

INTERNATIONAL FENCING FEDERATION

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# HANDBOOK OF REGULATIONS

WORLD CHAMPIONSHIPS

JUNIOR, CADET

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September 2015

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# 1. BIDDING

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The FIE assigns the organisation of the Junior and Cadet World Championships to the National Federation of the host city. This federation will establish an 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 Junior & Cadet World Championships.

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## Written commitment

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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

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### Sending of the request

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The bid must be sent by the National Federation and reach the FIE Head-office one month before the 3<sup>rd</sup> meeting of the FIE Executive Committee in the year being three calendar years before the date of the Junior and Cadet World Championships.

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

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### Commitment

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The FIE must contain a letter from the bidding federation stating that if it is elected to organize the event, it will be fully committed to respect the handbook and administrative rules in their entirety.

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### FIE delegate

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The organizers will host at their expenses (air tickets and full boarding) two visits during two days for 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.

The 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 Junior and Cadet World Championships. The functions of the delegates are as follows:

- To review the venues and oversee the technical project of the Junior and Cadet 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 visas, 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 at least one of the three languages of the FIE: in French, English or 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 organised 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
  - Pick-up at airports and train stations, and distance to hotels
  - hotels and prices
  - Immigration and visa 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

- Organising Committee:
  - Organising Committee
  - secretaries
  - referee
  - hostesses, interpreters, drivers...
  - Accommodation
  - Transportation
  - accreditation
  - results system
  - medical service
  - anti-doping service
  - security
  - technicians
  - volunteers
  - suits
  - sound system, lights
  - High speed Internet connection
  - others...
  
- Information/Public relations/Promotion:
  - FIE guests, officials and VIP
  - publicity
  - ceremonies and receptions
  - others...
  
- Television Production (if any)
- Rooms and equipment:
  - rooms, venues
  - settings and equipment
  - telephone,-wifi
  - decoration
  - pistes and equipment specific to fencing
    - **wireless (optional) and video-refereeing**
    - **a large projection screen (minimum 450 cm x 256 cm)**  
 a large screen (minimum 450 cm x 256 cm) with high resolution and good visibility or an equivalent solution with a back-or-front projecting beamer.
- Other expenses:
  - cleaning
  - electricity and water
  - insurances

**TOTAL**

### INCOME

- Public partners :
  - national subventions
  - regional subventions
  - local subventions
  - others...
  - the delegations' entry fees  
(See the Administrative Rules for the amount.)
  
- Private partners :
  - sponsors
  - official providers
  - donors
  - others...
  
- Diverse sales :
  - tickets sales
  - rent of stands
  - sale of by-products
  - television rights
  - catering
  - others...

**TOTAL**

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## Company in charge of the competitions results and accreditations

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

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### Video-refereeing, wireless apparatus (optional)

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**For individual and team competitions of Junior and 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 Junior and Cadet World championships, the use of the wireless apparatus is optional at all three weapons.

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

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### Financial guarantees

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Besides the commitment to respect the Handbook of Regulations, the **organizing federation** is committed to produce a guarantee letter from its government to the FIE, three months before the date of the Junior and Cadet World Championships.

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### Documents to be included

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- 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.

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## **2. ADMINISTRATIVE AND LOGISTIC OBLIGATIONS**

### **of the Junior and Cadet World Championships Organising Committee**

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## 2.1 FIRST OBLIGATIONS OF THE ORGANISING COMMITTEE

**Six months after the FIE Congress** and the decision to award the organization of the Junior and Cadet 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**, the time schedule to be applied, the **Initial Project Plan** and the **schedule of the competition** as detailed hereafter.

### Suggested Composition of the Organising Committee

President  
Deputy President  
Secretary  
Treasurer

- Administrative Secretary
- Publicity - Promotion
- Press relations
- Accreditation – Entries
- Call room services
- Material verification
- Medical service
- Police contingent
- Computers - Office equipment
- Posting - Marking
- Protocol
- Sounding - Telecommunication
- Accommodation
- Transportation
- Real 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.

### Time Schedule

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

The Organising Committee must schedule a meeting with all service providers (results and accreditation management services, results posting services, strip and scoring machines, video-refereeing, wireless systems). At least two representatives of the FIE must be present at this meeting. The costs of this meeting are borne by the Organising Committee.

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## **Initial Project Plan**

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

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## **Junior and Cadet World Championships Detailed competition schedule**

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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 (See the protocol handbook)

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
- preferably the same weapons on the same day

**Guiding schedule of the Junior and Cadet World championships**

**Junior and Cadet World Championships**

1<sup>st</sup> DAY - April 1<sup>st</sup>

Cadet Individual Men's Sabre	Pools - T32 – Semi Finals - Final
Cadet Individual Women's Foil	Pools - T32 – Semi Finals - Final

2<sup>nd</sup> DAY - April 2<sup>nd</sup>

Cadet Individual Men's Epee	Pools - T32 – Semi Finals - Final
Cadet Individual Women's Sabre	Pools - T32 – Semi Finals - Final

3<sup>rd</sup> DAY - April 3<sup>rd</sup>

Cadet Individual Men's Foil	Pools - T32 – Semi Finals - Final
Cadet Individual Women's Epee	Pools - T32 – Semi Finals - Final

4<sup>th</sup> DAY - April 4<sup>th</sup>

CADET MIXED TEAM COMPETITION	
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5<sup>th</sup> DAY - April 5<sup>th</sup>

Junior Individual Men's Sabre	Pools - Preliminary Table – T64 – Semi Finals - Final
Junior Individual Women's Foil	Pools - Preliminary Table – T64 – Semi Finals - Final

6<sup>th</sup> DAY - April 6<sup>th</sup>

Junior Individual Men's Epée	Pools - Preliminary Table – T64 – Semi Finals - Final
Junior Individual Women's Sabre	Pools - Preliminary Table – T64 – Semi Finals - Final

7<sup>th</sup> DAY - April 7<sup>th</sup>

Junior Individual Men's Foil	Pools - Preliminary Table – T64 – Semi Finals - Final
Junior Individual Women's Epee	Pools - Preliminary Table – T64 – Semi Finals - Final
Junior Team Men's Sabre/ Junior Team Women's Foil	T64

8<sup>th</sup> DAY - April 8<sup>th</sup>

Junior Team Men's Sabre	T32 - Semi Finals- Final
Junior Team Women's Foil	T32 - Semi Finals- Final
Junior Team Men's Epée/ Junior Team Women's Sabre	T64

9<sup>th</sup> DAY - April 9<sup>th</sup>

Junior Team Men's Epée	T32 - Semi Finals- Final
Junior Team Women's Sabre	T32 - Semi Finals- Final
Junior Team Men's Foil/ Junior Team Women's Epee	T64

10<sup>th</sup> DAY - April 10<sup>th</sup>

Junior Team Men's Foil	T32 - Semi Finals- Final
Junior Team Women's Epee	T32 - Semi Finals- Final



## 2.2 INVITATION AND COVERAGE OF THE EXPENSES FOR FIE OFFICIALS

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

- the President of the FIE
- 8 members of the Directoire Technique (including 1 chief of protocol) nominated by the FIE Executive Committee, who must arrive minimum 2 days before the beginning of the events, the President of the Directoire Technique must arrive at least 4 days before the event.
- 3 members of the SEMI Commission nominated by the FIE Executive Committee
- 6 members of the Refereeing Commission, nominated by the FIE Executive Committee
- 2 members of the Medical Commission
- Approximately **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.

