

# **INTERNATIONAL FENCING FEDERATION**

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## **HANDBOOK OF REGULATIONS**

for

### **Grand Prix Series**

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February 2015

**The Grand Prix competitions are our sport's showcase.**

**These competitions must therefore be perfectly organised and standardised with a pre-established schedule and equipment similar to those used for the World Championships.**

**This is the reason why the conditions described in this handbook of specifications are compulsory.**

**This handbook of specifications is available on [www.fie.org](http://www.fie.org)**

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# **1. ADMINISTRATIVE AND LOGISTIC OBLIGATIONS**

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## **1.1 ENTRY OF FENCERS**

### **1.1.1. Participation**

The participation at Grand Prix competitions is determined by article o.79 of the FIE Rules.

The participation of the under aged athletes is regulated by o.55.5.

### **1.1.2. Entry**

The entries of fencers are to be made by National Federations via the FIE Website according to article o.54 of the FIE Rules.

Fencers entered on the FIE Web site are considered present at the competition.

### **1.1.3. Entry fees**

The amount of entry fees is in article 6.2 of the Administrative Rules of the FIE.

## **1.2 DESIGNATION AND EXPENSES**

### **1.2.1. Designation**

22 Referees, 2 Refereeing Commission Delegate, the FIE Event Manager (see detailed description in the Annex 7.3.) and occasionally the FIE Chief of Protocol (see detailed description in the Annex 7.4.) are designated to these competitions.

#### *Designated referees*

7 for the women's event and 7 for the men's event altogether 14 international referees are designated by the Executive Committee, upon proposition of the Refereeing Commission, taking into account the criteria of proximity with the organising country.

6 international referees per Grand Prix (3 for women's event and 3 for the men events) from the region are to be provided by the organising country.

All the referees nominated for the Grand Prix must attend the refereeing meetings to be held the day before the competitions. The organisers are responsible for the administrative and logistic organisation of these meetings. Their national referees are invited to participate in these refereeing meetings.

#### *Refereeing Commission delegates*

The Executive Committee designates 2 delegates of the Refereeing Commission (1 for the women's event and 1 for the men's event).

#### *FIE Event Manager*

The FIE Event Manager also acting as the President of the Directoire Technique is designated by the FIE.

#### *FIE Chief of Protocol*

The FIE Chief of Protocol is designated by the FIE on a case-by-case basis. If the FIE Chief of Protocol is designated to a Grand Prix, then he/she will be a member of the Directoire Technique.

### **1.2.2. Expenses**

The expenses of all designated persons are borne by the organisers in accordance with the FIE Administrative Rules, Chapter 7.4

### **1.2.3. Video-refereeing, wireless apparatus system**

Video refereeing is mandatory at Grand Prix as it is outlined in article t.42.3.

From the 1<sup>st</sup> of May 2015 wireless apparatus system is mandatory at Grand Prix.

### **1.2.4. Services of Swiss Timing**

Due to the sponsorship agreement between Tissot and the FIE, all services of Swiss Timing included in their Service Catalogue are mandatory to use.

## **1.3 TRANSPORTATION – ACCOMMODATION**

### **1.3.1. Transportation**

Shuttle buses are to be provided between:

- the hotels and the venue of the competition
- the hotels and train stations/airports, according to the arrival times stated by the delegations.

Detailed timetables will be distributed and posted in the hall of each official Grand Prix hotel and at the venue of the competition.

### **1.3.2. Accommodation**

The Responsible of the Organising Committee in charge of this mission must ensure that all the participants are adequately accommodated.

The latter will have beforehand negotiated special rates.



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## 2. INFRASTRUCTURES AND PREMISES

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The halls intended for competitions must have the following facilities:

- Air conditioning to ensure that the temperature remains between 15 and 20 degrees.
- Non-blinding lighting for pistes and other areas in accordance with television standards.
- Simple decor in good taste (flags of participating nations, lights, flowers)
- 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 organising body must obtain the information about the electrical requirements (positioning, number, power, voltage, etc.) of the various service providers and presenters (results system and posting, video, wireless, etc.).

All FIE competitions must be organised using only materials and equipment approved (homologated) by the FIE, such as:

- Fencing pistes
- Signal boxes and reels
- Wireless systems
- Video-refereeing equipment
- Equipment for weapon control

## 2.1 COMPETITION HALLS

The FIE proposes several layouts of the site of competition, with corresponding timetables of programmes, depending on the number of fencers entered:

With a maximum of 86 fencers entered, the whole competition can take place on 5 pistes only:

- 
- 1 hall with 4 coloured pistes + 1 hall for the final
- or
- 1 hall with 5 coloured pistes (piste for the final in the centre)
- 

More than 86 fencers entered, the phase of round of pools and the tables of 128 and preliminary 64 can take place on 12 or more pistes (without limitation). From the final table of 64, the competition will only take place on 8 pistes.

The table of 32, 16, 8, shall take place on 4 pistes, with mandatory video refereeing:

- 
- 1 hall with 4 coloured pistes + 1 hall for the final + 12 other pistes or more (without limitation)
- or
- 1 hall with 5 coloured pistes, (piste for the final in the centre) + 12 other pistes or more (without limitation)
- 

Direct elimination matches (preliminary 128s and 64s, final 64s) must begin as soon as pistes are free regardless of the other three matches' completion. They must still respect the posted schedule and allow for the minimum delay between matches, shown below, in accordance with the rules:

- sabre: 20 minutes
- foil: 25 minutes
- épée: 25 minutes

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

Pistes are to be placed on resilient floor. Rigid, hard surface (marble, stone) are not allowed neither during the preliminary nor during the direct elimination phase of the competition.

During the round of pools enough number of seats must to be available for the athletes.

During the round of pools barriers are to be installed in order to separate the athletes from the spectators.

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### 2.1.1 Direct Elimination Hall

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4 coloured pistes or 4 carpets of different colours.

Each of the 4 coloured zones will have approximately a dimension of 20 meters in length by 10 meters in width.

Each piste will be equipped with the following in accordance with the FIE standards:

- a scoring hits apparatus including 2 reels
- an electronic scoring board for each piste, 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 drawing in attachment)
- the four scoring boards must be visible and legible from any stands
- an electronic scoring board or a large plasma display monitor indicating the matches and timetable of the table of 32, even the table of 64 (see drawing in attachment)
- spare scoring hits apparatus with reels must be arranged
- a fix location for the video-refereeing camera (outside of the bouting area where possible) which must be on the referee's side
- 4 large plasmas (min 55") to display the picture of video refereeing

A special area outside of the bouting area equipped with chairs to be set up dedicated to the coaches during the direct eliminations tables.

The refereeing zone will be at a minimum of 3.5 meters from the piste.

The entire area of the 4 fencing zones are be surrounded by fences.

Additional zones with tables and chairs will be set up for:

- the representatives of the Directoire Technique
- a medical service
- the FIE delegates
- the running of the scoring boards
- the press

The installation of a public address system with a microphone 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 drawings present the layout of a hall of 4 pistes and the minimum distances to be respected.

A call room of at least 40 m<sup>2</sup> should 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.

If necessary, this call room could be located next to the competition hall or in a hall adjacent to the hall of competition.

