be 4.5 or 4 meters at least** from the piste.
- a **refereeing video station** located on the same side as the referee.
- zones with offices and chairs will have to be arranged for:
 - the representatives of the Directoire Technique.
 - the FIE delegates.
 - the medical service.
 - the management of the display boards.
- a good **quality "sound system"** will have to be installed:
 - one microphone for the Directoire Technique.
 - one wireless microphone for the referee.
 - one wireless microphone for the speaker.
 - playing of national anthems and background music.

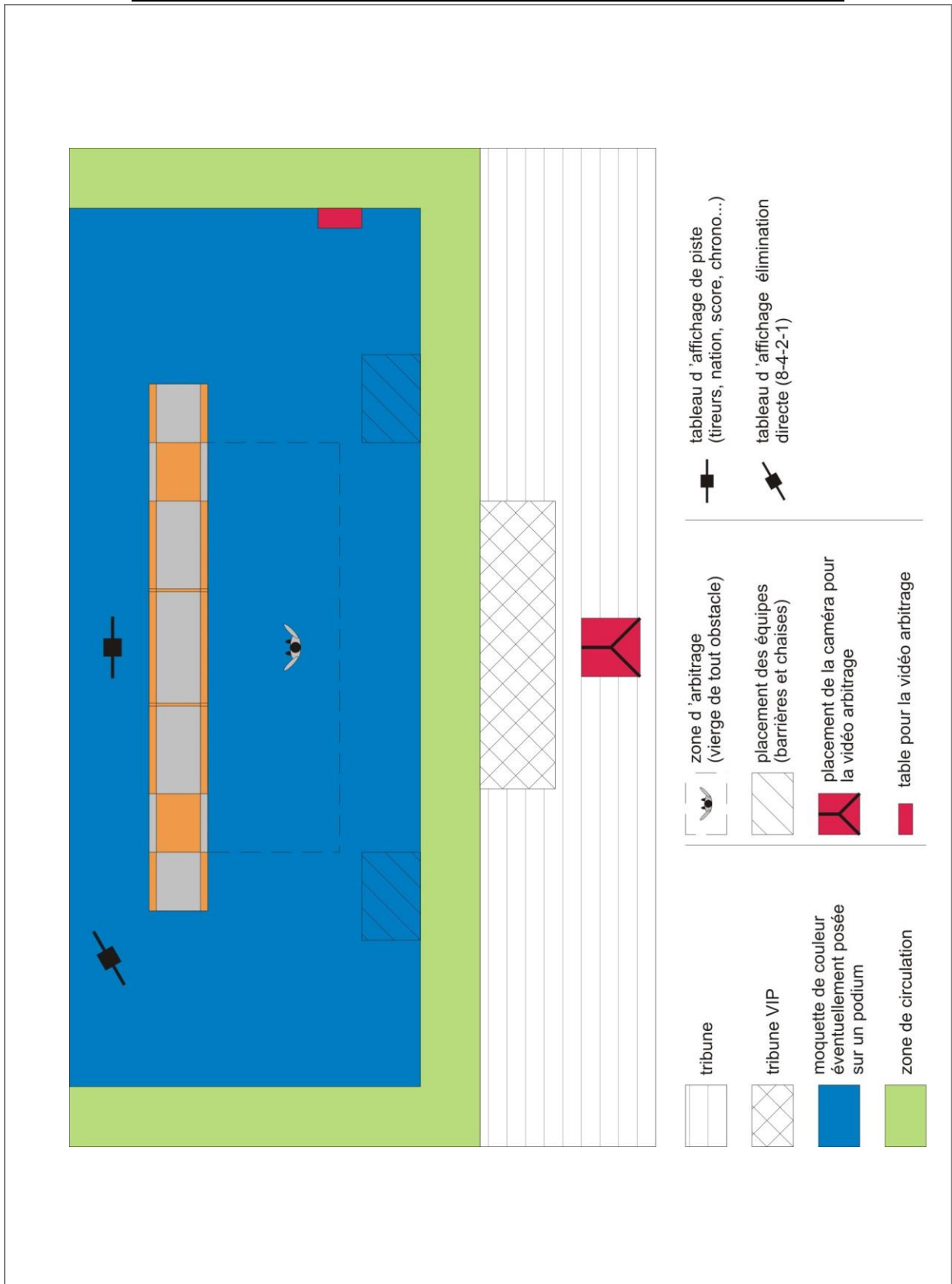
- **security service** will have to ensure the good circulation of people and to make sure that only the fencers in match and the referee are in the fencing area, and that only the authorized people are present in the competition hall (officials, referees, technicians, photographers...).

- A call room will be set up next to the finals hall, if the one of the 4 coloured pistes is too far away.
- A podium for the award ceremony for the individual events and team events, with steps large enough allowing to host the teams.
- a **device to hoist** the 4 flags of the nations represented on the podium.
- a **close warm-up zone** (isolated from the final hall), but independent, for the fencers waiting for their match.
- a first aid **medical station**.
- a space for press and television cameras(see special press handbook **in appendix**).
- a neat decoration of the hall:
 - the FIE flag and the flag of the organizing country, surrounded of the flags of all the participating nations.
 - floor carpets, flowers decorations...
- the positioning and dimensions of advertising will be submitted to the President of the FIE and in conformity with its rules.
- the following directing diagrams present the layout of a final hall and the **distances minima to be respected**.

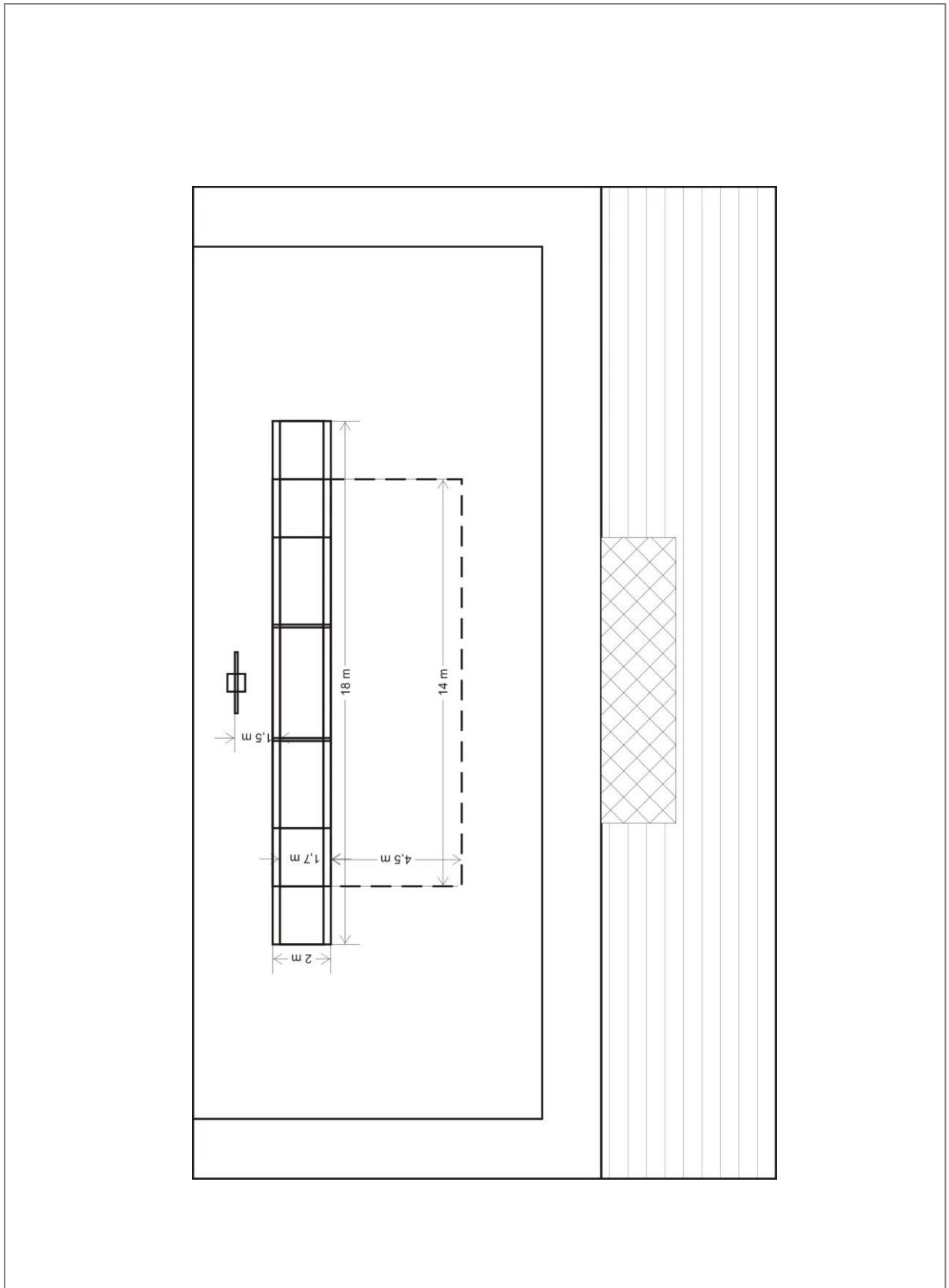
Accessibility

- the officials
- the referees
- the technicians
- the fencers called
- the trainers during the minute break during the individual competition
- the fencers and their trainer during the team competition
- the doctors and physiotherapists of each delegation
- the press photographers who will have a clearly-defined space