Transportation costs are borne by the Organizing Committee.

### 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 Junior and Cadet World Championships. This invitation will include the following documentation related to necessary information needed by the Organising Committee.

A sample of the Invitation Letter is in Appendix 5

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## **Invitations of other personalities**

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The President of the FIE might 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 organising Federation.

## 2.3 TRANSPORTATION – ACCOMMODATION - CATERING

### Transportation

- network of shuttles between :
  - official hotels and competition venues (At the expense of the Organizing Committee)
  - official hotels and training venues (At the expense of the Organizing Committee)
  - 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 Junior and Cadet 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.

At the expense of the Organizing Committee

- 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.
- A bus with sufficient places for the Directoire technique and the delegates from the SEMI and Medical commissions.

A bus with sufficient places for the Refereeing commission delegates and the referees.  
Suitable transports for the transport of the technical staff (competition management, wireless fencing, video refereeing, score boards and electronic results posting etc)

The planned timetables must be agreed with the event manager in the preparations but the transport manager must have a flexibility to change schedules when noticed the evening before. As a general rule, two departures in each direction between the hotel and the competition venue should be planned and the first transports from the hotels in the mornings should reach the competition venue at least one hour before the start of the first competition. A vehicle should be constantly on stand-by during the competitions to meet urgent needs of transport of the technical officials and the technical staff.

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## **Accommodation**

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- 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.

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## **Catering**

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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 company responsible for the management of the competition's results runs the accreditation system.

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 1<sup>st</sup> 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 o.42 and o.65 of the Rules for competitions.

- **b) Officials of Federations**

These are: heads of delegation, trainers, medical service, technician, accompanying persons. 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	<b>8</b>
• Commissions delegates (refereeing, SEMI, Medical)	11
• Referees	46
• FIE personnel	14
• FIE guests	20


The FIE reserves the right to issue any accreditation which is considered necessary. Any specific request must therefore be submitted to the FIE for approval.

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## Making of accreditation cards

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### Example of front side:

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

**Example of reverse side:**

<i>bandeau publicitaire</i>	<b><u>Zones d'accès :</u></b> 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 - Salle de repos 9- T1 - Tribune Présidentielle 10-T2 - Tribune autorité sport. 11- T3 – Tribune famille escrime
	<b><u>Comité d'organisation :</u></b> Tel: +323 654 4444
	<b><u>Comité d'organisation :</u></b> Tel: +323 654 3333

(Comité d'Organisation)
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**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

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**Distribution of the accreditations**

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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
<b>0</b>	<b>All access</b>
<b>1</b>	competition room eliminations competition room colour final room fencers calling room weapons control room medical service room
<b>2</b>	training room
<b>3</b>	FIE offices office of the FIE President office of the organising committee secretariat of the org. committee offices of the organising committee Internet office
<b>4</b>	press conference room press room
<b>5</b>	Meals room
<b>6</b>	Directoire Technique room
<b>7</b>	VIP lounge
<b>8</b>	<b>T1</b> – Presidential and VIP Tribune
<b>9</b>	<b>T2</b> – Tribune of Members of Commissions, nominated officials and referees
<b>10</b>	<b>T3</b> – Tribune fencing family: athletes, members of delegations,

## FIE Handbook of Regulations, Junior and Cadet World Championships

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

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

---

### **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.

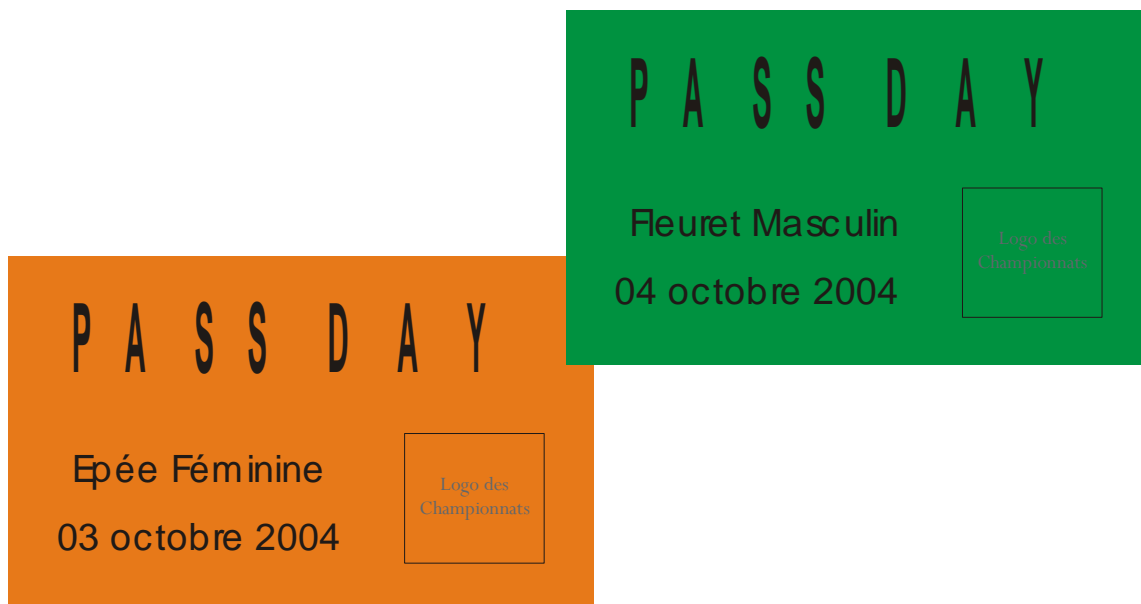
For the team events similar cards will be created.