**Accessibility:**

- the officials
- the referees
- the technicians
- the enrolled fencers and their trainers
- the staff of various media
- the doctors and physiotherapists

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## **Drawing of the direct elimination hall and one of the stands**

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**Diagram of the direct elimination hall and one of its stands  
(dimensions)**

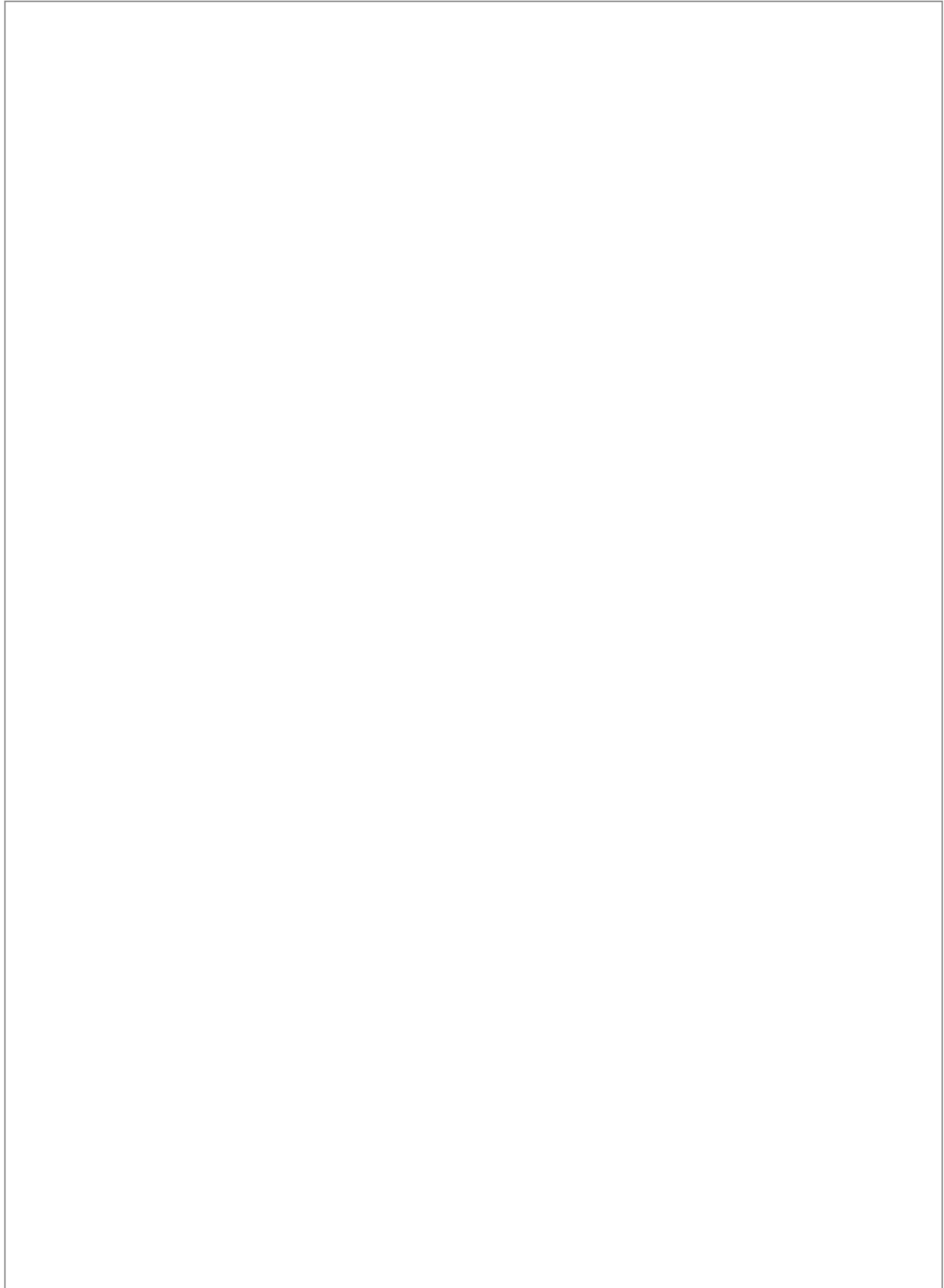
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## **Direct elimination hall design with two stands**

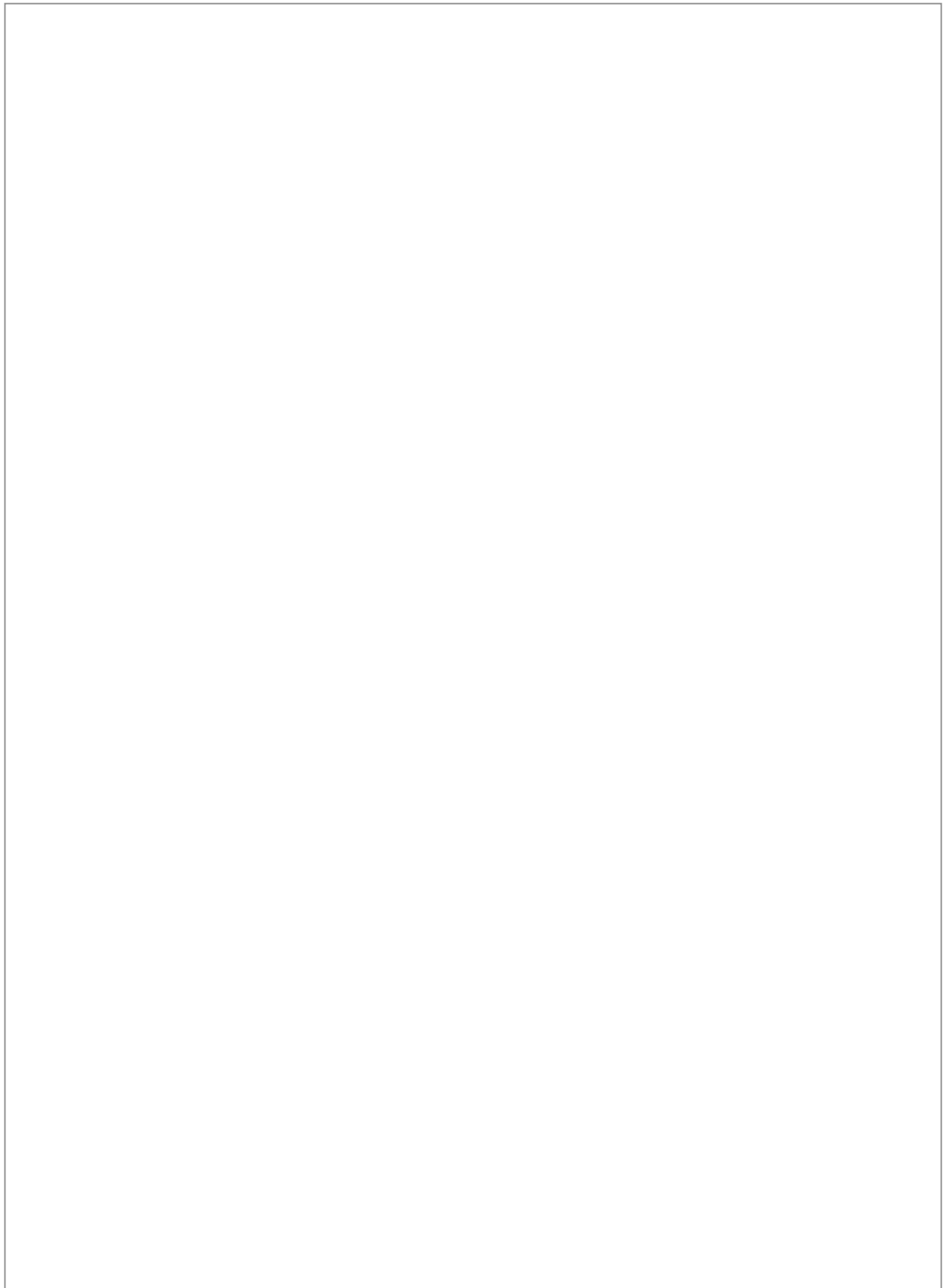
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**Master diagram for the direct elimination hall with two stands  
(dimensions)**

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## 2.1.2 Finals hall

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The organisers have to ensure at least one piste for warming-up purposes in the close vicinity or within the Finals hall.

Final piste:

- 1.50 meters to 2 meters in width.
- 18 meters in length.
- on a podium raised by 30 to 50 cm with the necessary secondary safety features at the end of the piste (a suitable slope).