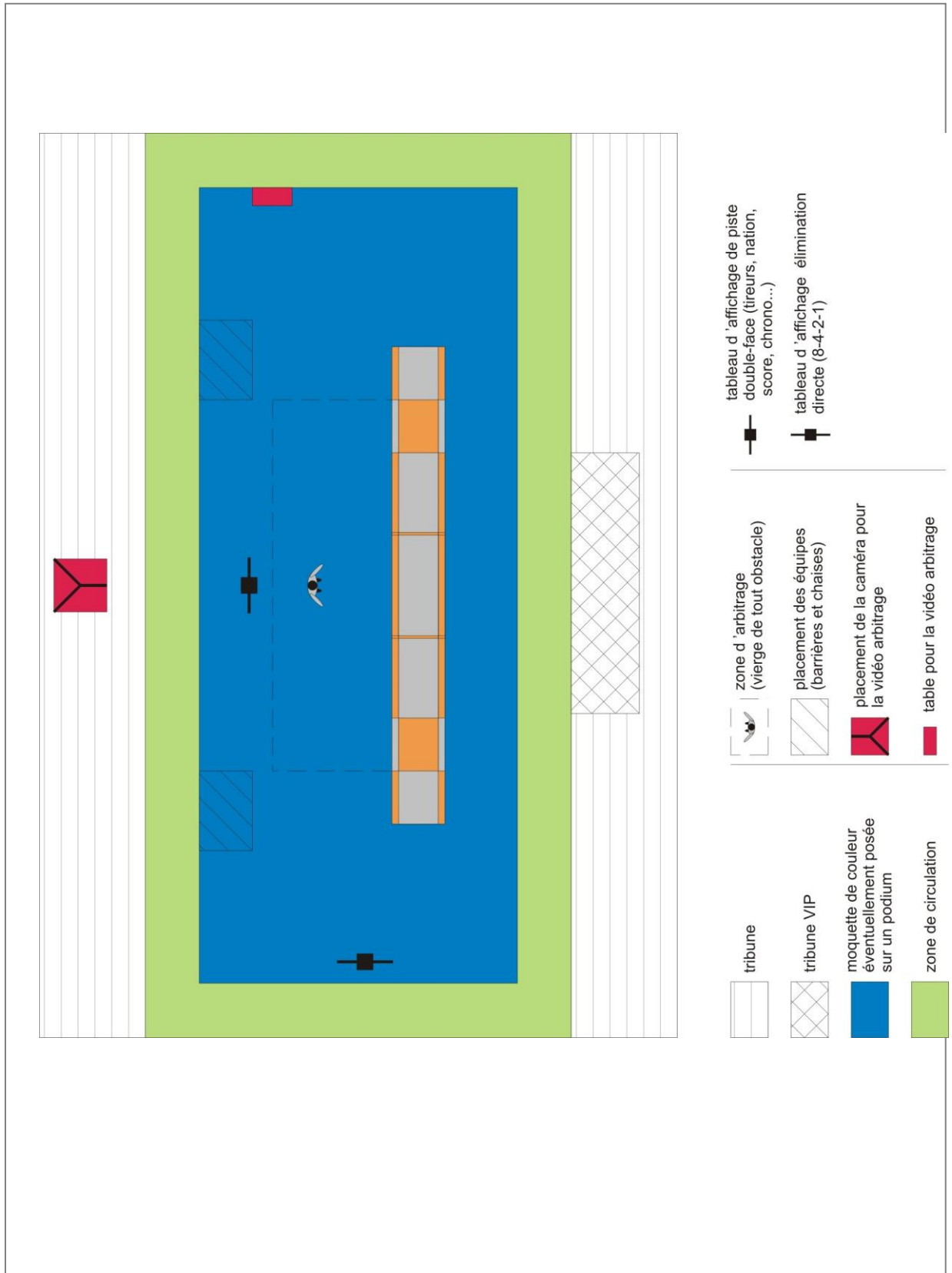
Drawing of the finals hall with a single stand



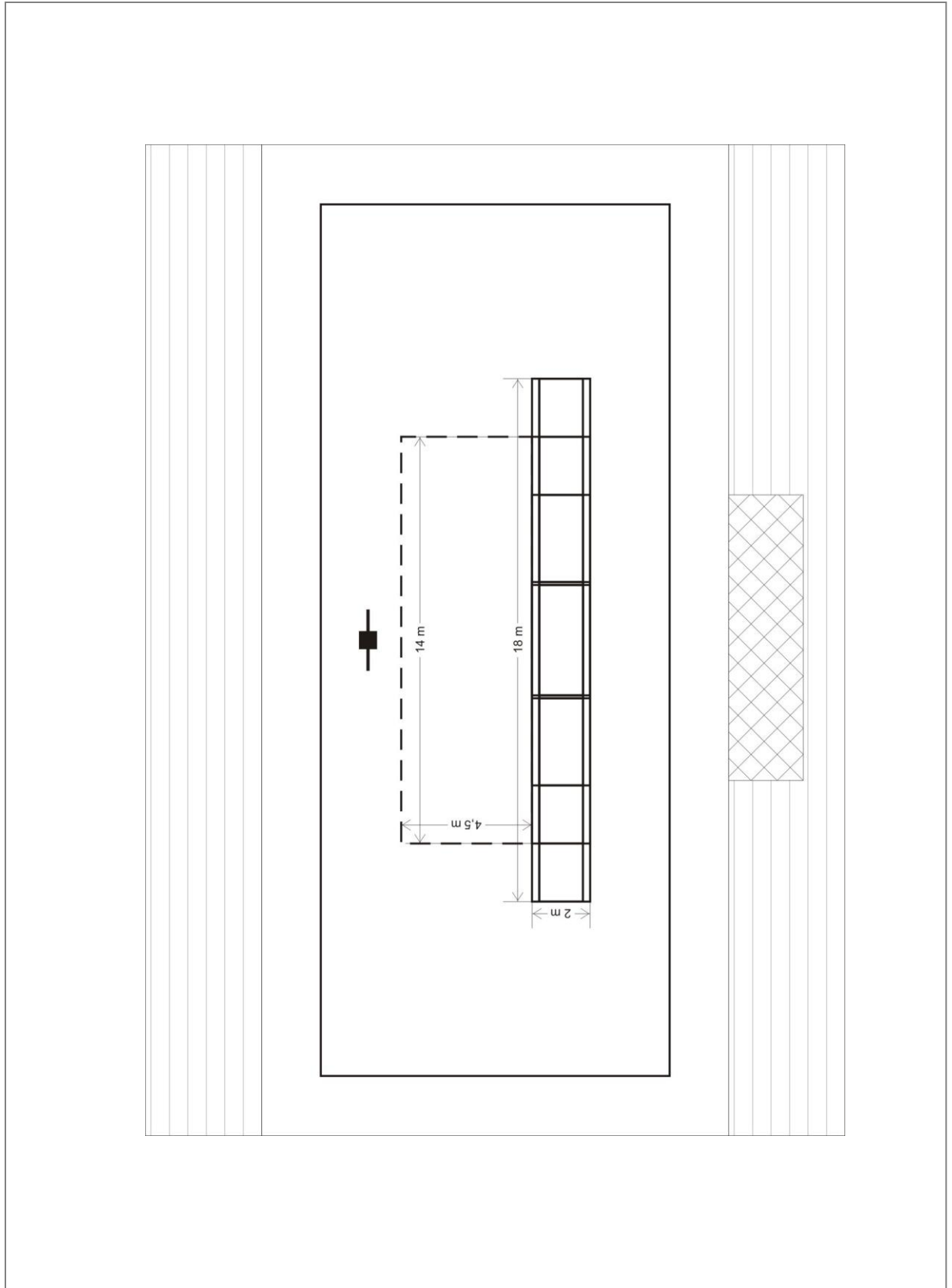
Guiding diagram of the finals hall with a single stand (dimensions)



Drawing of the finals hall with two stands



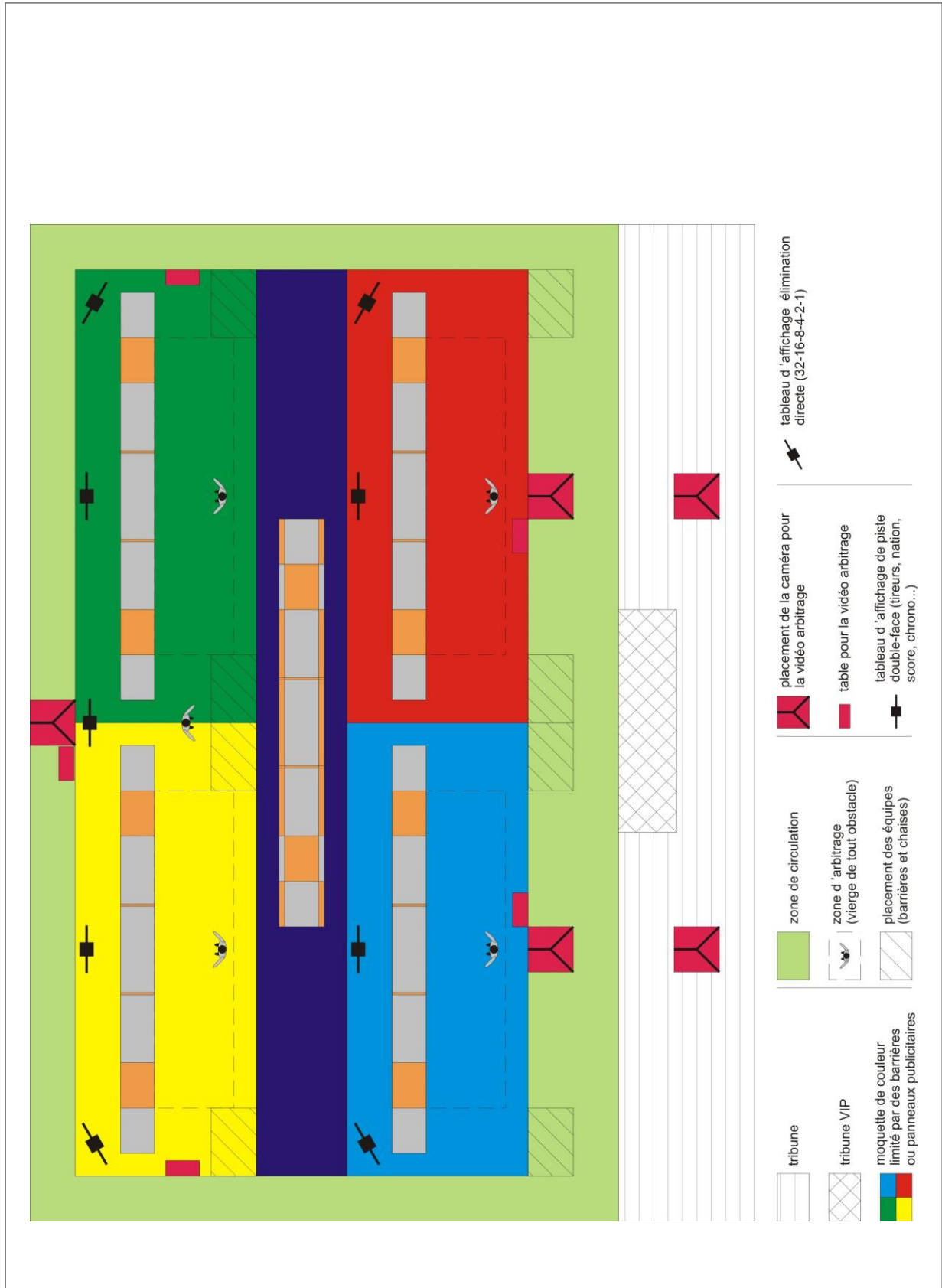
Guiding diagram of the finals hall with two stands (dimensions)