---

**Example of PASS DAY**

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**card** PASS DAY:



**bracelet** PASS DAY:



---

## 3. INFRASTRUCTURES AND VENUES

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The halls intended for competitions must have the following facilities :

- air conditioning to ensure temperatures within 17 and 20 degrees.
- flicker free 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 Junior and Cadet World Championships, being FIE competitions, must be organised using only FIE Homologated materials and equipment such as:

- Fencing Pistes
- Scoring apparatus and reels
- The competition management system
- Electronic results panels
- Wireless apparatus (optional)
- Video-refereeing equipment
- Weapons and equipment control 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

- **24** pistes minimum for the competition.
- 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 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**.
- All pistes have to be surrounded by barriers.
- 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

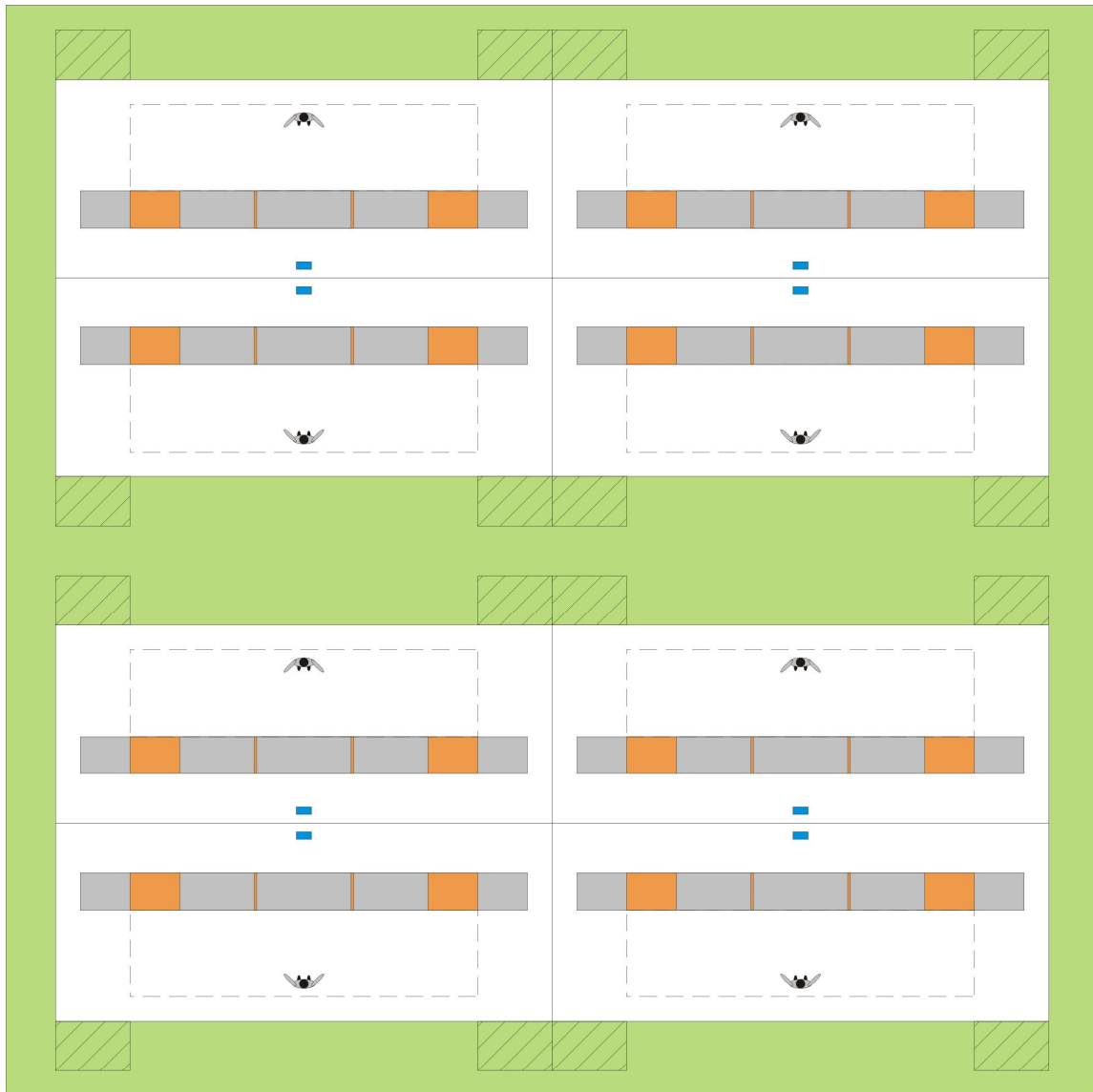
This hall or these halls must be accessible to all (public at large, fencers, officials) within the allowed space for each category.







#### Wi-Fi

A dedicated and strong Wi-Fi connection must be available for all accredited persons. If possible, it should also be available for spectators. The Wi-Fi connection should be free for the officials, but could be provided for a fee for spectators and delegations.

In order to secure a connection of quality, the organiser must provide a at least 100MBit connection devoted only to this purpose, and install all equipment necessary to ensure a strong connection everywhere in the halls. The organizers must have an organisation to distribute/sell the connections and necessary staff for technical maintenance and user support.