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

The piste must be equipped with the following, to comply with the FIE standards:

- a scoring hits apparatus including 2 reels;
- one 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 drawing in attachment);
- 2 large stopwatches at the end of the pistes or two large repeating signal machines;
- adequate installation of several sets of extension lights will be settled to ensure a good vision for the referee and the public;
- signal boxes with spare reels on hand;
- one electronic scoring board or a large plasma display for the bouts of the table of 4, large enough to be read by the last rows of the public. (see drawing in attachment);
- a location for the video-refereeing camera (outside of the bouting area);
- One large monitor or plasma to display the picture of video refereeing and the TV broadcast.

A special area outside of the bouting area equipped with chairs to be set up dedicated to the coaches during the semi finals and the final.

The refereeing zone will be at a minimum of 4 meters from the piste.

Location for the video refereeing shall be on the same side as the referee.

Zones with tables and chairs will be set up for:

- the representatives of the Directoire Technique.
- the FIE Delegates.
- medical service.
- the running of the scoring board.

- a public address system will be installed:

- a microphone for the Directoire Technique.
- a wireless microphone for the referee.

- a wireless microphone for the speaker.
- the playing of national anthems and background music.

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 personnel be 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, with a large step to allow space for both third places, for the individual medal ceremonies.

A mechanism for hoisting the 4 flags of the nations represented on the podium.

An area which is close but independent of the finals hall, for fencers to warm up while waiting for their match.

A medical service with First Aid Station.

An appropriate location for the press and the television cameras.

Neat decoration of the hall :

- the FIE flag and the flag of the organiser's country, surrounded by the flags of all the participating countries.
- carpeting, flowers decoration.

The location and the dimensions of advertisements must be submitted to the FIE and they must conform to its rules.

The following diagrams present the layout of the hall for the final with the minimum distances to be respected.

### **Accessibility**

- the officials
- the referees
- the technicians
- the enrolled fencers
- the trainers during the minute of break of the individual competition
- the fencers and trainers during the team competition
- the doctors and physiotherapists of each delegation
- the press photographers

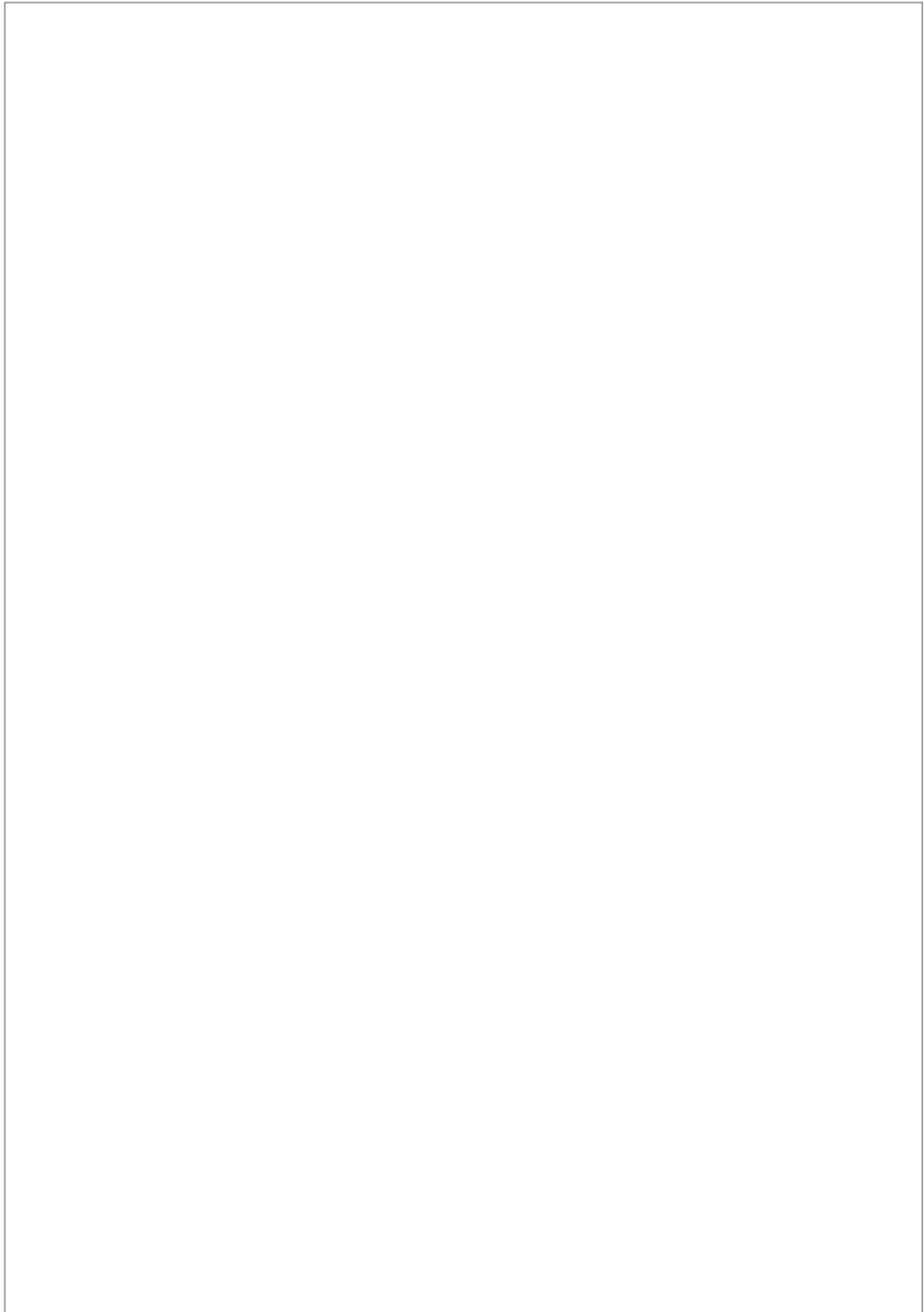
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## **Drawing of the finals hall and a single stand**

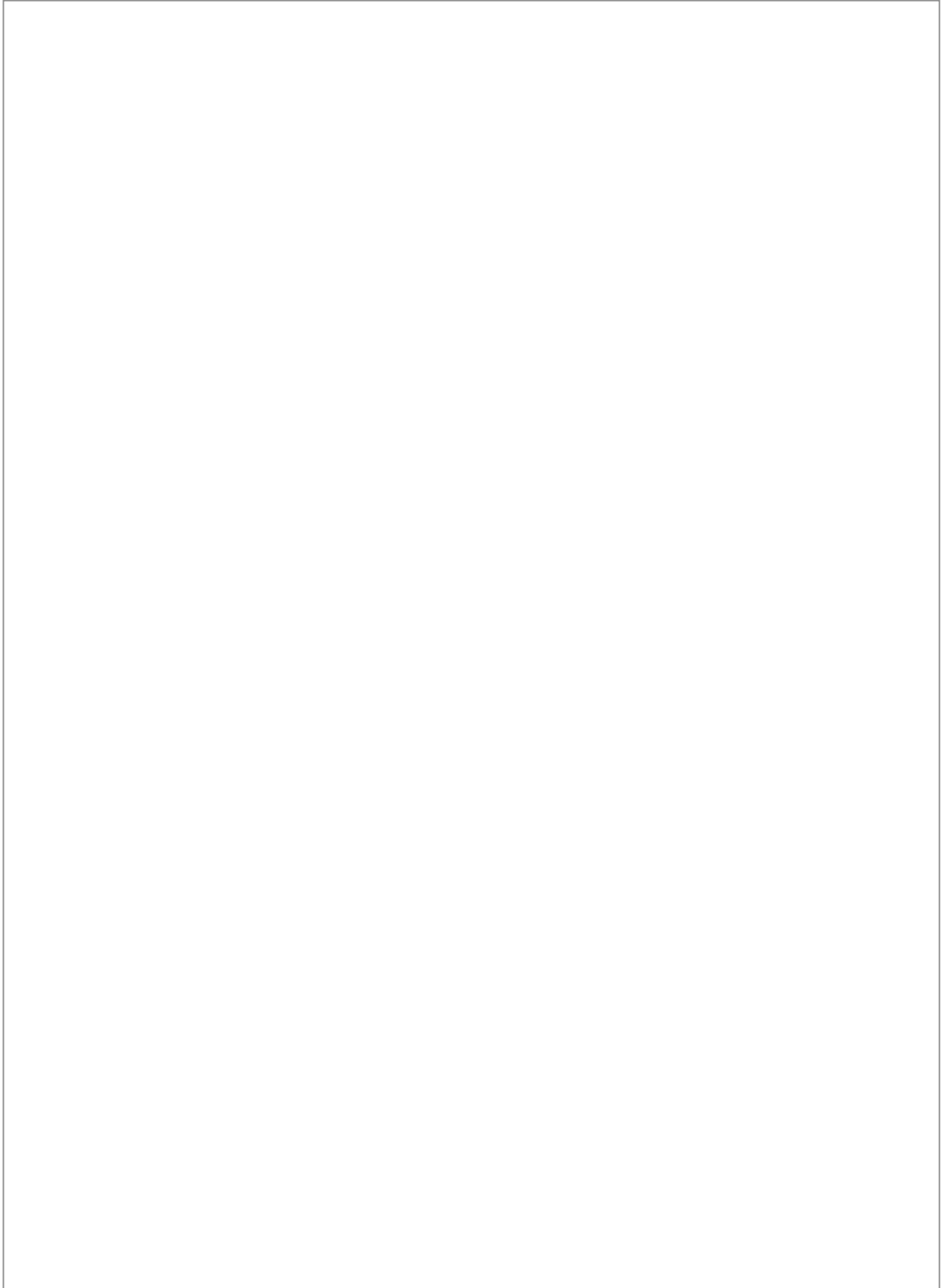
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## **Diagram of the finals hall and a single stand (dimensions)**