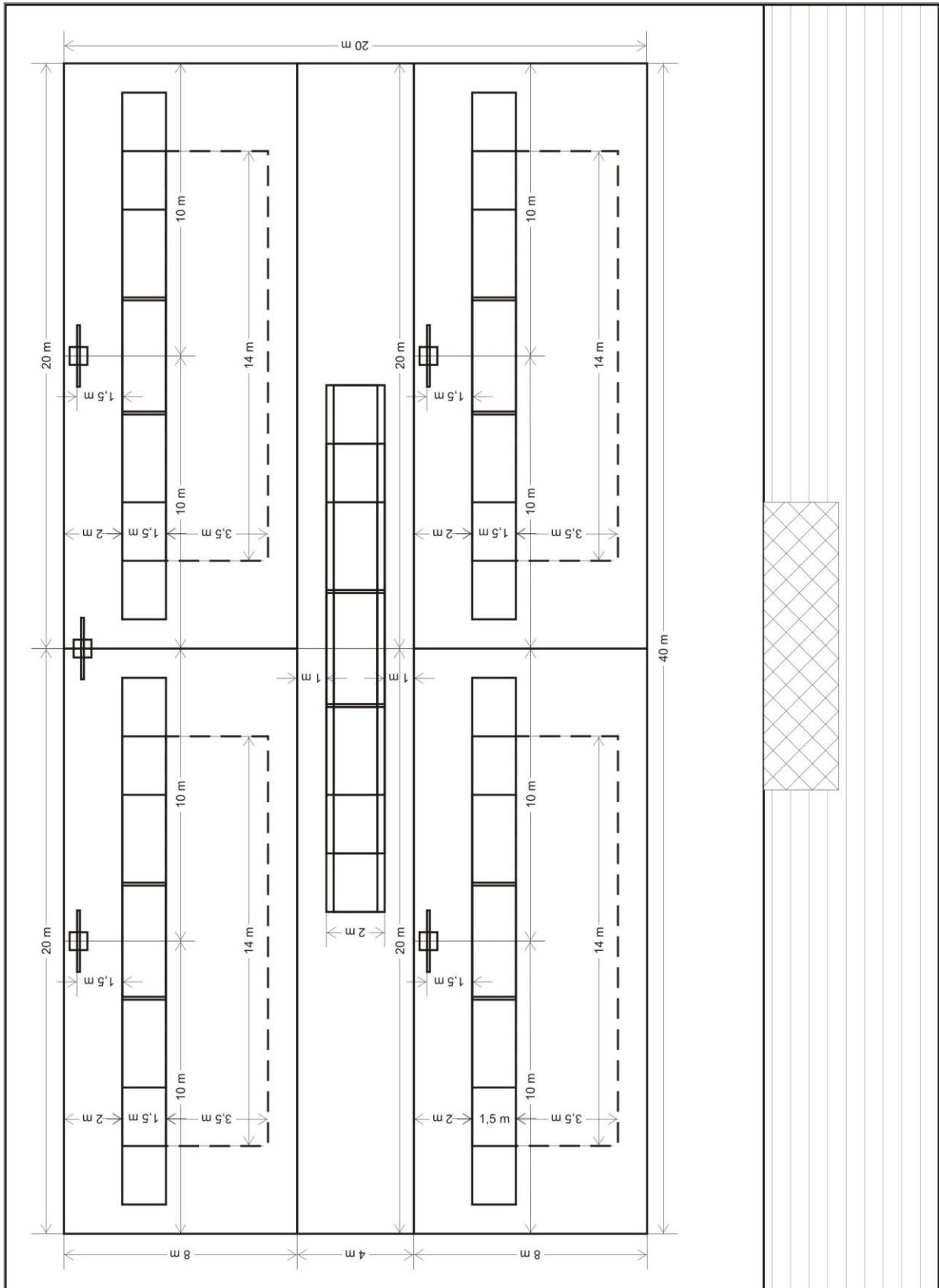
Hall for direct eliminations and final

- **5 pistes**, coloured or placed on carpets of different colours, with **1 piste for the final** raised on a podium in the middle of these 4 pistes.
- **4 coloured zones** will approximately have a dimension of **20 meters in length by 8 meters in width**.
- **1 zone of different colour of about 40 meters in length by 4 meters in width** will come in between the coloured pistes to welcome the podium for the final (as presented in the following diagram).
- a large screen will be used to display video-refereeing from the 4 coloured pistes simultaneously, and from the finals piste.
- the necessary equipment and the layout of this hall includes the separated directives previously described for the hall of 4 coloured pistes and the final.
- before the finals, the equipment unnecessary for the good process of the finals will be removed to ensure a better visibility of the fencing zone.
- the following directing diagrams show the setting of a hall with the 5 pistes and the **distances minima to be respected**.

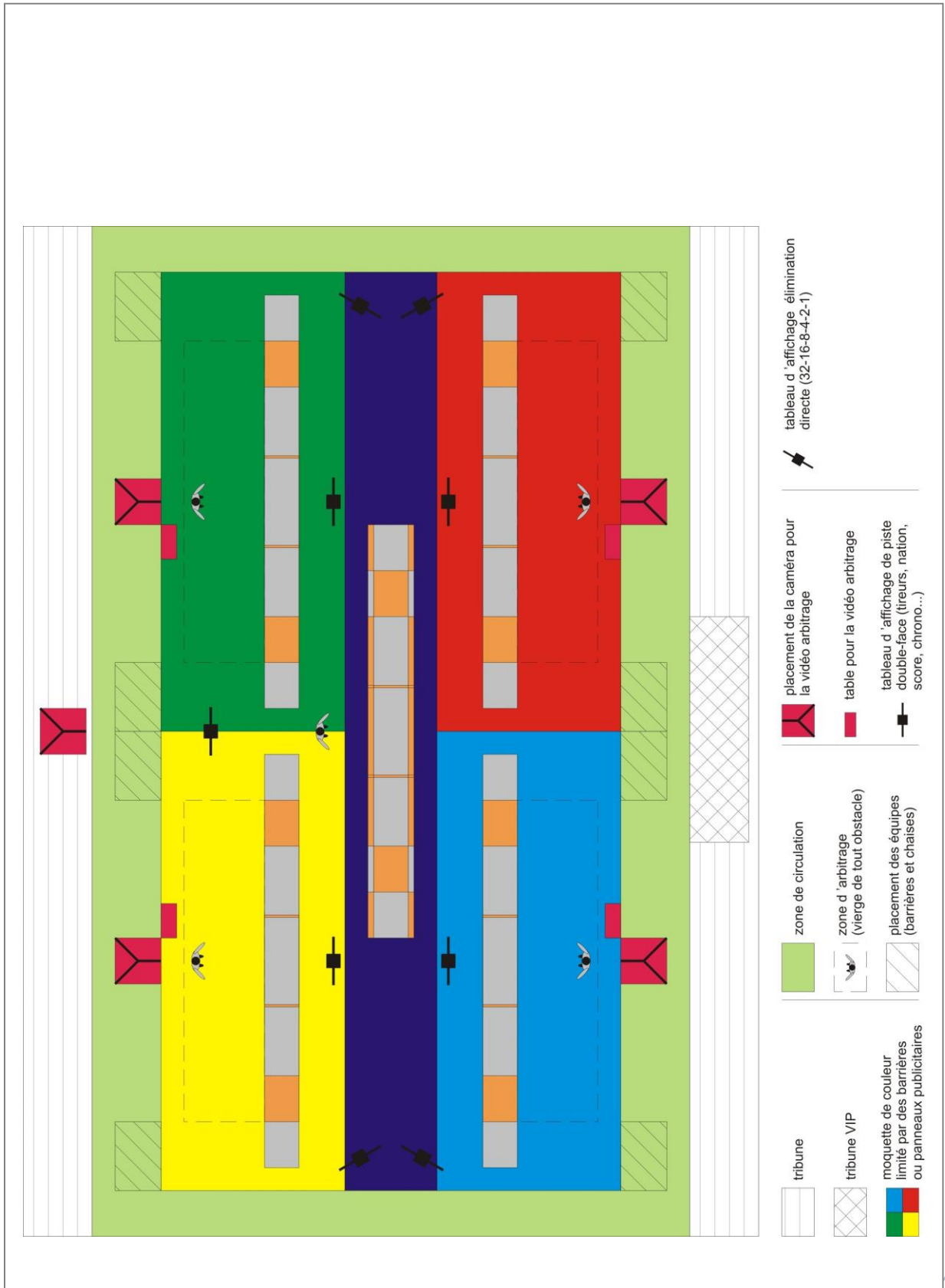
Drawing of the hall for direct eliminations and final with a single stand



