



ADMINISTRATIVE RULES

OF THE

FIE

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HISTORY

The first version of the FIE Administrative Rules was adopted at the Congresses of Milan and Buenos Aires, held in 1962, and subsequently completed and modified in the course of subsequent Congresses. The Special Commission that drew up the first FIE Administrative Rules was composed of Mr. Miguel de Capriles (M.H.), President and Mr. Charles L. de Beaumont (M.H.), Mr. Edoardo Mangiarotti (M.H.) and Mr. René Mercier (M.H.).

Since the 2003 Congress, held in Leipzig, the Administrative Rules of the FIE consists of a document separate from the Statutes. Modification of the Administrative Rules falls within the competence of the Executive Committee.

In 2004, these Rules were brought up to date and entirely revised by the Executive Committee.

PRINCIPLES

The Administrative Rules were adopted by the Executive Committee of the International Fencing Federation to regulate the normal proceedings of the administrative business of the F.I.E.

Between meetings of the Executive Committee, the Central Office of the F.I.E. is, however, authorised to suspend or modify the application of the Administrative Rules in abnormal or exceptional cases. These modifications will become the object of a report submitted for the approval of the Executive Committee at its next meeting.

CHAPTER 1

LICENCES AND NATIONALITY

1.1 The method for awarding FIE licences is determined in Chapter 9 of the FIE Statutes.

1.2 COMMITMENT

The national federations ordering an FIE licence confirm that the athletes who participate in FIE competitions undertake to:

- 1) abide by the provisions of the FIE Rules and Statutes ;
- 2) respect the FIE anti-doping Rules, use neither prohibited substances nor prohibited methods and agree to undergo any in competition and out-of competition testing;
- 3) transfer to the FIE, in FIE competitions, any individual or collective image rights and agree to be filmed (notably by the television), photographed, identified and registered in any way. The FIE undertakes to use these rights only in connection with the promotion and development of fencing on the aids below : publications and reviews, Internet website, audiovisual aids.

1.3 DELIVERY

All application for a licence or a renewal must be made by means of the FIE Internet Website and are only valid if the FIE has already been credited with the appropriate licence fee (in **Euro**/CHF) which is fixed by each Congress for the following season.

A licence is only issued if the following information is provided: family name, first name, nationality, date of birth, gender, personal address, right handed / left handed.

1.4 CHANGE OF NATIONALITY

Consult chapter 9.2 of the FIE Statutes.

As delegated by the Executive Committee, all "regular" change of nationality requests are decided by the Legal Commission's Executive Committee representative and by the CEO. The above mentioned persons are also designated to verify that the appropriate grounds for requesting the cancellation or reduction of the 3 year period were indeed presented. The Legal Commission's Executive Committee representative reports periodically on the changes examined.

The "non regular" change of nationality requests (for example a very high level athlete or the multiple transfer of athletes from a federation to another) are decided by the Executive Committee.

1.4.1 All athlete change of nationality requests must be made by the particular athlete's new federation.

1.4.2 Any change in country which a fencer represents is definitive; no further change can be authorised.

1.4.3 The federation requesting the change of nationality must forward the following documents to the FIE:

- a letter from the new federation accepting the transfer and requesting the cancellation or reduction of the 3 year period only for just reasons;
- a letter from the athlete requesting the change of nationality;
- a letter from the former federation accepting the transfer and requesting the cancellation or reduction of the 3 year period only for just reasons;
- a copy of the athlete's valid identity document (passport, ID national card,) indicating his/her new nationality;
- if the athlete is a minor, a letter from his/her parents requesting the change of nationality, and a photocopy of their passports;
- if the new nationality has been obtained by marriage, a copy of the marriage certificate and its official translation into English, or French or Spanish.

The FIE reserves the right to require any other documents and information it deems necessary in order to proceed with the study of the request for a change of nationality.

Any application for a change of nationality that does not contain all the information and documents required by the FIE will not be processed.