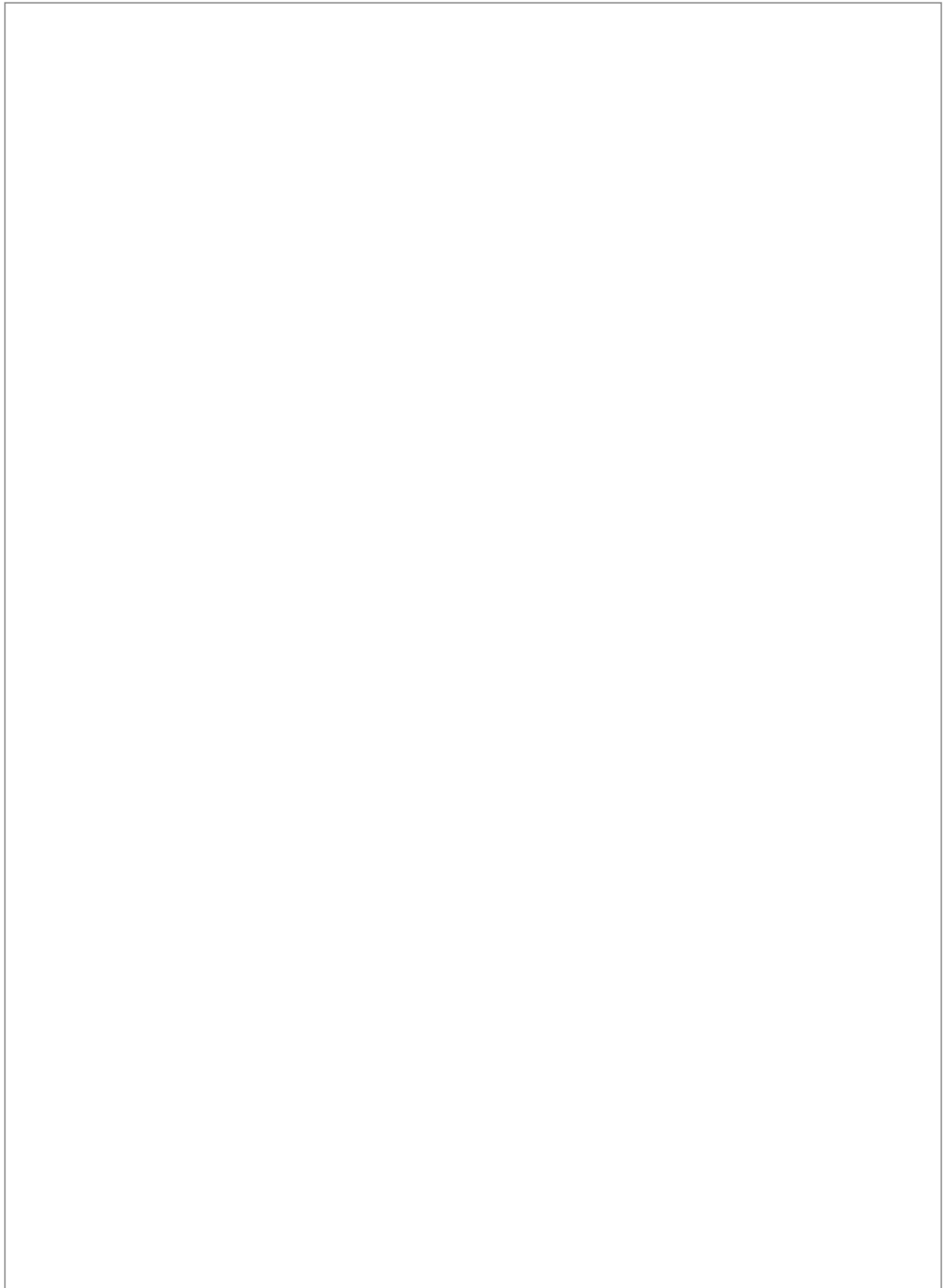
## **Finals hall design with two stands**



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**Master design for the finals hall with two stands  
(dimensions)**

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### **2.1.3. Direct elimination and finals hall**

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4 coloured pistes, or regular pistes on differently coloured carpets, plus 1 piste for the final raised on a podium in the middle of these 4 pistes.

The 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).

The necessary equipment and the configuration of this hall are the same as the directives previously described for the hall of 4 coloured pistes and the finals hall.

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, **but the organisers have to ensure at least one piste for warming-up purposes in the close vicinity or within the Finals hall**

The following diagrams present the disposition of a hall of 5 pistes and the minimum distances to be respected.

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## **Drawing of the direct elimination and finals hall with a single stand**