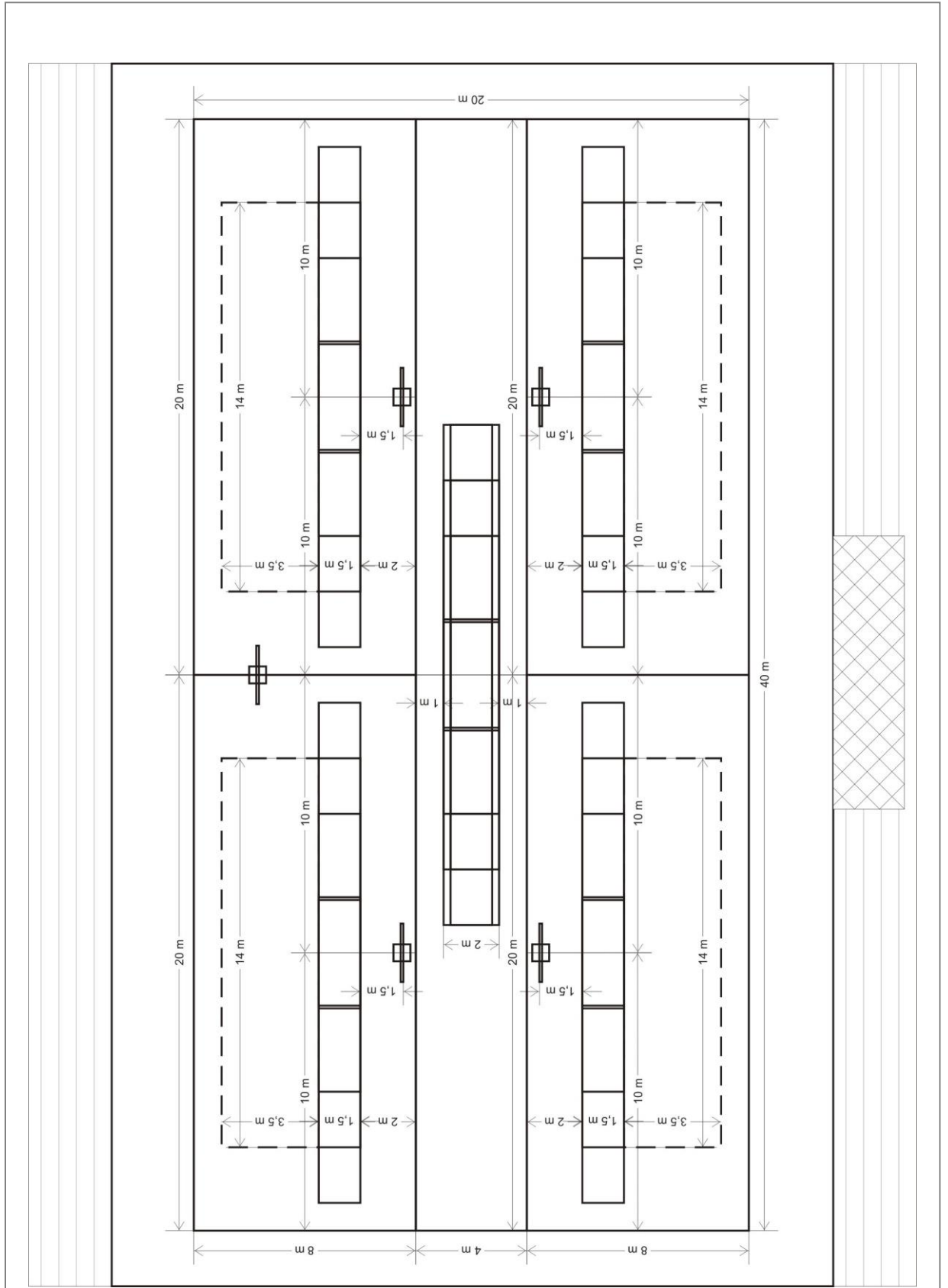
Guiding diagram of the hall for direct eliminations and final with a single stand (dimensions)



Drawing of the hall for direct eliminations and final with two stands



Guiding diagram of the hall for direct eliminations and final with two stands (dimensions)



Training halls

- one or more halls specifically for training including :
 - 15 pistes minimum.
 - each piste will be equipped with the necessary electronic scoring apparatus.
- only delegations may have access to this hall (or these halls).
- a timetable for use of this hall must be drawn up and distributed to each participating delegation.
- a security service and control staff must ensure and control the accesses.

Accessibility

- the fencers
- the trainers
- the heads of delegations
- the official designated

Rooms for the control of weapons and equipment

- a large room which allows the welcoming of fencers and receipt of equipment for the control (at least 150 m²).

Accessibility

- the assigned staff
- the fencers

- a room adjacent to the precedent one with the necessary equipment to check the weapons and the equipment in conformity with the FIE standards and containing a system to ensure the safety of the fencers' bags. This room must be operational and **open 72 hours before the beginning of the first event.**

Accessibility

- the authorised staff only
- the SEMI delegates

- 4 control stations will be installed in each call room of at least 120m².

3.2 THE ADMINISTRATIVE HALLS

Office for the Directoire Technique

- **approximate** surface : 150-200 m².
- 4 tables of 2 meters in length minimum with chairs.
- 4 computers for the administration of the competition with two printers (laser, if possible).
- 2 computers with printer dedicated to processing text and table.
- **Internet access and a ADSL line ONLY dedicated to the sending of results in real-time on the FIE Internet Web-site.**
- **2 computers for refereeing delegates with printers.**
- reserve equipment in case of malfunction (printers, computers, ink cartridges, etc.)
- 1 high-performance photocopier.
- 1 telephone
- 1 microphone to disseminate information in the entire site of the competition.

The results notice board shall be in close proximity.

Accessibility

- the members of the Directoire Technique
- the assigned staff
- the heads of delegations

Offices for the Organising Committee

- 1 room for the **office of the Organising Committee.**
- 1 room for the **Secretariat of the Organising Committee.**
- these offices must be fully equipped with secretarial equipment (computer, printer, photocopier, telephone, fax...)

Accessibility

- the members of the Organising Committee
- the assigned staff

Offices for the FIE

- 1 room to accommodate **the office of the FIE President**, equipped with a telephone with an international line and a computer with Internet access and a printer. It will also be equipped with a table and chairs for meetings as well as armchairs.
- 1 room to accommodate the **office of the FIE General Secretary** and the **office of the Treasurer**, equipped with a telephone with an international line and a computer with Internet access and a printer. It will also be equipped with a table and chairs for meetings as well as armchairs.
- 1 room to accommodate the **Executive Committee (22 people)**, with a computer, Internet access and a Wifi connection. It will include tables and chairs as well as armchairs.
- 1 40 m² room to accommodate the **Secretariat of the FIE**:
 - 5 tables and 10 chairs
 - 2 computers with standard office software applications and Internet connection
 - Wifi connection
 - 1 printer
 - 1 scanner
 - 1 telephone (international line)
 - 1 photocopier
 - 1 filing cabinet that can be locked with a key

In each of these 4 rooms, a selection of refreshments including water, tea and coffee shall be provided every day.

These rooms shall be lockable by key.

Accessibility

- the members of the FIE

Room for the photocopiers

- 2 powerful photocopiers with sorters are essential.
- plan to supply enough paper, and if possible in different colours in order to differentiate the weapons.

Pigeon-holes (if possible which can be locked with a letter-box type key) which allow for the most effective distribution of photocopies, shall be installed next to this room and shall be accessible to all heads of delegations and press delegates.

Allow for approximately **130 pigeon-holes**.

Accessibility

- the assigned staff

Zone for the posting of results

Large boards will be set up in a space large enough to allow an easy consultation for a large number of persons. Several zones will be set up. (see the chapter « Display of results »).

Accreditations Room

A delegation's first contact with a competition site is the accreditation room, and this first impression gives an idea of the quality of a World Championships' organisation.

In order to allow for the most efficient distribution of accreditations, a waiting area must be created to accommodate the arriving participants. It must consist of:

- * two lanes for the regular accreditations of the delegations (registered on the FIE website with photos sent by the deadline)
- * a third lane to cater for late, incomplete, or replacement accreditations, as well as those without photos, or for guests, etc..

The accreditations team must have at their disposal:

- a surface of 50 m² minimum
- tables and chairs
- waiting line ropes
- 2 computers equipped with photographic software and 1 printer.
- 1 digital camera to produce headshots

Meeting Rooms

- **1** room, equipped as described in Annex 6, which can hold 60 people for the meetings of **referees, refereeing delegates** before the World Championships.
- **1** workroom equipped with tables and chairs which can hold 20 people for the meetings of the:
 - **FIE Commissions**, and especially the appointed **Refereeing delegates** who must meet the day after the World Championships to evaluate the activities of the referees.
 - **FIE Executive Committee**...

Accessibility

- the persons invited to the meetings

3.3 THE OTHER PREMISES

Rest rooms and conference room

- **1 rest room and one conference room for the referees. This room must be completely closed and equipped with a multimedia projector + screen** or a big plasma screen.
- 1 rest room for the members of the Organising Committee, technical staff, different staff from the organisation.
- 1 rest room for the officials designated (DT, commissions delegates)

Each room shall be equipped with the sufficient number of tables and chairs or armchairs.

These rest rooms shall have a range of refreshments (warm and cold drinks and snacks).

Accessibility

- any persons involved in the organisation of the competition.
- officials designated (referees, DT, commissions delegates)

Rooms for the medical services

- 1 room to welcome the **First Aid Station**.
- **1 room with massage facility**, with several tables for the massage.
- **1 room for the anti-doping control**, incorporating waiting room and adjoining toilets (ladies & gents).

The attached **Medical Handbook** is to be consulted.

Accessibility

- the assigned staff
- the fencers

Referees' Room

- 1 rest room of 40 m² for referees. The room should be equipped by plasma screen. The drinks and snacks should be available during all day of competitions.
- 1 conference room for the referees. This room must be completely closed and equipped with a multimedia projector + screen or a big plasma.

Media Rooms

- 1 conference room for the media.
- 1 equipped working place.

The attached Handbook of specifications for the press and television is to be consulted.

Accessibility

- the journalists
- the photographers

Other rooms and spaces

- **1 workshop for weapon repair**, provided with two work benches with vices and necessary tools for assembling weapons to be put at disposition of the delegations before the competition, and throughout its duration.
- **1 space for a bar, buffet and restaurant**, for all the participants and staff from the organisation.
- **1 room for VIP**, the Executive Committee of the FIE, Members of Honour of the FIE and the Presidents and Secretary Generals of the National Federations present. Light refreshments (snacks) shall be available every day in the VIP room.
- **1 large surface area or hall**, for stands for fencing equipment suppliers. **A surface of 120 m² shall be reserved for the FIE** (welcome and communication area)
- **1 welcome and information desk.**
- **1 room for banking and post offices.**
- several premises for the technical staff, firemen, police etc ...

4. THE COMPETITION

4.1 THE DIRECTOIRE TECHNIQUE

Assigned staff

Specialised staff :

- the President and its members are designated by the FIE
- the operators of the competition's results management and posting software

Other staff :

- 4 persons to verify the documents, file, archive and carry the notices on the board
It is suitable if some of the staff speaks French.

Functions

The duties and expertise of the Directoire Technique are established by the following FIE articles of the FIE Rules: articles o.56 to o.61

- **establishment of entry list** confirmed by registrations through the FIE website, as downloaded at 2 p.m. (local time) the day before the competition.
- **comparisons of the lists with the announced absentee lists submitted by the heads of delegations.**
- posting of the lists of registered athletes.
- posting of the formula of the competition (number of participants, number of pools, number of eliminated after the pools...)
- **posting of the pools for the first day of competition at 6 p.m. the day before the event.**
- **posting of the pools for all other competition days at 6 p.m. the day before the event.**
- **posting of results after the pools, ranking of qualified** and eliminated fencers.
- delegations will be given 10 minutes following the posting of pool results to signal claims and corrections
- after these 10 minutes, posting of direct elimination tables (with timetables of the bouts and the pistes)
- **drawing lots of referees** and **establishment of bout sheets.**

The results and rankings are the property of the FIE. They cannot be directly posted on the Internet web-site of the company in charge of the running of the results, or on any other web-sites, without the express agreement of the FIE. The standard format of data exchange is the xml format.