CHAPTER 2

INTERNATIONAL CALENDAR OF EVENTS

The official FIE calendar is composed of the competitions named as follows:

- Junior and Cadet World Championships
- World Championships
- Veterans World Championships
- Junior World Cup events (individual and team)
- Senior World Cup events (individual and team)
- Grand Prix competitions
- Satellite competitions
- The zonal junior and senior championships
- The Masters

The Olympic Games are organised under the banner of the IOC.

To the exclusion of the Olympic Games, the FIE owns all right, title and interest, including any intellectual property right, in and to the above mentioned competitions, as well as any competition or event organized under its banner (the **FIE Competitions**).

In particular, and unless otherwise agreed in writing, the FIE is the sole owner and/or holder of:

- the right to allocate and/or supervise the organisation of FIE competitions;
- the right to name FIE competitions and use their denomination;
- any and all trademarks, logos and names of the FIE and the FIE Competitions;
- any and all marketing (including all by-products) and sponsorship rights;
- any and all audiovisual, recording, broadcasting and digital rights related to the FIE or FIE Competitions, as well as any licenses and authorisations thereof, as applicable.

These rights of the FIE can only be transferred by means of a written instrument signed by the FIE President, or the FIE Secretary General or CEO, if delegated by the President.

2.1 OLYMPIC GAMES

The place and date of the Olympic Games and the Youth Olympic Games are determined by the International Olympic Committee.

Each international Federation recognised by the IOC is responsible for the control and technical organisation of its sport.

The technical liaison with the Organizing Committee is ensured by the technical delegates of the FIE.

2.2 THE OPEN WORLD CHAMPIONSHIPS AND CADET/JUNIOR WORLD CHAMPIONSHIPS

Their dates are determined by the Statutes and the Executive Committee determines their date, at least two years in advance.

In the year of the Olympic Games, World Championships take place in any events not featured at the Olympic Games.

2.3 THE WORLD VETERAN CHAMPIONSHIPS

The World Veteran Championships are held under the auspices of the FIE every year. The date and place are decided by the Executive Committee of the FIE Individual competitions are held in three age categories and at all weapons - 50-59 years' old, 60-69 years' old and 70+ respectively.

2.4 INTERNATIONAL COMPETITIONS

In principle, each national member federation has the right to organise international fencing competitions in the territory of its country without special permission from the Central Office or the Congress of the FIE being necessary.

However, any international event bringing together five countries or more requires the authorization of the FIE.

The national member federations must respect the Statutes and the Rules of the F.I.E. in everything concerning their inclusion in the international calendar and the conditions for the organisation of international events.

2.5 PRINCIPLES OF THE OFFICIAL FIE CALENDAR

2.5.1 The official FIE calendar includes: the World Cup competitions, both individual and team, the Grand Prix, the Satellite competitions, the World Championships, the Zonal Championships and the Olympic Games.

The official FIE calendar will take account of the following:

2.5.1.1 Junior competitions are limited to a circuit of **8** individual World Cup events per weapon. 4 of these 8 Junior Individual World Cup events will be joined with a team Junior World Cup event.

2.5.1.2 The senior individual competitions are limited to **8** events per weapon, consisting of **5** World Cup competitions, which must necessarily include an individual event and a team event, and 3 Grand Prix individual competitions.

2.5.1.3 The satellite competitions calendar is limited to 39 competitions.

2.5.1.4 A member federation may only organise one Junior World Cup competition per weapon and a maximum of 4 in total. An individual competition paired with a team competition count as 1 competition.

2.5.1.5 A member federation may only organise one senior World Cup competition per weapon and a maximum of 3 in total.

2.5.1.6 The Executive Committee determines rigid dates and places of the junior, senior and satellite competitions for the next season.

In principle:

- Junior World Cup competitions are held between September and March.
- Senior World Cup competitions are held between October and May.

- in each weapon of the senior calendar, competitions are separated by two weeks. World Cup competitions include an individual competition and a team competition. Grand Prix competitions include one men's event and one women's event at the same weapon.
- In each weapon of the junior calendar, two competitions must be separated by at least two weeks.

The junior zonal Championships must be held during the Junior season.