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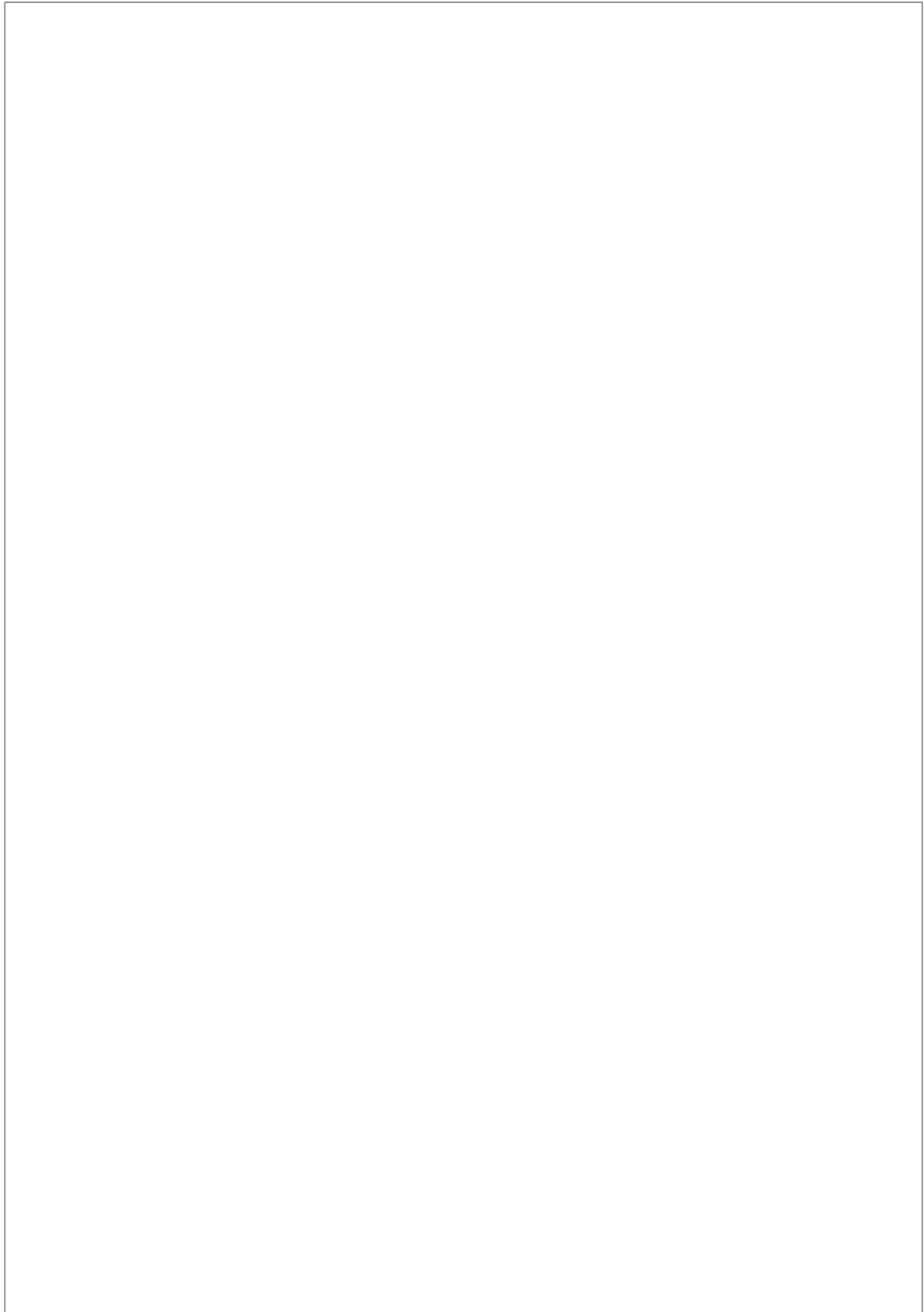




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**Diagram of the direct elimination and finals hall with a single stand (dimensions)**

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**Drawing of the direct elimination and  
and finals hall with two stands**

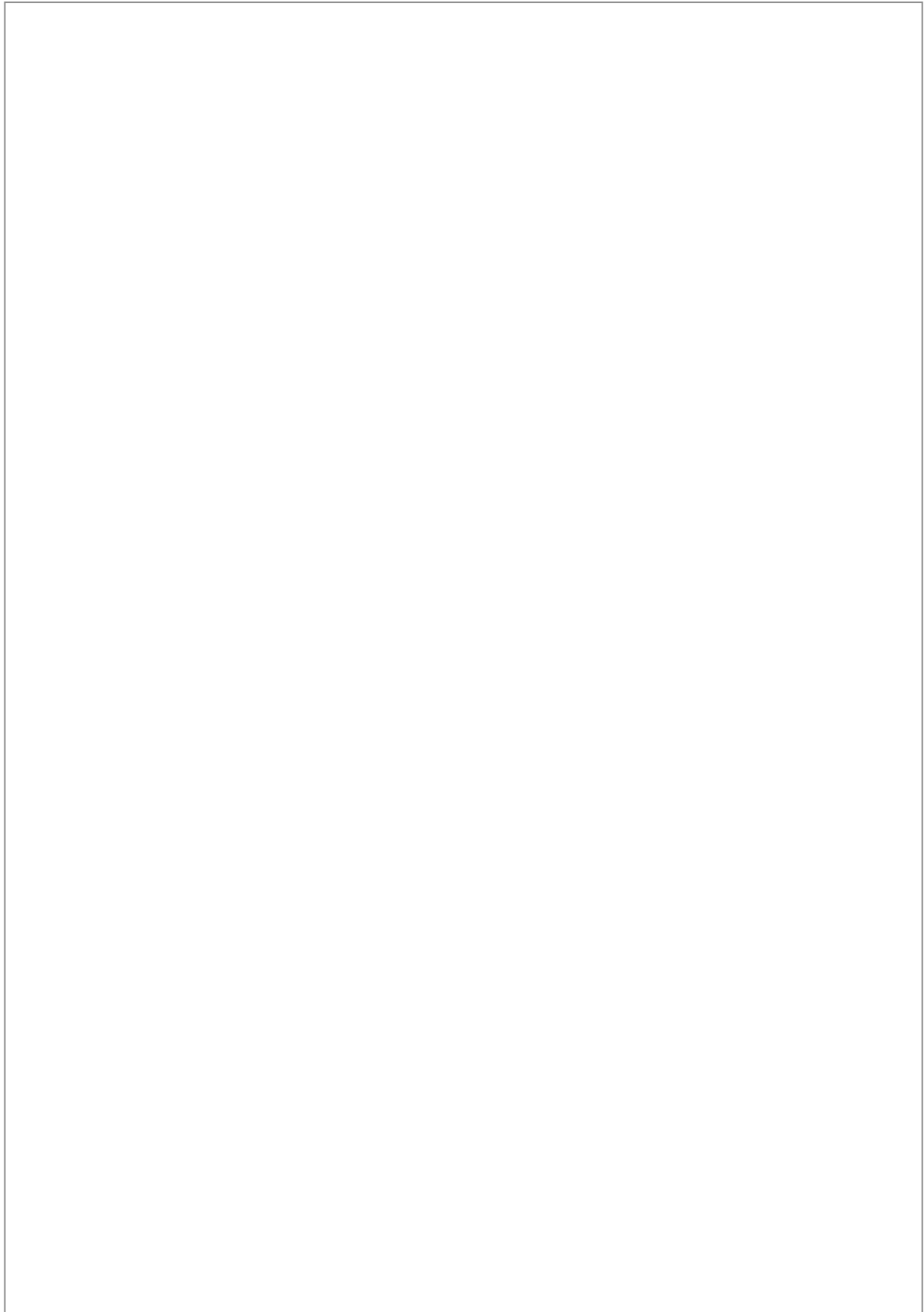
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**Master diagram of the direct elimination and finals  
hall with two stands (dimensions)**