However, the access to the rankings and results can be made available with a link on the Internet web-site of the FIE.

The software programme for the running of the competition must be approved by the FIE. The "hit to hit" must be available in real time on several aids (screens, etc.) and at disposal of the FIE for posting on its Internet web-site.

Allocation of Pistes

During the allocation of pistes in the individual competition tables or in team competitions, the Directoire Technique must respect the following order :

- blue strip
- yellow strip
- green strip
- red strip

The competition tables presented on the pages below represent the model to be followed for complete tables.

For an incomplete table in an individual competition, the maximum amount of matches of each quarter should be allotted to their properly coloured quarter.

For an incomplete tableau in a team competition, at least one match from each quarter of the table must be allotted to its properly coloured quarter.

Strip colours and numbers: individual events

Prel. T 64	T 64	T 32	T 16	T 8	semi-final	final																																																							
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4.2 DISTRIBUTION OF RESULTS

Tasks for the staff assigned

- 4 persons are assigned to this task.
- keeping the central notice board up-to-date.
- verifying that the staff of the piste is keeping the notice boards in the piste areas correct and up-to-date.
- distribution of documents in the relevant pigeon-hole boxes.

Types of posting

Central Notice Board

- walls or panels accessible to all with a good lighting
- separated according to weapons (different colours)
- easily legible (if possible, enlarged to A3 format)
- posting of all the documents issued by the Directoire Technique : composition of pools, direct elimination tables, ranking, notices,...

The surface area required is considerable: approximately 25 m².

Posting of the pools at the end of the pistes

2 options:

- 1) posted on plasma screens at the end of each piste and updating them at every match
- 2) posted on fewer plasma screens set up at the competition site on which the results of each pool are streamed.

4.3 THE SCORING STAFF

Each piste must have 2 persons wearing a simple uniform (t-shirt et pants):

:

- 1 timekeeper.
- 1 person to look after the pool or bout sheet, to be signed by the referee

The two people in question must be:

- trained for the task
- punctual

The number of staff needed for all the pistes is considerable (40 to 80 persons).

This necessitates the designation of an Organising Committee representative who directs and takes responsibility for the presence and activities of volunteers.

4.4 CONTROL OF WEAPONS AND EQUIPMENT

The equipment and materials of the fencers must comply to the regulations (art. 9.4.4 of the Administrative Rulebook, art. o.7 of the Organisation Rulebook, art. t.43 t.45 of the Technical Rulebook, art. m. 8, m.9, m.12, m.13, m.17, m.23 of the Materials Rulebook) of the FIE.

All non-conforming equipment or weapon will be disallowed.

This control must take place in three stages during the competition, to comply with the FIE Rules as follows (article o.7):

- general weapon control before the competition.
- verification during the pools and preliminary rounds of direct elimination.
- further verification before each bout of the table of 64 and of the final.

General control

Assigned staff

- 3 SEMI delegates to supervise
- 4 full stations needed, with 5 people at each station

Functions

- Receipt of equipment :
 - labelling and provision of receipts
 - Storage of fencing bags
 - Indication of the time when equipment is ready for collection
- Control of equipment :

- blades	- trousers
- masks	- plastrons
- jackets	- bodywires
- mask cords	
- Collection of equipments.

A suitable method of marking must be in place.

Verifications during the pools and preliminary rounds of direct elimination

This verification must be carried out before each bout by the referee who must have access to the necessary test apparatus (test weights, gauges) at each scoring table.

Verifications during the table of 64 and the final

This verification must be done jointly by 4 controllers, supervised by 1 SEMI Delegate, in the call room. The weapons will be brought to the pistes by volunteers and remitted to the fencers under the surveillance of the referee.

The weapons, the body wires and the mask wires must be verified each time an athlete comes into the call match before a match.

The T-shirts used by the athletes for the wireless system must be checked by the persons in charge of the equipment control, under the supervision of a member of the FIE SEMI Commission. This control is done in the call room when the fencers are called for the round of 32 direct elimination match, or when their team reports for the round of 8 match.

The whole surface of each T-shirt must be checked for conductivity, in addition to the body wires and weapons.

Then a specific control mark is affixed on the T-shirt. A different control mark will be used everyday.

Controls must be repeated before each match.

Once the control has been done, the fencers must stay in the call room

The referee must check the presence of this control mark when the fencers report to the piste.

4.5 OPENING AND CLOSING CEREMONIES, AND THE FINALS

These events are the « highlights » of the World Championships, as they are media events accessible to the world wide public. Their presentation must therefore have an exceptional **production (show)**, without compromising the sporting aspects (quality of the piste, lighting, space allocated to the fencers, sufficient space for the referee, refer to the drawing of the hall for the final). The production must in particular pay attention to:

- the aesthetics of the scene.
- the ease of understanding of the public and television audience.
- the suitability and convenience of television and photographic viewing positions.
- the adherence to the timetables.
- the official protocol.
- the reliability of equipment.

The Organising Committee must appoint a « Master of Ceremonies » who will be responsible, along with the Chief of Protocol of the FIE, for the progressive unfolding of all the phases, which must result in a perfectly harmonious product.

Opening Ceremony

- this must take place just before **the first final** of the World Championships.
- it must respect the following order:
 - 1 • an **optional interlude** (in the form of a brief spectacle). It must be of short duration (20 minutes maximum).
 - 2 • a **parade of the flags** of the participating countries.
 - 3 • the **speeches** of the President of the Organising country, the FIE President, and possibly the guest of honour must be short (2 minutes maximum per speaker) and should be delivered from a podium with the help of a microphone, installed on the piste of the final.
 - 4 • declaration of the opening of the World Championships by a personality.
 - 5 • the **national anthem** of the organising country is played and the **FIE flag and national flag of the organising country are raised** .

If the Opening ceremony takes place out of the competition venue a sufficient number of places should be reserved for the FIE Executive Committee and FIE guests. This number should be discussed with the FIE 1 week before the start of ceremony.

The ceremony should not take longer than half an hour.

Management of a final

The protocol Ceremony shall respect the provisions of chapter 10 of the FIE administrative (and the article 4.5.1).

1 - presentation of finalists :

- announcement of their respective sporting achievements (the 2 best significant results)
- they must be dressed in fencing cloths, with a weapon in their hand. They must salute the public, coquille to the chin.

The sporting achievements must be collected beforehand.

2 - presentation of referees.

Fencers and referees will have been instructed beforehand about the etiquette process relating to the prize-giving ceremony.

3 - the bouts must begin immediately after the presentation.

The fencers must present themselves fully dressed, with their weapons checked, mask and weapon in hand, ready to fence.

4 - the final bout will take place 10 minutes after the last semi-final, if there is only one final. In the event of two finals in the evening, the 4 semi-finals will begin immediately after, followed without break by the 2 finals.

5 - the awarding of prizes must take place quickly after the final bout.

- the officials scheduled to award the prizes, in conformity with the FIE protocol, having been warned beforehand, are led from the stand of honour to the podium by an hostess.
- the security personnel must ensure that there is not an invasion of the piste by the public.
- as their places are announced, the finalists, previously informed, arrive in official track-suits, without weapons, on the podium.

All the bouts must be recorded on video tape.

The award of trophies or particular prizes are presented during the presentation of the semi-finalists.

Closing Ceremony

This must take place immediately after the prizes for the last final bout have been awarded and in the following order :

- 1 the « Grand Prix des Nations » is awarded by the FIE President to the President of the winning Federation.
- 2 speech of the President of the Organising Committee.
- 3 **closing speech of the World Championships** of the FIE President.
- 4 the **national anthem** of the organising country is played and the **flags of the organising country and FIE are slowly lowered**. The latter is given to the FIE President, by the President of the Organising Committee, who entrusts it to the President, or representative, of the organising committee for the championships of the following year.

The commentator – speaker

A commentator, directed by the Master of Ceremonies and Chief of Protocol, will conduct all these public phases.

The animation must:

- be sober.
- be in French then in the language of the organising country.
- must not interfere during the bouts and the referee's decisions.

Slack periods will be filled (entertainment, exhibition, back-ground music ...).

Reserved places for the VIPs in the final hall

Places for the FIE sponsors should be reserved. The number should be requested from the FIE at least one week before the competitions.

The order of precedence is detailed below:

- | | |
|----------------------------------------------|--------------------------------------------|
| - the FIE President | - the General Secretary of the FIE |
| - the Honorary Presidents | - the Treasurer of the FIE |
| - the former Presidents of the FIE | - other members of the Executive Committee |
| - Vice-Presidents of the Executive Committee | - the Presidents of National Federations |
| - the Honorary Members of the FIE | - Leaders of National Delegations |

The other personalities shall be included in this order of precedence, according to their importance.

The same order of precedence applies to their partners.

Reception of the VIPs

Several members of the Organising Federation must be on hand to welcome the dignitaries when they enter the finals hall.

A special reception room with refreshments may be made available for the VIPs.

They must be accompanied to the Presidential Tribune, presented to the FIE President and then shown to their respective reserved seat.

Reserved zones in the gallery of the hall of the final

Groups of seats will be reserved for:

T1 – Presidential Tribune, FIE Executive Committee, VIP, Presidents and Secretary General of Federations,

T2 – Tribune for FIE Members of Commissions

T3 – Tribune fencing family: athletes and members of delegations, referees

- the staff involved in the organisation of the competition
- others...

The rest of the seating place can be given to the public.

Accreditation cards will assist security personnel and hostesses to direct these groups of people to the appropriate seating.

Duties of the FIE Chief of Protocol

1. To ensure that the FIE Protocol is respected (cf. chapter 10 of the FIE Administrative Rules).
2. To establish the seating order in the Presidential Box.
3. To ensure, along with the Master of Ceremonies, that every seat bears the name of its entitled person.
4. To collaborate permanently with the FIE President or his representative to receive and transmit the names of all the FIE officials who will take part in the prize-giving Ceremony.
5. To participate in the organisation of the prize-giving Ceremonies, and to ensure that it respects the FIE Administrative Rules (articles 4.5.1, 10.2.3.1 and 10.2.3.2).