The Senior zonal Championships must be held in June,

2.5.1.7 The new World Cup and Grand Prix events and the competitions which were cancelled during the past season, for which candidacy must be received at the FIE head office according to the deadline established by the FIE Sport Department in its bid letter, must be filed together with a presentation file respecting the FIE specifications.

2.5.1.8 If a federation wishes to change the venue of a competition already accepted in the official calendar, they must submit this change to the FIE Sport Department I and prove that it will be under the same organisation and that all the criteria for World Cup competitions will be faithfully followed. Otherwise it will be treated as a new World Cup competition.

2.6 PREPARATION OF THE OFFICIAL FIE CALENDAR

2.6.1 Each year, the FIE Sport Department develops a proposed calendar for the next season, and forwards it to the member federations. Besides the planned competitions, this calendar contains "back-up" competitions in each weapon for the Junior World Cup and the Senior World Cup. These "back-up" competitions are activated by the FIE Sport Department.

2.6.2 The calendar of the next season is approved definitively on December 15th of each year. The Executive Committee determines which competitions will be World Cup events and which the Grand Prix competitions. This choice will be made based on the following criteria: respect of the specifications by the organisers, and request for renewal of the competition the following year. Each year, when the Executive Committee decides that a competition will not be renewed the following year, the first back-up competition from the same continent will take the place of the competition which has not been renewed. The non-selected competition will then take the last place in the back-up competition list.

2.6.3 Modification, cancellation

2.6.3.1 "Force majeure" is defined as follows: dissolution of the organizing federation, natural disaster, civil unrest, war, pandemic diseases.

2.6.3.2 Except in case of force majeure, any change of date or place of the competition less than 6 months prior to the scheduled date, will result in it's being assigned to a different organiser the following year.

2.6.3.3 Except in case of force majeure, any cancellation of the competition less than 6 months prior to the scheduled date will result in it's being assigned to a different organiser the following year, a fine of 10.000 CHF payable by the national federation to the FIE and the reimbursement, by the organisers, of the plane tickets of delegations having bought non-refundable or non-changeable tickets, upon presentation of receipts.

2.6.3.4 Any cancellation must be immediately communicated to the FIE Sport Department which informs the Executive Committee and then the national federations.

The Executive Committee will then decide on the reassigning of the competition, after having:

- communicated with the federations of the same continent which have back-up competitions to allow them to become candidates and present budgetary and promotional information. The FIE Sport Department then consults the report of the FIE supervisor on the competition organisation (number of fencers, number of countries, potential problems).
- If no other federation of the same continent is a candidate, then the FIE must communicate with the federations on the other continents which must then present budgetary and promotional information. The FIE Sport Department then consults the report of the FIE supervisor on the competition organisation (number of fencers, number of countries, potential problems).
- The federation to which a competition is reassigned in this way only gets to organise it for the current season.

2.6.4 In case of force majeure, the withdrawal or the cancellation of a competition will not give rise to any compensation.

2.6.5 In case of force majeure, the Executive Committee may postpone or transfer the organisation of a tournament to another member federation, in which case all national federations are advised as soon as possible. In other circumstances, and at the latest 6 months prior to the scheduled date of the tournament, the Executive Committee may postpone or transfer the organisation of a tournament to another member federation.

CHAPTER 3

REFEREEING

3.1. PREPARING LISTS OF INTERNATIONAL REFEREES

International referees are the responsibility of the F.I.E. and are divided into two categories, A, B. All referees who do not figure on the list of international referees are the responsibility of their own national federation.

3.1.1 Candidates who have passed the international refereeing exams are given a B status by the FIE.

3.1.2 The candidates are proposed by the national federations within the deadlines laid down in 3.4.5

3.1.3 Category A is proposed by the F.I.E. Refereeing Commission to the FIE Executive Committee for referees on the category B list who have successfully performed the criteria for promotion to category A (see 3.5)

3.1.4 International referees must be at least 20 years of age. They remain on the FIE list until 30 June of the sports season in which they celebrate their 60th birthday.