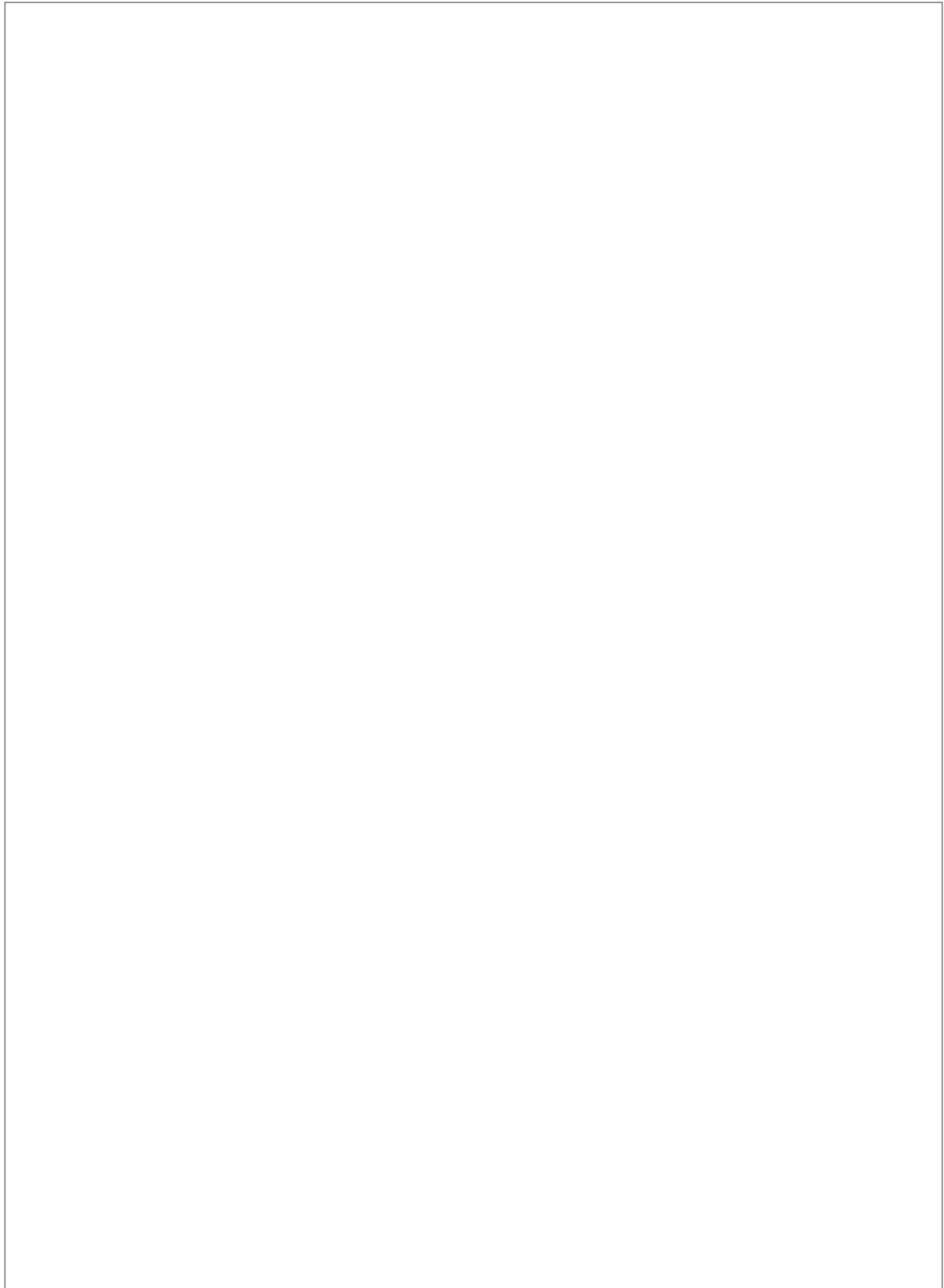
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## **Design for the four adjoining pistes**

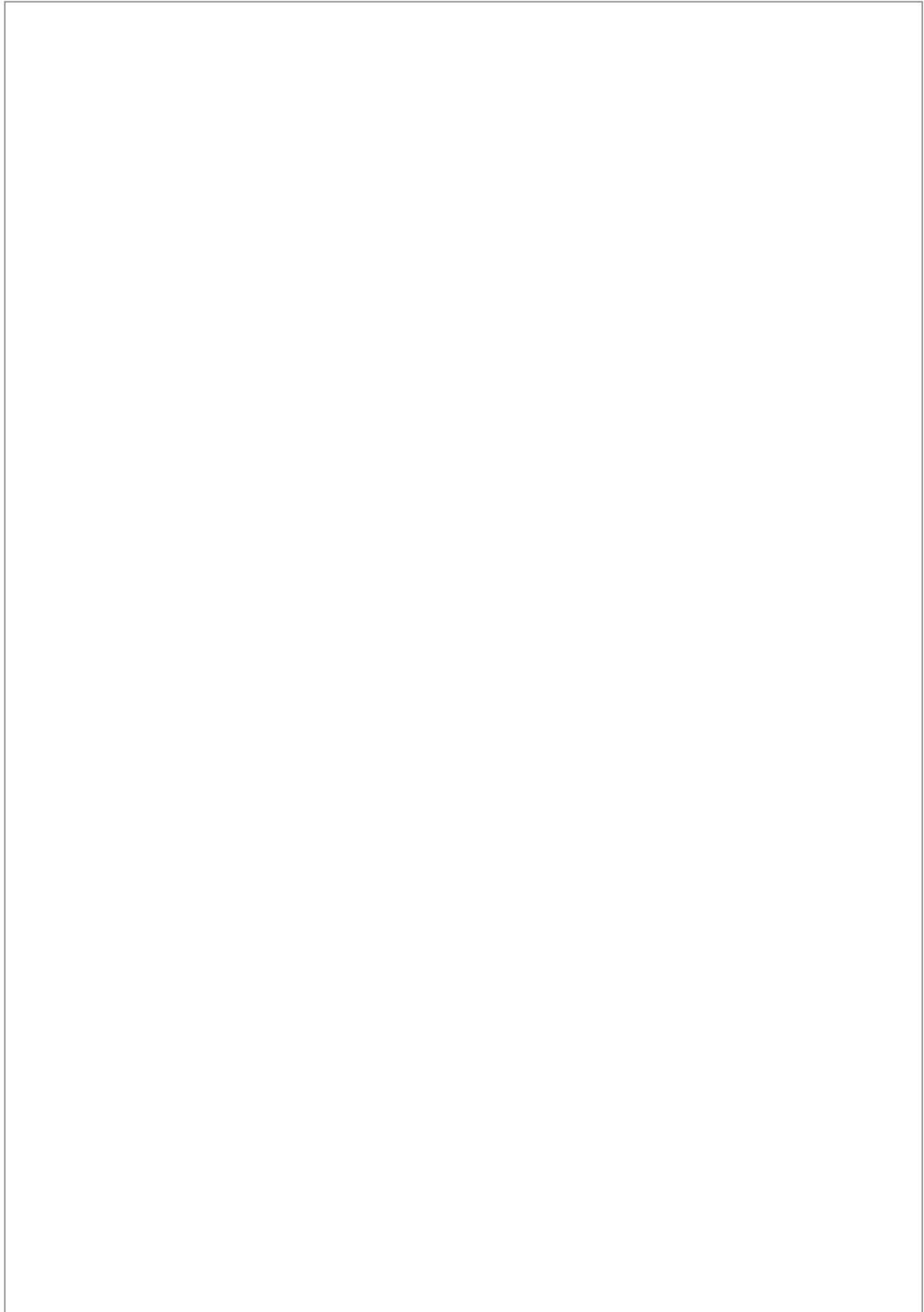
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**Master diagram for the four adjoining pistes  
(dimensions)**

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## 2.2 THE OTHER PREMISES

### 2.2.1. Area of the Directoire Technique in the competition hall

- minimum surface : 30 m<sup>2</sup>.
- at least 3 tables of 2 meters in length with chairs.
- 1 computer to run the competition with 1 fast printer.
- spare materials in case of technical emergency (printer, computer, ink cartridges, etc.)
- access to internet.
- 1 fast photocopier.
- 1 microphone to supply information on the entire site of the competition.
- 1 space reserved for the FIE Refereeing Delegate.

The zone where the results are displayed must be in proximity.

Accessibility:

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

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### **2.2.2. Zone for the posting of results**

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Large boards will be set up in a space large enough to allow an easy consultation for a large number of persons. Several spaces will be put in place.

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### **2.2.3. Rooms for checking weapons and equipment**

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A large room to accommodate the fencers and to receive the equipment to be checked.

#### Accessibility

- the assigned staff
- the fencers

A room adjacent to the previous one with the necessary equipment to check the weapons and equipment, in accordance with the FIE standards.

#### Accessibility

- the authorised staff only
- the SEMI Delegates

This room must be operational and open 24 hours before the beginning of the event.

2 equipment control stations shall be installed in the call room.

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### **2.2.4. Rooms for medical services**

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1 room to welcome the First Aid Station.

1 room for the anti-doping control, incorporating waiting room and adjoining toilets.

Further details are in the Medical Handbook published on the FIE Internet Website.

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### **2.2.5. Further rooms and spaces**

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1 workshop for weapon repair equipped 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 rest room for the referees with refreshments and snacks available, as well armchairs and a large table.