Duties of the Master of Ceremonies (as designated by the OC)

1. To be responsible for the technical organisation of the protocol procedures as indicated by the Chief of Protocol of the FIE.
2. To receive and transmit the names of the OC officials who will take part in the prize-giving ceremony.
3. To ensure that the work of the personnel in charge of the protocol ceremonies is properly organised.
4. To oversee the occupation of the reserved or dedicated seats, and to ensure that the security services does the same.

5. COMMUNICATION – MARKETING AND TV

The organiser formally accepts the responsibility of promoting fencing at a regional, national and international level, by means of all forms of media, and particularly through television.

This action, particularly important for our sport, will be executed in close collaboration with the Marketing Manager and the Communication Manager of the FIE.

5.1 COMMUNICATION: PRESS

The CMTV Director and Media manager are responsible for all matters with regard to communication.

The organiser has to submit a detailed communication plan for approval at least 9 months prior to the event. Single measures have to be submitted to and approved by the CMTV Director in due time.

Any agreements and contracts concluded with various media will have to take account of the FIE existing commitments and must be submitted for approval to the President and CMTV Director before any signature.

A specific handbook “Communication”, **in appendix**, specifies all measures to be taken to facilitate the task of the professionals involved.

5.2 MARKETING: PARTNERS AND SPONSORS

The CMTV Director and Media manager are responsible for all matters with regard to marketing.

The organiser has to submit a detailed marketing plan for approval at least 9 months prior to the event. Single measures have to be submitted to and approved by the FIE Marketing Manager in due time.

Following on the marketing plan approval, a specific agreement on “Sponsorships” must be signed by both the organiser and the FIE. This contract will strictly bind the organiser with his duties and responsibilities to deliver all FIE and sponsors’ requirements in due time and for the duration of the event. The contribution from FIE’s sponsorships revenue to the event, if any, will only be attributed if the duties and obligations of the organiser have been entirely fulfilled.

All sponsorship projects and proposals must be submitted for approval at least 3 months before the start of the event. Any agreement or contract on marketing or sponsorship must NOT be signed without prior FIE approval.

All FIE recognition and branded materials must be submitted to the FIE for approval at least 3 months before the start of the competition.

A specific handbook « Marketing », **in appendix**, specifies all the measures to be taken to facilitate the task of the professionals involved.

5.3 TV/ RADIO AND DIGITAL MEDIA

The CMTV Director and Head of TV production are responsible for all matters with regard to Radio, TV and Digital Media Rights.

Regarding TV Production, the TV Producer must be from FIE or approved by FIE at least 6 months before the event.

The agreements and contracts concluded with various media will have to take account of the FIE existing commitments and must be submitted to the President and the TV Rights Manager in due time before any signature.

A specific handbook « TV/Radio and Digital Media », **in appendix**, specifies all the measures to be taken to facilitate the task of the professionals involved.

5.4 ADDITIONAL COMMUNICATION – MARKETING AND TV EFFORTS

5.4.1 Branding

Logo and Brand guidelines

- **The FIE logo:** respect of the « Charte Graphique », which will be forwarded by the FIE office on request.
- **The FIE flag** will be hoisted or hung in the competition hall.

- **Branding guidelines of the World Championships:** created by the FIE and reproduced on posters, venue, social media, official website clothing and other supports, it will be submitted to the organisers at least 5 months before the event. The organisers will have to implement the visuals (print and apply) on the venue according to the Branding guidelines.
- The Poster (digital and print) as part of the branding guidelines will be distributed in the country host but also to all the participating federations.

Brochure “official programme”

- Edition of a booklet in French, English, Spanish and in the language of the organizing country.

- **Contents:**
 - leading articles of the most important persons (FIE President, Sports Minister, President of the organizing Federation, others...)
 - composition of the FIE Executive Committee, nominated commissions delegates, members of the Directoire Technique, Board of the organising Federation
 - the schedule of events and events during the World Championships
 - winners of previous editions
 - advertising spaces
 - others...

Publicity on fencers

Except for the possible mask sticker, this publicity does not concern the organizer, it is subject to the FIE rules.

Indoor and outdoor indication

Streamers **of significant size**, specifying in the language of the organizing country, and in French, "20... Fencing World Championships", will be placed:

- outside, above the entrance for the public
- inside, in the competition hall
- inside, in the final hall

5.4.2 Public address system and internal communications

General sound system

The installation of an appropriate sound system must allow the supplying of information simultaneously to all people present at the venue of the competition (competition halls, cloakrooms, adjacent halls...)

Communication between chief officers

Mobiles phones or walkies-talkies will be available for :

- the persons responsible of the organisation
- the members of the Directoire Technique, the Delegates of the Referee's Commission, the delegates of the SEMI Commission and medical delegates.
- du service de sécurité...
- the FIE office staff

It is important to insist on the installation of a communication system allowing to connect the members of the Directoire technique with the other services (SEMI, doctors, persons in charge of the pistes personnel...).

Sign-posting with arrows

Taking into account the large number of people attending the events, it is necessary to organise the flow of circulation of participants and spectators and facilitate the location of the places with a wide sign-posting system with numerous arrows.

5.4.3 Manufacturers' stands

The fencing equipment manufacturers largely form part of the life of our sport of which they are often partners.

They take care, in addition, most of **the maintenance of the fencers' equipment**. The organizer will thus facilitate their installation by provided appropriate premises, **without granting exclusiveness**.

5.5 WELCOMING – INFORMATION – PUBLIC RELATIONS

Welcoming at arrival

- the FIE officials will be picked up at their arrival at the airport and will be transferred in their hotel by and at the expense of the organizer.
- The FIE President will have a car (with driver) at his arrival at the airport.
- a guide-interpreter for the FIE personalities may be designated for them throughout their stay.
- the national delegations can be also picked up in order to facilitate the entrance formalities and the transfer to their hotels.

Information desk

- located at the venue.
- available two days prior the starting of the competitions.
- open during a large period of time and accessible by telephone from the hotels.
- run by hostesses and interpreters (French, English and Spanish).
- information on :
 - competitions (schedules, programmes, results...),
 - accommodation and catering,
 - tourism (tours, restaurant...),
 - others...

Banks and public telecommunications

At the venue:

- an exchange office on the venue
- paying telephones sufficient in number for all participants and spectators
- an office proposing fax and Internet services
- others...

Documentation

It is desirable that each participant receives on his arrival, and specifically when the accreditations are remitted, a small bag including :

- schedule of events
- schedule of the weapons control
- training schedule
- timetables of the various transportation means between the venue and hotels
- map of the city
- map of the venue
- location and telephone of the information desk
- general rules
- brochure «Official programme»
- others...

5.6 VARIOUS ADVICE

Surveillance duties - police - Security

- taking into account the cost of equipment installed and the security required by the information of the Directoire technique, a reliable 24-hour **security service** is absolutely essential.
- regulation of access to the various sites of the competition (see chapter “accreditations”) means that a **steward service** which is « friendly but firm » is needed so that the rules are complied with. The members of this service can be equipped with walkies-talkies.
- a « discreet » **police service** and the presence of a **fire service** should also be planned.

Staff

The good management of the organization requires a large and qualified staff. It will belong to the various persons in charge:

- to evaluate their number,
- to determine their cost,
- to ensure their management.

Insurances

Liability

The local Organising Committee must, at its own costs, institute a liability insurance policy which will include general liability coverage, as well as a guarantee for non-consecutive intangible damages (pure financial loss). This policy is to be written with a small deductible sustainable by the funds the Organising Committee. A Certificate of Insurance must be submitted to the FIE at least six (6) months prior to the championships.

Repatriation Assistance

The Organising Committee may include Repatriation/Assistance coverage for the Fencing family, but without covering the designated officials or referees, the Executive Committee, or FIE personnel, as they are already covered elsewhere. The minimum coverage will include:

- Repatriation of the body in case of death
- Repatriation of an injured or ill person
- Travel for a family member if the victim cannot be transported
- Coverage of medical costs abroad, allowing the hospitalisation of a foreign national in the host country at no prior personal costs.

Other Insurance

The Organising Committee will develop all other mandatory insurance, such as:

- Fire and fire damage insurance policies for premises necessary to the organisation
- Automobile insurance policies (if necessary)
- All policies mandated by local legislation.

Official photographer

A free exhibition place close or next to the FIE stand must be reserved to the official photographer of the FIE. A sale of photographs, taken during the competition or the ceremonies can be organized.

Closing party

To close in great friendliness this event gathering the world elite of our sport, a party for all the participants could be organized on the last evening.

5.7 UNIFORMS FOR THE OFFICIALS

The organisers shall have an outfit made for the officials - trousers (skirts for women) and a jacket – following the list provided by the FIE. The cost of the outfits will be borne by the FIE. The organiser shall ask the officials for their measurements.

The organiser will then distribute the uniforms on site on the day before the competition and must plan for a seamstress to be present on that day to make any alterations needed.

6. FIE MEDICAL HANDBOOK (fully revised in September 2014)

MEDICAL COVER FOR

WORLD CHAMPIONSHIPS

ZONAL CHAMPIONSHIPS

GRANDS PRIX / WORLD CUP COMPETITIONS

CONTENTS

Overview.....	page 84
Summary of Requirements (chart).....	page 85
Specifications.....	page 86
Medical Emergencies.....	page 86
Sports Trauma.....	page 87
General Medical Care.....	page 87
Additional Medical Services.....	page 88
Doping Control.....	page 89
FIE Medical Delegates.....	page 90
Additional Requirements.....	page 91

OVERVIEW

The FIE is responsible for ensuring that the organisers of these major, international competitions prioritise the health and physical security of all the participants.

Modern fencing has a lower injury rate than most sports, thanks to the protective clothing worn, but there is still the potential risk of a serious injury.

This document sets out the requirements for medical cover and doping control at all FIE international competitions. [Other major international fencing events will also normally apply the same standards].

All organisers of these events are expected to comply with this document and take their health and safety responsibilities seriously. They will need to work with an experienced local medical professional to put in place appropriate services so that any injured or unwell participant will receive adequate medical care without delay.

For World Championships (and other Major Championships under FIE responsibility) the FIE obliges the organisers to provide:

- confirmation in writing that these Medical Specifications will be met
- evidence during the preparation period that facilities, personnel and logistical arrangements will be adequate
- satisfactory provision of all services specified throughout the event.