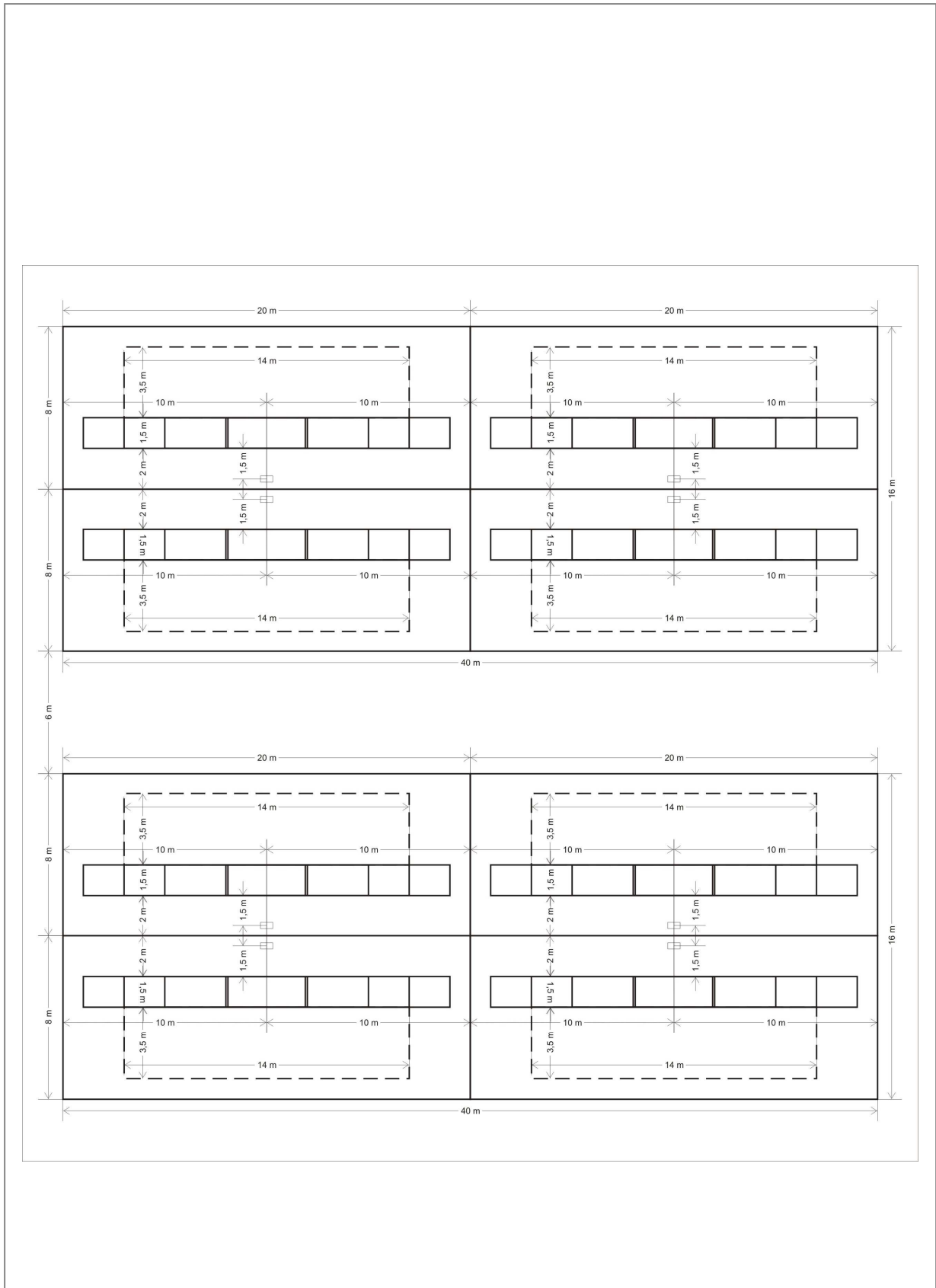
## Drawing of the preliminaries hall



- |  |   |   |
|--|---|---|
|  tribune  |  zone d'arbitrage<br>(vierge de tout obstacle) |  placement des équipes<br>(barrières et chaises) |
|  aire de combat limitée<br>par des barrières ou<br>panneaux publicitaires |  zone de circulation                           |  appareil de signalisation                       |



### Diagram of the preliminaries hall (dimensions)



---

## Hall for direct eliminations and final

---

- **4 coloured pistes**, placed on navy blue carpets, with **1 piste for the final** raised on a podium in the middle of these 4 pistes all equipped with video-refereeing.
- **the 4 zones** will approximately have a dimension of **20 meters in length by 8 meters in width**.
- **1 zone of about 40 meters in length by 4 meters in width minimum** will come in between the coloured pistes to welcome the podium for the final (as presented in the following diagram).
- each piste will have to be equipped with the following material, in conformity with the FIE standards:
  - a scoring apparatus including 2 reels. **A wireless system (optional)**, following the mandatory regulations set forth for competitions; (see page 10 )
  - 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 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 bout zone.
    - A video-refereeing station located on the same side as the referee.
      - A minimum of 4 pistes equipped with video-refereeing is obligatory in the direct elimination hall; 4 additional pistes, equipped with video-refereeing, are optional
      - A separate warm-up area, containing a minimum of 4 pistes, for the fencers who are warming up for their next fight
- a giant projection screen, used to display video-refereeing from the 4 coloured pistes simultaneously and from the finals piste, must be available.
- 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**.

- for team events, a zone reserved with chairs for the fencers and the trainers will be arranged at each end of the piste, outside the fencing area
- for individual events, a zone reserved with chairs for the fencers and the trainers will be arranged to each end of the piste, outside the fencing area.
- during the one minute rest between each round, two volunteers will bring a chair for each athlete to sit on. The chairs must be removed by the volunteers at the end of the one minute rest.
- the **refereeing zone will be minimum 3m50 wide.**
- all fencing areas will have to be surrounded by barriers.
- zones with tables and chairs will have to be arranged for:
  - the representatives of the Directoire Technique
  - a medical service
  - the FIE delegates
  - the management of the display boards
  - press
  - The protocol personnel (MC announcers, music co-ordinator)
- 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 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 **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** in differently-coloured spaces.

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. It must be 120 m<sup>2</sup> in dimension, to accommodate the presence of 8 teams of athletes.