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## **3. THE COMPETITION**

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## 3.1 PROGRAMME OF THE COMPETITION

**It will include :**

The day before the beginning of the events or on the morning of, depending on the schedule set for the start of the competition:

- meeting of the Referees
- meeting of the Directoire Technique
- the programme of the 2 or 3 days of competition

### 3.1.1. Proposed schedule types

Two days competition:

Day 1
Pools, Preliminary DE up to 64 for both women's and men's events
Day 2
Table of 64, semi finals and finals for both women's and men's events

Three days competitions:

Day 1
Pools, Preliminary DE up to 64 for event 1.
Day 2
Pools, Preliminary DE up to 64 for event 2.
Day 3
Table of 64, semi finals and finals for both event 1. and event 2.

or

Day 1
Pools, Preliminary DE up to 64 for both event 1. and event 2.
Day 2
Table of 64, semi finals and finals for event 1.
Day 3
Table of 64, semi finals and finals for event 2.

or

Day 1
Pools, Preliminary DE up to 64 for event 1.
Day 2
Table of 64, semi finals and finals for event 1. Pools, Preliminary DE up to 64 for event 2.
Day 3
Table of 64, semi finals and finals for event 2.

The entries being closed according to the deadlines provided for by article o.54, the organiser of the competition must establish the list of exempted fencers as well as the pools according to art. o.31.2 and o.31.3 of the FIE rules.

No modification concerning the 16 exempted fencers previously communicated, can be done.

Transportation schedule between the hotels and the venue of the competition will have to be arranged and posted (each fencer must have the possibility to arrive at least 1 hour before the beginning of his round of pool).

## **3.2 THE DIRECTOIRE TECHNIQUE**

### **3.2.1. Assigned staff**

Specialised staff:

- Directoire Technique will be composed as specified in article 0.57.2 of the Rules.
- 1 or 2 computer operators specialised in the software programme processing the data of the competition, in conformity with the FIE Rules.

Other staff:

- 2 persons to verify the documents, file, archive and carry the notices on the board.

### **3.2.2. Functions**

Posting of the formula of the competition (number of participants, number of pools, number of eliminated after the pools).

Composition of pools and posting the pools.

Posting the results after the pools and the ranking of qualified and disqualified athletes.

Drawing of lots of the referees and establishment of the bout sheets.

All the documents produced by the Directoire Technique must be posted.

The Directoire Technique must send the results and the whole file of the competition in XML format one hour after the end of the competition at the latest.

### **3.2.3. Allocation of pistes**

For the allocation of colours and numbers of the pistes the Directoire Technique must respect the following order:

- blue piste
- yellow piste
- green piste
- red piste
- piste 5
- piste 6
- piste 7
- piste 8

The next few pages demonstrate the complete tables to be followed.

When the table is incomplete matches must be organised in such a fashion that the maximum amount of matches from each quarter of the table correspond to the correct colour.

### Piste colours and numbers

Preli. T 64	T64	T 32	T 16	T 8	semi-final	final																																																				
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## 3.3 THE SCORING STAFF

Each fencing area (one piste) must have 2 persons:

1 timekeeper to use the remote.

1 person to look after the pool or bout sheet to be signed by the referee and the fencers.

Both of these people must be:

- trained for the task
- punctual
- wearing uniforms (t-shirt and trousers).

### 3.3.1. Distribution of results

Central information board

- display plasmas and walls or boards accessible to all with a good lighting
- easily legible
- posting of all the documents issued by the Directoire Technique: composition of the pools, direct elimination table, rankings, notices.

On line distribution of the results on the FIE website

The organiser must ensure that the competition management software allows the real time distribution of the results on the FIE website starting at least from the direct elimination table of 64.

## 3.4 THE EQUIPMENT AND WEAPON CONTROL

Fencers equipment and materials must comply with the regulations set forth by the FIE (article 9.4.4 of the Administrative Rules, o.7 of the Organisational Rules, t.43 and t.45 of the Technical Rules, m. 8, m.9, m.12, m.13, m.17, and m.23 of the Material Rules). They must also follow the clothing manufacturing regulation 4.

All non-conforming equipment or weapon will be disallowed.

The organiser must nominate a person in charge of the equipment control. The control must take place in three stages during the competition, in accordance with FIE Rules (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

Minimum number of volunteers for the equipment and weapon control:

- 4 volunteers in case the number of participants is less than 100
- 7-9 volunteers if the number of participants is between 100 and 200
- additional 3 volunteers for every 100 participants.
- additional 2 volunteers assigned to the call room

Note:

The SEMI delegate of the organisers has a co-ordinating and supervising role thus not included in the number of volunteers

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### 3.4.1. General equipment control

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1. Receipt of equipment.

- labelling and provision of receipt,
- storage of fencing bags,
- indication of the time when equipment is ready for collection

2. Equipment to be controlled.

- The type equipment to be controlled must always be accordance with the corresponding material rules in effect.

3. Pick-up of equipment.

4. A suitable method of marking must be in place.

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### 3.4.2. Verification during the pools and preliminary rounds of direct elimination

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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.

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#### Verification during the table of 64 and the final

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Verification must be done in the call room jointly by 2 controllers. Weapons will be brought to the pistes by volunteers and remitted to the fencers under the surveillance of the Referee.

## 3.5 THE FINAL

### 3.5.1. Running of a final

#### Presentation of the finalists

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

Their respective sporting achievements will have been collected in advance.

#### Presentation of referees

Fencers and referees will have been instructed beforehand about the process of the presentation.

The fencers must present themselves fully dressed, with their weapons checked.

The bouts must begin immediately after the presentation.

The final bout will take place 10 minutes after the last semi-final.

The award ceremony must take place quickly after the final bout.

Television crew must have the opportunity to interview the finalists «in the heat of the moment». A certain degree of liberty should therefore be given.

The following must be ready or prepared as quickly as possible:

- the podium.
- the medals, cups and trophies.
- the national flags of the finalists ready for hoisting at base of the mast.
- the national anthem of the winner.

Instructions must be given to the fencers in advance about the process of the award ceremony.

The officials scheduled to award the prizes, in conformity with the FIE protocol (article 10.2.3 and 4.5.1 of the Administrative Rules), will have been warned beforehand and will be led from the stand of honour to the podium by a 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.

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### **3.5.2. The commentator – speaker**

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

The animation must:

- be concise
- conducted in French, then in the language of the organising country.
- not interfere during the bouts and not comment on the referee's decisions.

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

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### **3.5.3. Reserved zones in the gallery of the hall of the final**

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Groups of seats will be reserved for:

- the FIE supervisor of the competition
- VIPs
- the referees
- the athletes
- others.

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



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## 4. MEDICAL SERVICE AND ANTI-DOPING CONTROL

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Please refer to the Medical Handbook of specifications.

Anti-doping control will adhere to article 5.6.1 of the **FIE** Anti-Doping Rules.

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## **5. COMMUNICATION – MARKETING AND TV**

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The organizers officially agree to be responsible for the promotion of fencing on regional and national level, through all kinds of media and in particular on TV and digital media.

This action, particularly important for our sport, needs to be carried out in close cooperation with the FIE person dedicated to marketing and the one dedicated to communication.

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## **5.1. Communication: Press**

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The FIE person in charge of communications is responsible for all the matters concerning communication.

The organizers must submit a detailed communication plan to the FIE person dedicated to communication at least nine (9) months prior to the competition, for approval. All the isolated measures must be submitted in due course to the FIE person in charge of communication for approval.

All the agreements and contracts finalised with the different media must take into account the existing commitments of FIE and must be submitted to the President and the FIE person in charge of communication and marketing, before being signed.

The specific Press Handbook of Regulation, details all the necessary measures to facilitate the task of the professionals involved.

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## **5.2 MARKETING: PARTNERS AND SPONSORS**

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The FIE person dedicated to marketing is in charge of all the questions concerning marketing.

The organizers have to submit a detailed communication plan to the FIE person dedicated to marketing, at least nine (9) months before the competition for approval. All the isolated measures must be submitted in due course to the FIE person dedicated to marketing for approval.