SUMMARY OF REQUIREMENTS

E = essential D = desirable N= not required

	Services For details see following sections	World Championships	Zonal Championships	Grands Prix/ World Cups
1	Medical emergencies including serious injuries			
1.1	One locally licensed paramedic or doctor trained in advanced life support	E	E	E
1.2	Resuscitation equipment (cardiac incl defibrillator, respiratory)	E	E	E
1.3	Ambulance – on site or within 10 minutes	E	E	E
1.4	Efficient communication devices	E	E	E
1.5	Medical/first aid room	E	E	D
2	Sports trauma			
2.1	Sports injury expert – doctor, physiotherapist or paramedic	E	E	E
2.2	First aid equipment, materials	E	E	E
2.3	Efficient communication devices	E	E	E
3	General Medical Care			
3.1	Plan in place	E	E	N
3.2	Doctor – general practitioner / physician	E	D	N
3.3	Nurse with general medical and first aid experience	D	D	N
3.4	Appropriate equipment and medication	E	D	N
4	Additional medical services			
4.1	Sports Physiotherapist	D	D	D
4.2	Sports Masseur	D	D	D
4.3	Physio tables	D	D	N
5	Doping Control (if testing required)			
5.1	Doping Control Officers	E	E	E
5.2	Chaperones	E	E	E
5.3	Doping Control Station	E	E	E
5.4	Equipment (see below)	E	E	E
6	Medical Officials	E FIE Medical Delegates	D Zonal Medical Official	N
NB: the medical roles 1.1, 2.1, 3.2 can be combined as long as there is always adequate cover				

SPECIFICATIONS

Important note – appropriate medical cover must be provided in the venue as follows:

- From the start of scheduled practice times, including any pre-competition days.
- From at least one hour before the daily competition start time until the end of the last fight each day.

Medical Emergencies (including serious injuries)

- Personnel: (minimum requirement)
 - One locally licensed medical doctor or paramedic, competent at and equipped for resuscitation, i.e. trained in Advanced Life Support.
 - Compulsory.
 - This doctor or paramedic must be present in the fencing hall at least one hour before the start and for the full duration of the competition.
 - If two or more halls are to be used simultaneously, and the time required for Emergency personnel to get from their station to the furthest hall is more than 2 minutes, the organisers **must** provide duplicate Emergency cover for each additional hall.

['hall' includes any space used for any part of the competition]

In case of any doubt, the head of the Organising Committee must clarify this fundamental issue with the President of the Medical Commission at least two (2) months before the competition

- Equipment :
 - Resuscitation equipment (cardiac, respiratory); to include defibrillator, ambu bag, oxygen, essential drugs.
- Ambulance(s) on-site, or on stand-by as long as it can reach the venue within ten (10) minutes - (this must be verified by the organisers).
 - Ambulances must be well-equipped, to a standard required for transporting any serious medical condition.
- Logistics : good communication between the emergency medical personnel, the FIE medical delegates and the Directoire Technique is absolutely essential:
 - Short-wave radios must be available unless clearly superior alternatives (such as mobile telephones) are provided.
 - Good public address system.
 - Efficient method to summon medical help to pistes
 - Efficient method to call the on-site (or stand-by) ambulance.
- Location :
 - At all FIE events a First Aid station must be at the field(s) of play and clearly signposted.

- World / Zonal Championships must have a First-Aid / Medical room in the venue close to the competition area. The emergency service will be stationed there.
- This must be clearly signposted
- Identification of medical staff – all emergency medical personnel must be clearly identifiable by their clothing or the use of high visibility vests.
- Hospitals
 - access to a hospital with an emergency department must be available at all times
 - access to other hospital specialties is desirable
 - contact details of hospitals to be used must be easily available

Sports Trauma

(less serious injuries)

- Personnel :
 - A sports-medicine expert (doctor, paramedic or physiotherapist) experienced in dealing with acute and chronic sports injuries.
- Equipment / supplies :
 - Appropriate first aid equipment, including compression bandages, stretcher, wheelchair, crutches.
 - A ready supply of ice.
- Logistics :
 - Communication as above by walkie-talkies or similar (e.g. mobile telephones)
- Location :
 - Based at the First-Aid / Medical room in the venue close to the competition area.
 - For the finals, a space with chairs must be provided immediately adjacent to the field of play.
- Identification of medical staff – all sports injury medical personnel must be clearly identifiable by their clothing or use of high visibility vests.

General Medical Care

(World and Zonal Championships)

- A plan must be in place for dealing with the range of general medical problems that can occur at a large fencing championships. This should include dealing with public health issues (eg gastro-enteritis or other communicable disease), access to doctors, nurses and pharmacists and available hospital services. Details of insurance or

payment arrangements must be clear for all groups of people attending the event, i.e. competitors, their entourages, officials, others in the work force and spectators. The information pack for delegations should contain all appropriate information.

- One Medical doctor to be available daily for at least part of the day.
- One nurse with general medical and first aid experience to be available daily for at least part of the day.
- Equipment / supplies : as appropriate including first aid materials
 - Medication – a limited supply of basic drugs should be available to cover common ailments; (drugs must be kept securely).
 - The current WADA List of Permitted and Prohibited Drugs in Sport must be available.
- Logistics : effective communication with the local medical director and FIE/Zonal Medical Delegates essential
- Location: either at First-Aid / Medical room (as above) or in a separate Medical station in the venue – clearly signposted.

Additional Medical Services

(optional)

- Sports Physiotherapist with experience of acute injuries
- Sports Masseur
- Equipment: physio tables – also for use by teams.
- Location: separate massage/physio facilities (close to the First-Aid / Medical room if possible).

DOPING CONTROL

1. Doping Control Officer(s) (DCO) supplied by the National Anti-Doping Organisation (NADO) to manage the testing process strictly according to the WADA regulations.
2. Chaperones, one for each fencer selected for doping control, who must have had adequate training.
3. Doping Control Station:
 - To be located as close to the Finals venue as possible and signposted.
 - To include at least :
 - i) small room with table & 4 chairs, for processing samples, documentation,
 - ii) adjacent toilet (two separate toilets if males and females to be tested same day),
 - iii) waiting room large enough for each notified fencer plus accompanying official,
 - iv) limited access procedure (security control at entrance).
4. Equipment:
 - approved sample collection bottles, containers and doping control forms from the NADO / Sample Collection Authority.
 - sufficient, sealed, non-alcoholic drinks containing no prohibited substances.
 - secure cupboard/refrigerator.
5. Logistics : FIE *Anti-Doping Officer* (FIE Medical Delegate or Supervisor):
 - To liaise with DCOs and Chaperones before each doping control session.
 - Transport to be provided, after doping control, for the late return of the personnel involved (medical staff, fencers, accompanying officials) to hotels.
6. Doping Control Procedures (see “FIE Anti-Doping Officer Duties” document for details)
 - 6.1 Doping control tests are obligatory at all World Championships, (apart from the Veteran’s category), Open Zonal Championships, Grand Prix and World Cup competitions (see *FIE Anti-Doping Rules art. 5.6.1*)
 - 6.2 The “*FIE Anti-Doping Officer*” (who is responsible for co-ordinating doping controls at official FIE competitions) will be the following person:
 - at World Championships = the FIE Medical Delegate
 - at Zonal Championships = the Zone Medical Delegate *
 - at Grands Prix & World Cups = the FIE Supervisor **

* *Designated by the Zone or appointed by the FIE*

** *See document - FIE Supervisors anti-doping duties:*
<http://www.fie.ch/download/doping/en/FIE%20SUPERVISOR%20ANTI-DOPING%20DUTIES.pdf>

If no Supervisor is present the DT must assign one of its members as “Anti-Doping Officer”.
 - 6.3 Analysis of samples must be performed by an IOC-accredited laboratory.
 - 6.4 A copy of each completed Doping Control Form (DCF) must be submitted to the FIE Medical Delegate / *Anti-Doping Officer* at the end of each Doping Control session.
 - 6.5 NOTE: The FIE is the Test Authority and the Result Management Authority. The Laboratory must therefore be instructed to send all Analytical Reports to the FIE office in Lausanne.

FIE MEDICAL DELEGATES

- At **World Championships**, the FIE Medical Delegates are responsible for coordinating and over-seeing the medical, safety and anti-doping requirements of the competition (in liaison with the Directoire Technique).
 - It is expected that they will have a meeting with the local medical director on one of the two days before the start of the competition to check that all arrangements are in place and satisfactory.
 - They are also responsible for dealing with medical incidents on and off the piste.
 - They must be contacted immediately by the referee if any fencer sustains an injury or falls ill on the piste. They will assess the situation and organise appropriate action.
 - It is, therefore, essential that the Medical Delegates participate in the DT and Referee meetings prior to the start of the World Championships.
 - They will produce a report after each Championships.
- At **Zonal Championships**, the Zonal Medical Delegate will be responsible for dealing with medical incidents on and off the piste. If no such delegate is present the local medical officer will be responsible, in consultation with the referee as appropriate.
- At **FIE Grands Prix & World Cups**, the local medical officer will manage medical incidents on and off the piste, in consultation with the referee or FIE Supervisor as appropriate.

ADDITIONAL REQUIREMENTS

Insurance

See section insurance of the handbook

Sings/ notices

All medical/first aid posts must be clearly signposted

Notices stating the FIE rule t.15 (see below) should be put up prominently in the competition and training halls.

t.15

1. Fencers arm, equip and clothe themselves and fence at their own responsibility and at their own risk.

2. It is obligatory for any fencer who warms up or trains with another fencer on site at an official FIE competition (including in the training halls linked to the competition) to wear fencing clothing and equipment which conforms with the FIE regulations.

Any person giving a lesson must wear at least a fencing master's plastron as well as a fencing glove and a mask conforming with the regulations.

Any fencer taking a lesson must wear at least a mask and a glove.

The Supervisor of the competition or a member of the Directoire Technique must penalize any person not respecting this rule with a yellow card, followed by a black card in case of a repeated infringement

Medical records

Injuries sustained during fencing [competition/training] should be recorded as follows:

- Serious injury – full details (using FIE injury form if possible); all withdrawals due to injury must be documented and submitted to the FIE together with the report.
- Minor injury – brief details on daily list

Illness (any participant seen) during the event, except for trivial conditions, to be recorded in as much detail as appropriate for the severity of the condition.

A list should be kept of all those attending the medical room for help.

A record should be made of any medication dispensed.

Minors

Rule o.55.5 requires that participants under 18 who require medical treatment should be accompanied by an adult who has the required authorization.