#### Accessibility

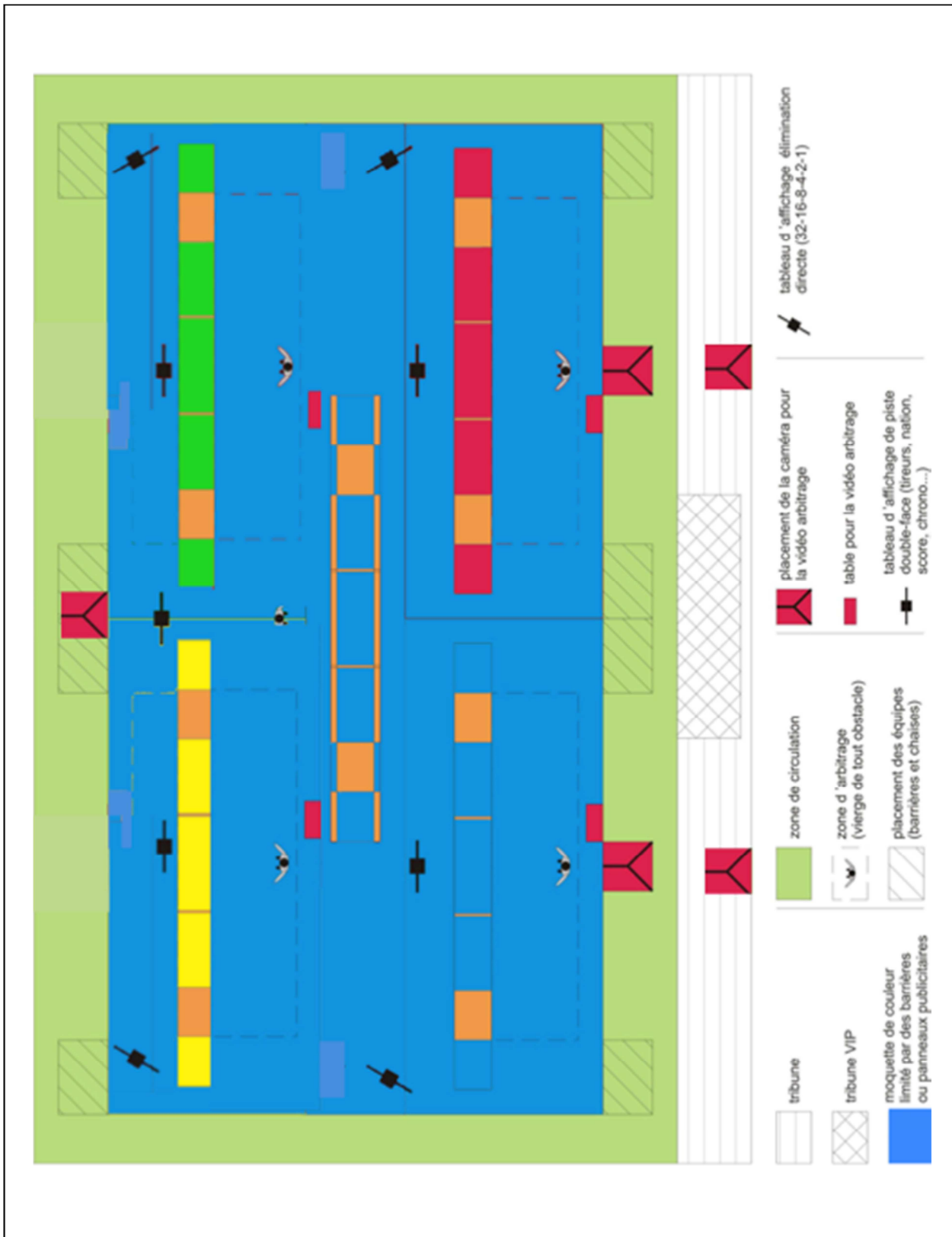
- the officials
  - the technicians
  - the media personnel
  - the referees
  - the fencers called and their trainers
  - medical doctors and physios
- **Final piste:**
- 1,50 m to 2 m in width.
  - 18 m in length.
  - on a podium raised by 30 to 50 cm; with the necessary lateral safety features of 25 cm minimum non-conductive, and inclines at the end of the piste.
  - the refereeing zone will be at least 4.5 meters from the final piste.

- the final piste will have to be equipped with the following material, in conformity with the FIE standards:
  - a scoring apparatus including 2 reels
  - 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 2 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 fencing area.
  - The supply of a strong Wi-Fi connection to the delegations. The organiser may make a charge to the delegations.
  - An internet connection, minimum of 100 Mb, for the live streaming
  - The online posting of the results is obligatory.
  
- 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 in each).
  
- a **refereeing video station** located on the same side as the referee.
- a good **quality "sound system"** will have to be installed:
  - one microphone for the Directoire Technique.
  - one wireless microphone for the referee.
  - one or two wireless microphones for the announcers.
  - playing of national anthems and background music.
  
- A podium for the award ceremony for the individual events and team events, with steps large enough to host the teams.
- a **device to hoist** the 4 flags of the nations represented on the podium.
- an independent **warm-up zone** for the fencers waiting for their match in the final
- a space for press and television cameras see special press handbook **in appendix**.
- an elegant decoration of the hall:
  - the FIE flag and the flag of the organizing country, surrounded by the flags of all the participating nations.
  - floor carpets, flower decorations...
- the positioning and dimensions of advertising will be submitted to the FIE in conformity with its rules.