3.1.5 An F.I.E. referee will be automatically removed from the list of international referees at the end of the fourth calendar year in which he has not refereed in an F.I.E. official competition.

3.1.6 A referee who is removed from the list of international referees for the reason stated in 3.1.5 can only be reinstated in case he/she passes a practical observation in the weapon(s) concerned.

This practical observation takes place together with the FIE refereeing examinations under the supervision of the appointed examiners who will have to confirm or not that he/she has the ability to serve as FIE referee.

Referees included into the master list and having a category at several weapons must be designated by the Refereeing Commission at all their weapons. Failure to comply with this requirement will not lead to the loss of categories in case the referees did not officiate in one or several weapons.

If a referee is removed from the list of international referees for the second time, for the same above mentioned reason (3.1.5), then the referee must take again the full refereeing examination.

3.2 USE OF INTERNATIONAL REFEREES

3.2.1 Category A and B referees may be used in all official F.I.E. competitions.

3.2.2 National category referees are not authorised to referee at official F.I.E. competitions.

3.2.3 Referees who are fencing masters for their national team or national trainers are not permitted to referee at World Championships (Senior, Junior or Cadet) or at the Olympic Games.

3.2.4 Referees refereeing at an official F.I.E. competition may not fulfil any other function (trainer, fencing master, coach or head coach, head of delegation, etc.) for any delegation participating in that competition.

3.3 FENCING TERMINOLOGY IN FRENCH

3.3.1 The candidates must know and be able to use the refereeing terminology in French and speak (understand and be understood) one of the working languages of the FIE.

3.4 EXAMINATIONS FOR APPOINTING CATEGORY B REFEREES

The refereeing examinations take place in special events organized by the FIE in collaboration with host federations in September and October for each zone and consists of 3 parts: theoretical examination, video analysis and practical examination.

Only the candidates who passed the theoretical examination and the video analysis test will be allowed to continue with the practical examination.

3.4.1. There will be one (1) General Refereeing Examination per year per continent in 3 weapons organized during a special session but not linked to any competition.

The duration of the General Refereeing Examination for three weapons will be 6 days (2 days per weapon).

During the General Refereeing Examination the organising federation must provide:

	Theoretical examination	Practical examination
When 30-40 candidates per weapon	2 meeting rooms for 15-20 persons each	2 pistes fully equipped 8 high level fencers per weapon
When 20 candidates per weapon	2 meeting rooms for 12 persons each	2 pistes fully equipped 6 high level fencers per weapon

3.4.2 The calendar (dates and places) of all FIE refereeing examinations is established by the Executive Committee under the proposal of the FIE Sport Department and Refereeing Commission.

3.4.3 The expenses of the members of the Exam Panel incurred in relation to the refereeing examinations are covered by the FIE (travel costs, 80 euros per day, local transportation and accommodation in full board).

3.4.4 The National Federations from Europe and Asia can only enter candidates who have already obtained the C category from their respective Confederations.

The National Federations from other continents can only enter candidates chosen among their best national referees according to the criteria of experience and confirmed competences in the refereeing of national competitions. The candidates must have a perfect knowledge of the Rules and their application.

3.4.4.1. The selection criteria of the General Refereeing Examinations are as follows:

Maximum places per weapon:

Europe: 40
 America: 30
 Asia: 30
 Africa: 20

General examination :	Host federation	Other federations from the same continent
Total places if no women candidates*	6	4
Places per weapon	2	1-2
If 1-3 women candidates then total of places*	7-9	5 (if one woman candidate is presented)
Reserved by default	Yes	First come - first served basis
If change of candidate after the closure for entries	New candidate is included	New candidate is included
If the total number of candidates in one weapon is less than maximum number (see above the maximum number per weapon and per continent)	<ul style="list-style-type: none"> - Can propose 1-4 candidates to be observed for the renewal of category if category was lost because the referee did not officiate - Can propose additional candidates, only if they had informed the FIE as indicated in step 1 b) of 3.4.4.3 below. 	<ul style="list-style-type: none"> Can propose 1-4 candidates to be observed for the renewal of category if category was lost because the referee did not officiate - Can propose additional candidates, only if they had informed the FIE as indicated in step 1 b) of 3.4.4.3 below. The available quota will be distributed fairly among the national federations.