7. ANNEXES

ANNEX 1

Standard commitment letter for the respect of
the handbook of regulations

I undersigned,.....

Representative of the candidature of

Certify having received and having full knowledge of the handbooks of regulations for the organization of the senior, junior and cadet World championships of the FIE and I am committed, if the candidature I represent is chosen by the Congress(year) to respect and to apply in its entirety these specifications.

- Place, date

- Family name, first name and signature

ANNEX 2

Participation in number

CHAMPIONNATS DU MONDE D'ESCRIME / *WORLD FENCING CHAMPIONSHIPS*
 CAMPEONATOS DEL MUNDO DE ESGRIMA

dates / *dates* / fechas

lieu / *place* / lugar

ENGAGEMENT DE PARTICIPATION EN NOMBRE
ENTRY BY NUMBER FORM
INSCRIPCION NUMERICA

A adresser / *To be sent to* / A enviar a :
 (adresse / *address* / direccion, ☎, e-mail)

Au plus tard le / *At the latest* / Fecha limite :
 (1 mois ½ avant l'épreuve / *1 month and ½ before the event* / 1 mes y medio antes de la prueba)

LA FEDERATION / THE FEDERATION / LA FEDERACION

s'engage à participer aux Championnats du Monde d'Esgrime ci-dessus précisés, dans les conditions numériques ci-dessous :

undertakes to participate in the above mentioned World Fencing Championships, with the following number of persons :

se compromete a participar en los Campeonatos del Mundo de Esgrima indicados anteriormente, con el siguiente numero de personas :

	Nombre / <i>Number</i> / Numero
OFFICIELS / OFFICIALS / OFICIALES	
ENTRAINEURS / TRAINERS / ENTRENADORES	
ACCOMPAGNATEURS / OTHERS / ACOMPANANTES	

Tireurs / <i>Fencers</i> / Tiradores	Number	Ind.	Team
Women's Foil		0	0
Men's Foil		0	0
Women's Epee		0	0
Men's Epee		0	0
Women's Sabre		0	0
Men's Sabre		0	0

Date :Signature and seal :

ANNEX 3

Participation of the officials and accompanying persons

WORLD FENCING CHAMPIONSHIPS (page 1 / 2)

fromto

at (precise place)

PARTICIPATION COMMITMENT OF OFFICIALS AND ACCOMPANYING PERSONSTo be sent :
(address , ☎, e-mail)At the latest by :
(1 month ½ before the event)**THE FEDERATION**

Enters the following persons at the above mentioned Championships :

IMPORTANT NOTE FOR THE GOOD PRESENTATION OF THIS DOCUMENT

- if possible, type the names and first names.
- the family name will always precede the first name.
- the family name will be written in Latin characters in capital letters, the first name in small letters.
- enclose to this document the photography in colour (format 4,5 cm X 5 cm, .jpeg or .gif) of each of the participants while indicating the names and first names on each photograph.
- announce the possible presence of the President of your National Federation by specifying his name and first name.
- indicate the arrival date of the delegation if known and if possible the precise flight indications.

WORLD FENCING CHAMPIONSHIPS

(page 2/2)

fromto
 at (precise place)

PARTICIPATION OF OFFICIALS AND ACCOMPANYING PERSONS

THE FEDERATION

Head of delegation :

FAMILY NAME	First name	Function in the federation

Officials :

FAMILY NAME	First name	Function in the federation

Trainers:

Accompanying persons :

FAMILY NAME	First name	FAMILY NAME	First name

Date : Signature and seal:

ANNEX 4

Other handbooks to be consulted

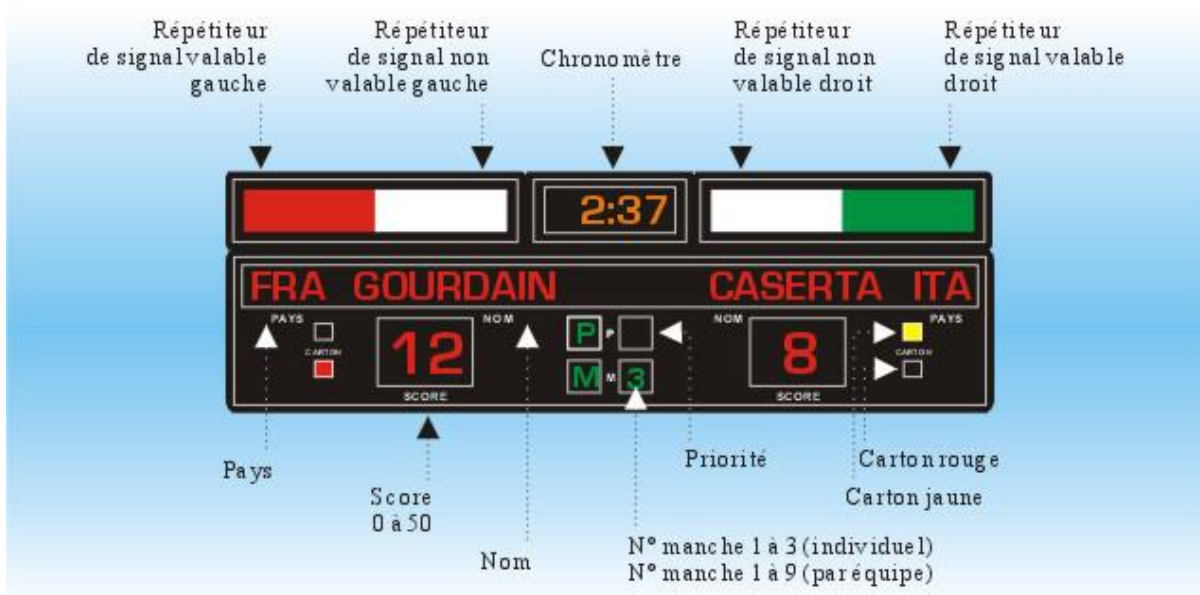
- ▶ **The press handbook**
- ▶ **The television handbook**
- ▶ **[The protocol handbook](#)**

These handbooks are compulsory and posted on the FIE Internet web site

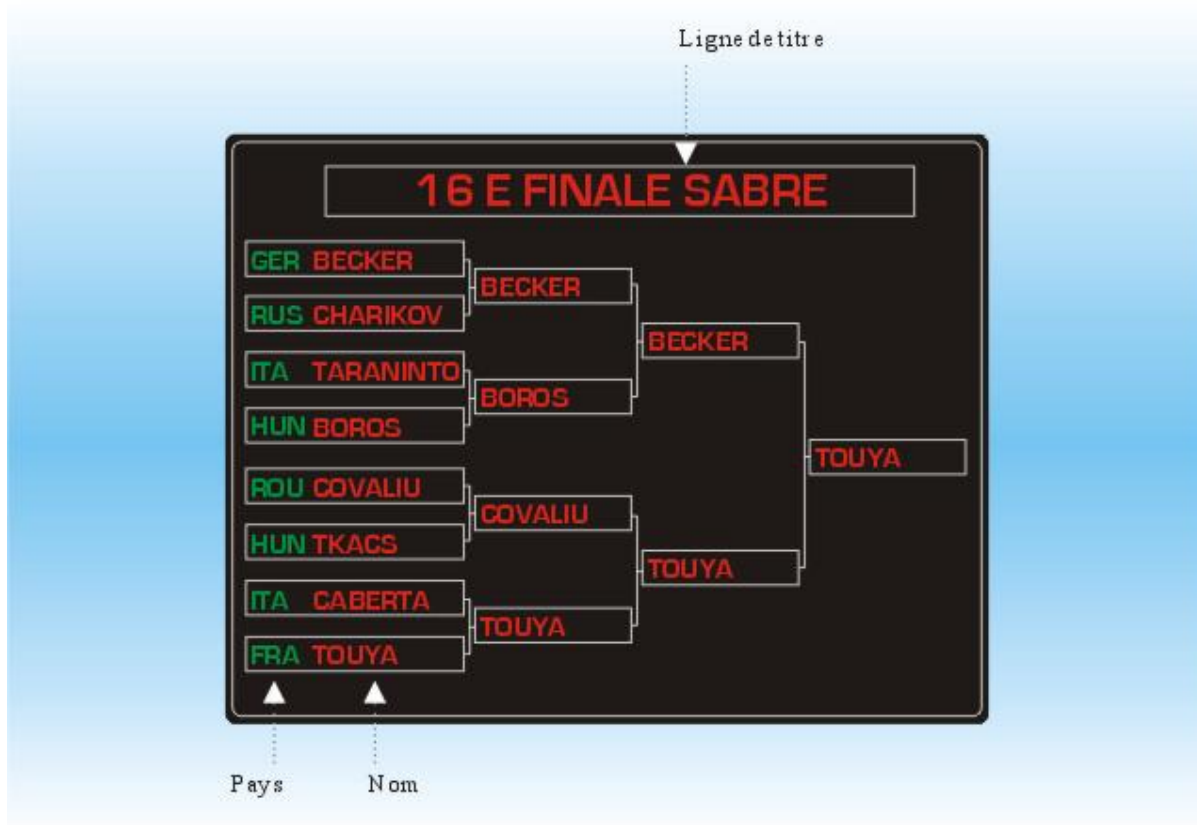
ANNEX 5

Electronic display boards on each piste of direct
elimination

Match board :



Direct elimination table (tree structure)



ANNEX 6

Equipment and material for the Referee Meeting before the Championships

The organisers must provide:

- 6.1** A spacious and well-ventilated room (which can be locked and the key is given to the Refereeing Delegate), well soundproofed (door and windows shut) and possibility to adjust the light
- 6.2** Individual chair and table for each referee
- 6.3** 2 screens (approx. 2m x 2m) for the simultaneous projection of video and transparencies
- 6.4** 1 overhead projector for transparencies with a spare lamp
- 6.5** 3 tables (or 1 big and 1 small table) to set up the overhead projectors, the laptop and the video-recorder and 3 chairs for the FIE Refereeing Delegate
- 6.6** The room must be equipped with plugs to allow the connection of electric devices.
- 6.7** A microphone and speakers for the computer
- 6.8** A photocopier or a photocopy service, a printer and a computer.
- 6.9** A whiteboard with coloured pens
- 6.10** Drinks and snacks must be available on the spot.
- 6.11** Local transportation for the referees and the FIE Refereeing Delegate
- 6.12** The following weapons on hand within the room: 2 epees, 2 foils and 2 sabres
- 6.13** All equipment must be installed and tested the day before the seminar. A technician must be available at all times in case there is a technical fault.