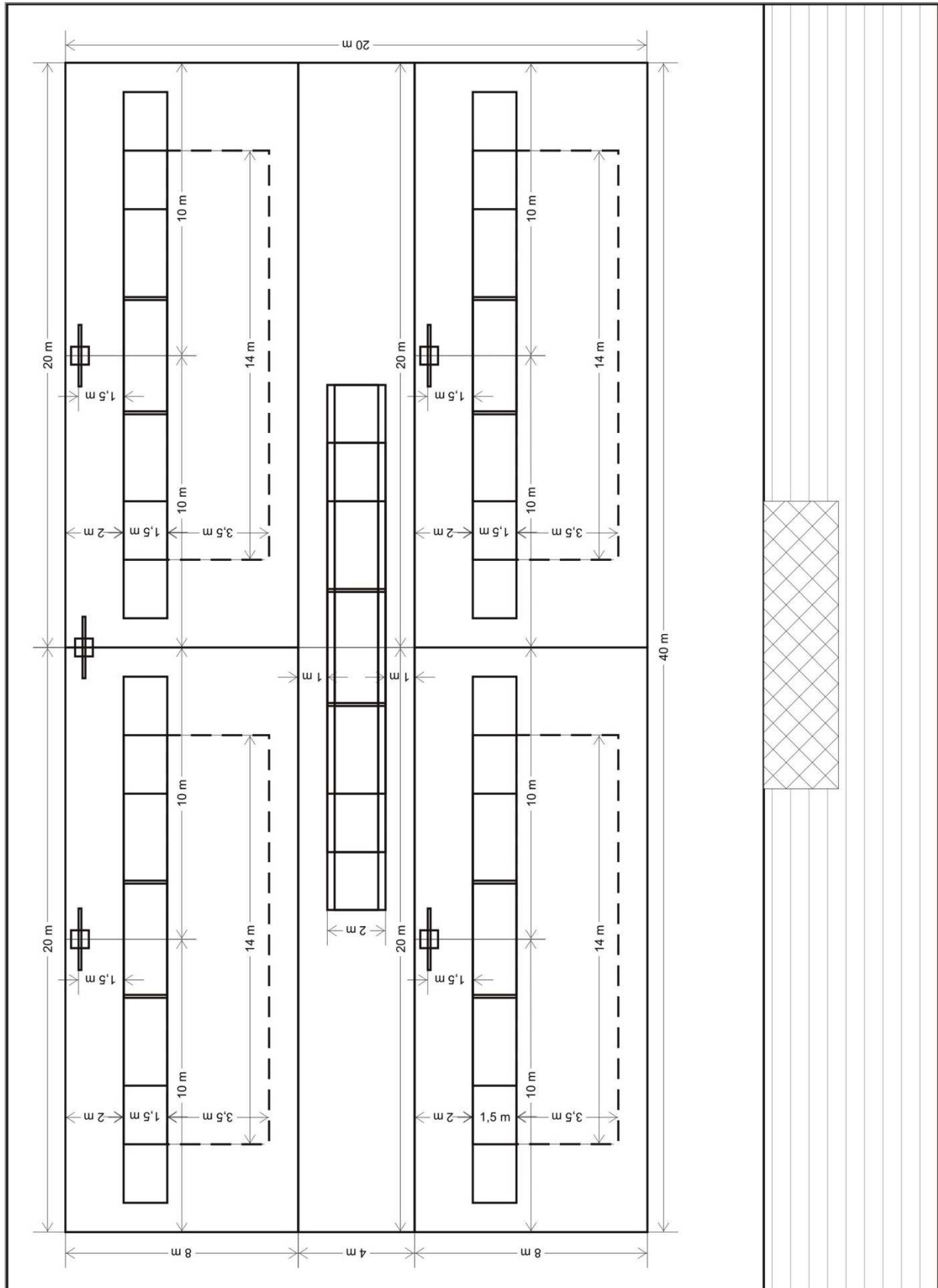
## **Accessibility**

- 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 who will have a clearly-defined space
- the press photographers who will have a clearly-defined space

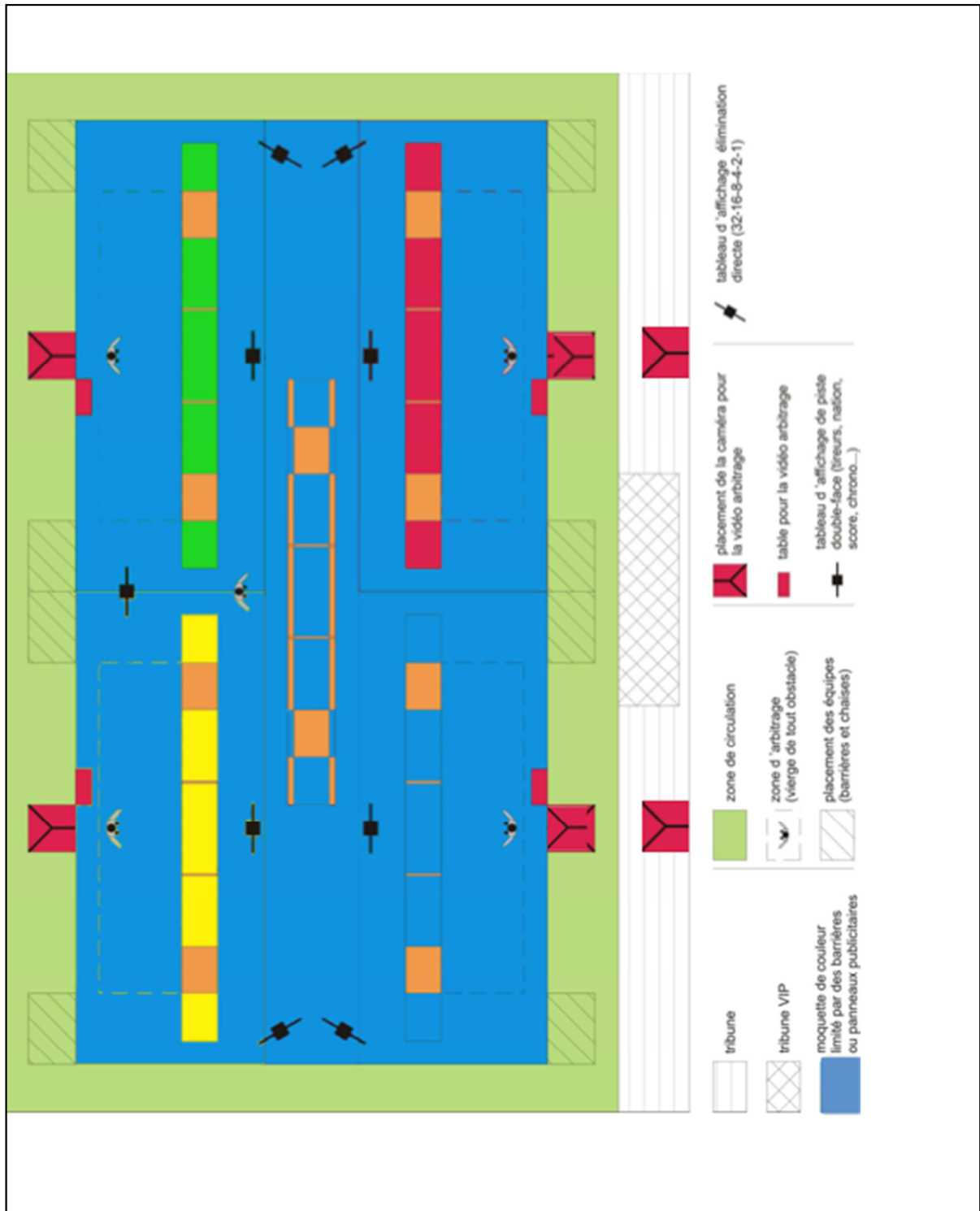
## Drawing of the hall for direct eliminations and final with a single stand



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



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







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## 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 m<sup>2</sup>).

### Accessibility

- the assigned staff
- the fencers

- a room adjacent to the preceding 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 120m<sup>2</sup>.

## 3.2 THE ADMINISTRATIVE HALLS

### Office for the Directoire Technique

- **approximate** surface : 150-200 m<sup>2</sup>.
- 4 tables of 2 meters in length minimum with chairs.
- 2 computers for the administration of the competition
- One high-speed network connected to the internet, accessible for all delegates either by cable or wifi.
- One laser printer connected to the network.
- reserve equipment in case of malfunction (printers, computers, ink cartridges, etc.)
- 1 high-performance photocopier.
- 1 microphone to disseminate information in all the sites of the competition.
- Walkie-talkies for the DT and all the Commission delegates
- The additional requirements specified in the Protocol handbook
- The list of the equipment necessary for the result processing will be furnished by the supplier of this service

#### Accessibility

- **the delegates of the FIE (DT, SEMI, medical, refereeing)**
- 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 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 (**for 15 people**) to accommodate the members of the **Bureau** and their accredited guests with a computer, Internet access and a Wifi connection. It will include tables and chairs as well as armchairs.
- 1 40 m<sup>2</sup> room to accommodate the **personnel of the FIE**:
  - 8 (2 m )tables and 15 chairs
  - 2 computers with standard office software applications
  - **A strong Wi-Fi connection**
  - 1 printer
  - 1 scanner
  - 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

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### **Room for the photocopiers**

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- 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 **150 pigeon-holes**.