Following the approval of the marketing plan, a specific sponsorship agreement must be signed by the organizers and the FIE. Such agreement will strictly bind the organizers with the obligations and the responsibility to match the requirements of the FIE and of its sponsors for the whole duration of the competition. The contribution to an event, coming from the revenue of the FIE sponsors, in case it is foreseen, can only be allocated if all the duties and obligations that fall to the organizers have been fully respected.

All the sponsorships projects and proposals must be submitted to the FIE person dedicated to marketing at least three months (3), prior to the kick-off of the competition, for approval.

NO agreement and NO marketing or sponsorships agreement can be signed without the preliminary approval by FIE.

All the trademarked goods must be subjected to the FIE approval at least three (3) months prior to the kick-off of the competition.

The specific Marketing Handbook of Regulation details all the measures to facilitate the tasks of the professionals involved.

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## 5.3 TELEVISION / RADIO AND DIGITAL MEDIA

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The FIE dedicated person to TV rights is in charge of all the questions concerning the TV, radio and digital media rights.

Concerning TV production, the TV producer must either be part of FIE staff or be approved by the FIE at least six (6) months prior to the competition.

All the agreements and contracts with the different media must take into account the existing commitments of the FIE and must be submitted to the President and to the FIE person dedicated to TV rights, prior to the signature.

The quality level of television production has to meet all requirements specified in the “FIE TV handbook of specifications” (see: <http://static7.fie.org/uploads/3/18716-Handbook%20of%20specifications%20for%20TV.pdf>) is mandatory to apply at Grand Prix.

The handbook details all the necessary measures to facilitate the tasks of the concerned professionals.

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## 5.4 EXTRA EFFORTS IN COMMUNICATION, MARKETING AND TV

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### 5.4.1. Branding

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Logo and FIE flag

FIE logo: respect of the graphic charter which will be forwarded on request by the FIE office

The FIE flag will be hoisted or hung in the competition hall.

Posters

The digital poster layout will be provided to the organizers by the FIE office. Local sponsors and NFs logo will be positioned according to the FIE posters brandbook, that will be delivered along with the a.m. layout.

Brochure “official programme”

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

Content:

- editorials of the authorities (FIE President, Sports Minister, President of the organising Federation, others)
- composition of the FIE Executive Committee, the appointed Commissions delegates, members of the Directoire Technique, Board of the organising Federation
- the schedule of events and events during the GP
- 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 organising country, and in French, "20.... Fencing Grand Prix", will be placed:

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

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### **5.4.2. Public address system and internal communications**

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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.
- security service

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.

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### **5.4.3. Manufacturers' stands**

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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.

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## 6. OTHERS

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## 6.1 CATERING

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

- bar and sale of drinks,
- sandwiches and fast food service,
- «Classic» restaurant

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## 6.2 SECURITY GUARDS – STEWARDS – POLICE SERVICES

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Taking into account the cost of equipment installed, a 24-hour security service is absolutely essential.

Regulation related to the access to the various sites of the competition 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.

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## 7. ANNEXES

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# 7.1. Electronic scoring boards

Table of match:

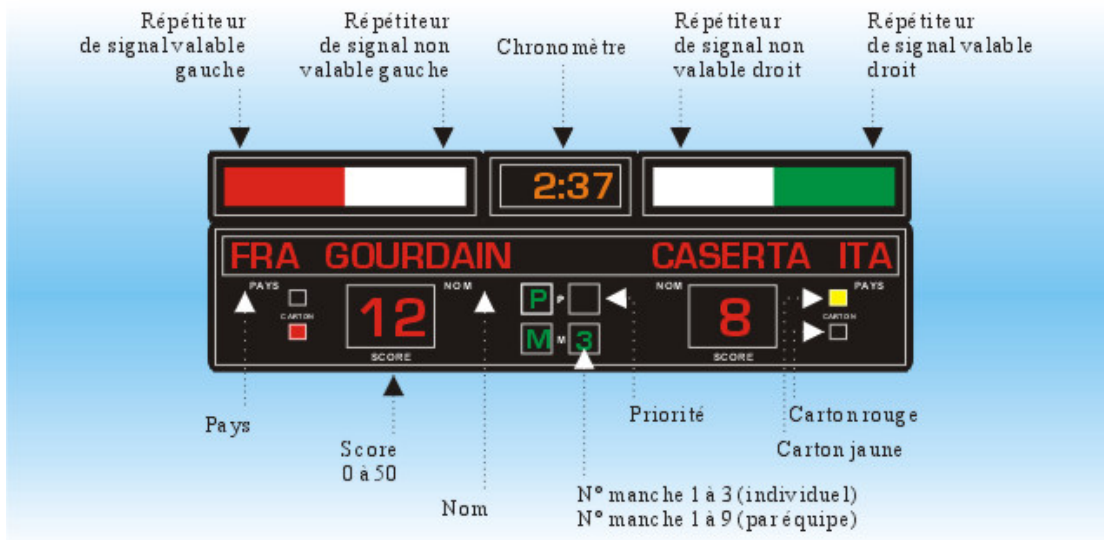


Table (tree) of direct elimination :



## **7.2. Other handbooks of specifications to be consulted**

- Medical handbook of specifications
- Press recommendations
- Television handbook of specifications

**These handbooks of specifications are available on [www.fie.org](http://www.fie.org)**

## 7.3. Scope of work of FIE Event Managers

### 1) Preparation works

- a) At the expense of the organisers (flight tickets and full boarding), the FIE event-managers have to review the infrastructure and the venues well in advance.
- b) They establish correct communication with the Organising Committee (OC) and the National Federation (NF).
- c) Event Managers will ensure the proper preparation of the competition and will collaborate with and support the OC until the start of the GP. The functions/duties of the Event-Managers are as follows:
  - control the fulfilment of all requirements of the Handbook for GPs
  - approve the plan of the competition venue, the field of play installations and other corresponding facilities
  - review the technical conditions
  - work jointly with the OC and ensure that the competitions run smoothly, according the FIE Rules
  - establish the schedule of the completion together with the OC
  - approve the list of service providers – in agreement with the Sport Department of the FIE
  - examine all the technical aspects of the transport services according to the schedule of the competitions
  - assist to the FIE Chief of Protocol in the proper preparation of all ceremonies

### 2) During competitions – President of the Directoire Technique

## 7.4. Scope of work of FIE Chief of Protocol

### 1) Preparation work

- a) The FIE Chief of Protocol will collaborate with and support the OC to ensure the proper preparation, in line with FIE regulations and expectations, of:
  - The prize-giving ceremony
  - Flags and national anthems
  - VIP arrangements
  - Some aspects of presentation (such as spectator information, venue dressing and signage)
- b) Well in advance of the start of competition (not less than 2 months) the Chief of Protocol will receive from the OC the plans and arrangements for all the aspects listed in a) above, for review and approval.
- c) At the expense of the organisers (travel and full board) the FIE Chief of Protocol will arrive 2-3 days in advance of the start of competition in order to:
  - View all the relevant arrangements
  - Watch the final rehearsals of the opening, closing and prize-giving ceremonies (normally the day before the start of competition)
  - Make any necessary final adjustments

### 2) During the competition

The Chief of Protocol

- Ensures that the FIE protocol is respected as it is stated in the FIE Administrative Rules.
- Assists in the technical organisation of the protocol ceremonies and ensures that the work of the personnel in charge is properly organised.
- Participates in the organisation of the prize-giving ceremonies, and ensures that it respects the FIE Administrative Rules.
- Establishes the seating order in the Presidential Box (on such occasions when a Presidential Box has been set up) and ensures that every seat bears the name of its entitled person.
- Collaborates with the FIE President or his representative (on such occasions when the President is present) to receive and transmit the names of the FIE officials who will take part in the prize-giving ceremony.
- Ensures that every seat in the VIP box or section bears the name of its entitled person.