**Alternatively, the following can be supplied:**

#### **Obligatory posting of the following important documents:**

- Time-schedules
- Initial ranking
- Composition of pools with timing and piste assignments
- Table of direct eliminations with timing and piste assignments

#### **Printing service from the results system for any ad hoc request from accredited persons, available constantly during competition hours**

This option requires an efficient online results system accessible through the Internet and strong wifi available for all accredited persons

#### **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 »).

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## Accreditations Room

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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 m<sup>2</sup> minimum
- tables and chairs
- waiting line ropes
- 2 computers equipped with photographic software and 1 printer.
- 1 digital camera to produce headshots

---

## Meeting Rooms

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- 1 room, equipped, 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**
- **FIE Bureau**

### 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 sandwiches 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

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## 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 m<sup>2</sup> shall be reserved for the FIE** (welcome and communication area)
- **1 welcome and information desk.**
- 1 room for exchange of foreign currency
- several premises for the technical staff, firemen, police etc ...



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## **4. THE COMPETITION**

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## 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 all competition days at 4 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.

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## 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.



### Couleurs and pistes numbers : team competition

Tableau principal				
T 32	T 16	T 8	semi-final	final
1 32				
	1 16			
17 16	5			
		1 8		
9 24	bleue			
25 8				
<hr/>				
			1 4	bleue
5 28				
	5 12			
21 12	jaune			
		5 4		jaune
13 20	6			
29 4				
<hr/>				
			1 2	podium
3 30				
	3 14			
19 14	7			
		3 6		verte
11 22	verte			
27 6				
<hr/>				
			3 2	rouge
7 26				
	7 10			
23 10	rouge			
15 18	8			
		7 2		rouge
31 2				
	15 2			rouge

Tableaux de classement	
Classement 5-8	
T 4	place 5-6
1 4	jaune
1 2	rouge
3 2	verte
place 7-8	
1 2	jaune
<hr/>	
Classement 9-16	
T 8	T 4
place 9-10	
1 8	5
1 4	5
5 4	6
1 2	verte
3 6	7
3 2	6
7 2	8
<hr/>	
place 11-12	
1 2	5
<hr/>	
Classement 13-16	
T 4	place 13-14
1 4	5
1 2	6
3 2	6
<hr/>	
place 15-16	
1 2	7

## 4.2 DISTRIBUTION OF RESULTS

### Tasks for the staff assigned

If the competition hall benefits from a good internet connection, the documents can be made available to the delegations through a “drop-box”, also to the public, and the delegations will be informed. If this is not the case, the two following sections must be respected:

- 4 persons are assigned to this task.
- keeping the central notice board up-to-date.
- ensuring that information screens in the venue are showing correct information which is needed for the progress of the competition (results from poules, ranking after poules, tables with pistes and timing..)
- ensuring that all competition information that is needed or useful for the delegations and by spectators is easily available online.
- distribution of documents in the relevant pigeon-hole boxes.
- distribute specific printed documents.

### Types of posting

#### Central Notice Board

- walls or panels accessible to all with a good lighting
- separated according to weapons
- easily legible
- 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 m<sup>2</sup>.

#### 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 and trousers):

:

- 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

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#### 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
  - masks
  - jackets
  - mask cords
  - trousers
  - plastrons
  - bodywires
- Collection of equipment.

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.

---

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

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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 FIE Communication Manager is responsible for all matters with regard to communication.

The organiser has to submit a detailed communication plan for approval to the FIE Communication Manager at least 9 months prior to the event. Single measures have to be submitted to and approved by the FIE Communication Manager 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 Marketing and Communication Manager 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 FIE Marketing Manager is responsible for all matters with regard to marketing.

The organiser has to submit a detailed marketing plan for approval to the FIE Marketing Manager 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 to the FIE Marketing Manager 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 FIE TV Rights Manager is 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 flag of the FIE

- **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.
- **Logo of the World Championships:** created by the organizer and reproduced on posters, clothing and other supports, it will be submitted to the FIE Marketing Manager for approval before it is made public and at least 6 months before the event.

#### Posters

The posters, created by the organizer, 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...

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## **Publicity on fencers**

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

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## **Indoor and outdoor indication**

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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

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

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### **General sound system**

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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.
- 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**

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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**.



## **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...

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## Documentation

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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.

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## Insurances

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### **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.

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## Official photographer

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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.

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## Closing party

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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.

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

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### MEDICAL COVER FOR

WORLD CHAMPIONSHIPS

ZONAL CHAMPIONSHIPS

GRANDS PRIX / WORLD CUP COMPETITIONS

### CONTENTS

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## 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**

	<b>Services</b> ..... For details see following sections	World Championships	Zonal Championships	Grands Prix/ World Cups
<b>1</b>	<b>Medical emergencies including serious injuries</b>			
1.1	One locally licensed paramedic or doctor trained in advanced life support	<b>E</b>	<b>E</b>	<b>E</b>
1.2	Resuscitation equipment (cardiac incl defibrillator, respiratory)	<b>E</b>	<b>E</b>	<b>E</b>
1.3	Ambulance – on site or within 10 minutes	<b>E</b>	<b>E</b>	<b>E</b>
1.4	Efficient communication devices	<b>E</b>	<b>E</b>	<b>E</b>
1.5	Medical/first aid room	<b>E</b>	<b>E</b>	<b>D</b>
<b>2</b>	<b>Sports trauma</b>			
2.1	Sports injury expert – doctor, physiotherapist or paramedic	<b>E</b>	<b>E</b>	<b>E</b>
2.2	First aid equipment, materials	<b>E</b>	<b>E</b>	<b>E</b>
2.3	Efficient communication devices	<b>E</b>	<b>E</b>	<b>E</b>
<b>3</b>	<b>General Medical Care</b>			
3.1	Plan in place	<b>E</b>	<b>E</b>	<b>N</b>
3.2	Doctor – general practitioner / physician	<b>E</b>	<b>D</b>	<b>N</b>
3.3	Nurse with general medical and first aid experience	<b>D</b>	<b>D</b>	<b>N</b>
3.4	Appropriate equipment and medication	<b>E</b>	<b>D</b>	<b>N</b>
<b>4</b>	<b>Additional medical services</b>			
4.1	Sports Physiotherapist	<b>D</b>	<b>D</b>	<b>D</b>
4.2	Sports Masseur	<b>D</b>	<b>D</b>	<b>D</b>
4.3	Physio tables	<b>D</b>	<b>D</b>	<b>N</b>
<b>5</b>	<b>Doping Control (if testing required)</b>			
5.1	Doping Control Officers	<b>E</b>	<b>E</b>	<b>E</b>
5.2	Chaperones	<b>E</b>	<b>E</b>	<b>E</b>



5.3	Doping Control Station	<b>E</b>	<b>E</b>	<b>E</b>
5.4	Equipment (see below)	<b>E</b>	<b>E</b>	<b>E</b>
<b>6</b>	<b>Medical Officials</b>	<b>E</b> FIE Medical Delegates	<b>D</b> Zonal Medical Official	<b>N</b>
<b>NB:</b> 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

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### **Sports Trauma**

**(less serious injuries)**

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- 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.

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### **General Medical Care**

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**(World and Zonal Championships)**

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- 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.

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**Additional Medical Services**  
**(optional)**

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- 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

- 6.5 Medical Delegate / *Anti-Doping Officer* at the end of each Doping Control session.  
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.

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## **Minors**

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

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## **7. ANNEXES**

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## **ANNEX 1**

### Participation in number

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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'Escrime 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
<b>OFFICIELS / OFFICIALS / OFICIALES</b>	
<b>ENTRAINEURS / TRAINERS / ENTRENADORES</b>	
<b>ACCOMPAGNATEURS / OTHERS / ACOMPANANTES</b>	

<b>Tireurs / Fencers / Tiradores</b>	<b>Number</b>	<b>Ind.</b>	<b>Team</b>
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 : .....

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## **ANNEX 2**

### Other handbooks to be consulted

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- ▶ **The press handbook**
- ▶ **The television handbook**
- ▶ **The protocol handbook**

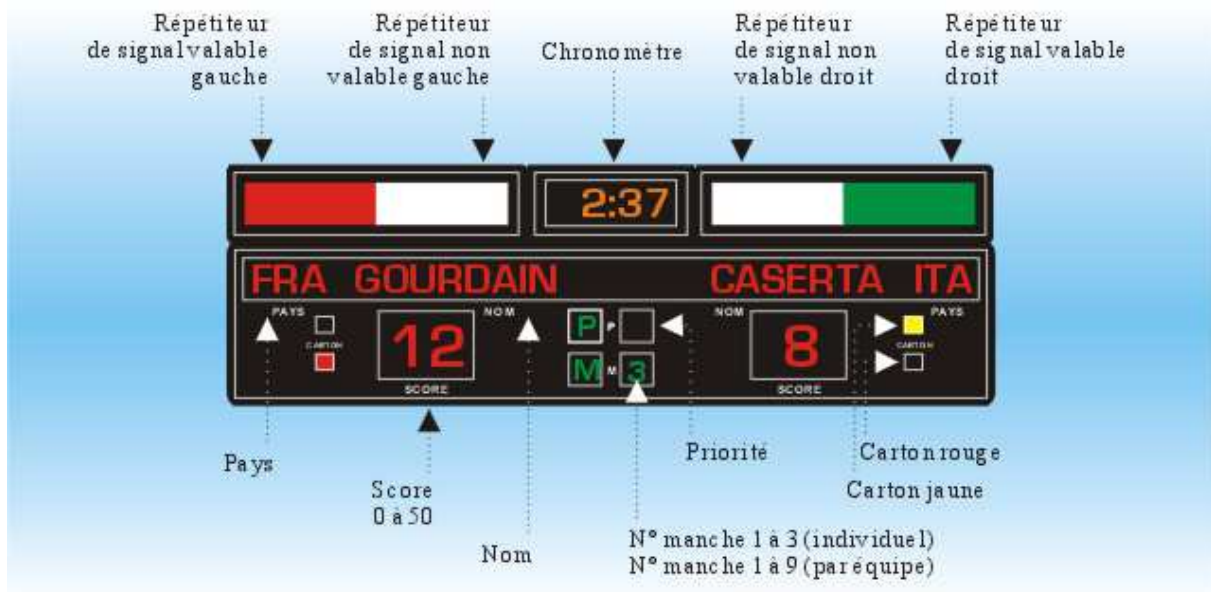
These handbooks are compulsory and posted on the FIE Internet web site

## **ANNEX 3**

Electronic display boards on each piste of direct  
elimination

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**Match board :**



**Direct elimination table (tree structure)**



## **ANNEX 4**

### **Equipment and material for the Referee Meeting before the Championships**

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**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.

## **ANNEX 5**

### Invitation letter

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The invitations to the World Junior and Cadet Fencing Championships shall be composed of the following:

**Part I. Letter of Invitation** signed by the head of the Organizing Committee

LOGO Federation

LOGO FIE

Dear Friends,

Warmest greetings from the (Name of federation) Fencing Federation!

We are pleased to invite you to the World Junior and Cadet Fencing Championships in (Year), a city of art and culture, etc., It will be held at the (competition venue) on Month, Date, Year.

We have attached some information on (city of competition) along with the competition details, to help you with your travel arrangements to (city of competition).

Thank you and we look forward to welcoming you to (City of competition).

Signature of President of Federation

**Part II. General Information** *(the following information shall be mandatory in all invitations to the World Junior and Cadet Fencing Championships)*

**Host Organization:** (please include contact details of the Host Organization i.e. address, email address, contact numbers, contact person)

**Venue:** (Name of Venue and complete address. Local information and nearby points of interests may be added)

**Entry Fee:** (indicate entry fees in both individual and team events and deadline for entries on the FIE website)

**Entry Formalities:** (include visa requirements and contact details of the person responsible for providing a visa letter of support including email address and/or telephone number)

**Authorisation for Minors:** (Form to be downloaded from the FIE website)

**Hotels** (List names of all official hotels including address, contact numbers, contact person, room rates)



**Transportation:** (include suggested modes of public transportation around the city and any other information that may be necessary when going around the city)

**Airport:** (recommended arrival and departure City Airport name)

**Language:** (include languages spoken in the host city or country)

**Currency:** (include local currency and estimated rate of exchange in Euros and US Dollars)

**Banks:** (include banking hours in the host city and any other information that may be deemed necessary)

**Credit Card:** (include credit cards accepted in the country and where they may be accepted. Information on tipping or gratuities may also be added and any other information that may be necessary)

**Climate and clothing:** (include expected climate during competition and appropriate clothing)

**Alcohol Law:** (include the legal age to drink alcohol in the country and add a reminder to caution under-aged members of delegation of possible legal consequences if caught drinking alcohol)

**Medical Service:** (include medical requirements such as vaccinations and/or medical insurances required when entering the country. Also include emergency services contact number)

**Police Assistance:** (include contact number for Police Emergencies)

**Electricity:** (please specify the voltage in use in the country)