*Including candidates who undergo practical observation for the renewal of category, if category was lost because the referee did not officiate.

In case no General Refereeing Examination is organised during the year on one continent, then candidates from this continent can apply to the examination held on another continent, provided that the total number of the proposed candidates in that weapon is still under the number specified above for each continent.

These places are given on a first come – first served basis.

Otherwise a candidate cannot participate in an examination that takes place on another continent than his or hers.

3.4.4.2 The call (opening and closing) of the examinations is published on the FIE Website and is sent to all the National Federations of the continent concerned. Registrations open on the date the call is published. No candidatures/registration will be accepted before the call and after the deadline.

3.4.4.3 The process is as follows:

Step 1:

- a) At the latest 30 days prior to the examinations, national federations must inform the FIE that they intend to send candidates to the examinations and provide their preliminary number.
- b) In addition, and in case the total number of candidates in an examination session in one weapon would be less than the maximum authorized number, national federations will also provide:
 - proposed additional candidates
 - proposed candidates to be observed for the renewal of category.

Step 2: At the latest 12 days prior to the examinations, national federations must confirm to the FIE their total number of candidates and register them on the FIE website.

Failure to confirm the number of candidates and/or to register them on the FIE website according to the deadline will result in the cancellation of the preliminary request of the national federation in step 1. No candidate will be authorized to participate in the examination if he/she has not been registered according to the deadline.

Step 3: At the latest 10 days prior to the examinations, the FIE must receive from national federations proofs of payment of the examination fees. If these proofs of payment have not been received by the FIE according to the deadline, applications will not be considered.

As an exception, federations which cannot make bank transfers must contact the FIE at the latest 10 days prior to the examinations in order to make payments on the spot, before the start of the Theoretical Examination.

3.4.5 Following the final date for receiving applications, the list of candidates shall be drafted taking into account their registration date.

The selection will be made according to the conditions outlined in paragraphs 3.4.4.1 and under the provisions of this paragraph.

The list of accepted candidates will be published on the FIE Website.

3.4.6 The Exam Panel is composed of four to six members of the Refereeing Commission (depending on the number of candidates allowed per continent), including at least two coming from another continent than the one in which the exam takes place, and if possible one (1) member of the Executive Committee of the FIE.

The exam panel must be approved by the Executive Committee.

No candidate may be examined by a member having the same nationality as the candidate.

3.4.7 The examiners in charge of the examinations must prepare the "Program of the activities for the examinations" (preparatory meeting for referees, practical and theoretical examinations), including the schedules, the activities and other instructions to the candidates. This document will be sent to the concerned National Federations 30 days prior to the examinations for onward transmission to their candidates.

3.4.8 Each General Refereeing Examination is organized as follows:

For each weapon, the examination session is held during two days as follows and the order of weapons is foil, épée, sabre:

	Day 1: Theoretical examination	Day 2: Practical examination
Morning	30 minutes of introductory explanations	<p style="text-align: center;">All day</p> Observation of the candidates while officiating as referee. Matches are organized with the high level fencers provided by the host federation.
	Written exam: multiple choice questionnaire	
	Correction of questionnaires	
Afternoon	Video-refereeing examination	Each candidate will be observed by at least two examiners.

3.4.9 Each candidate must have with him the documents sent by the examiners in charge of the examinations, as well as the FIE Rules for competitions in force.

3.4.10 The results of the examinations are determined and validated by the examiners. The FIE head office will publish the results of the examinations on the FIE Website. The FIE Executive Committee representative at the Refereeing Commission periodically reports to the Executive Committee.

3.5 APPOINTMENT OF CATEGORY A REFEREES

The criteria for promotion to category A are:

- a) To have been a category B referee for at least 4 years, and to have featured on the „Observation and Evaluation List“ for at least 2 years.
- b) To be proposed by the Refereeing Commission based on the following considerations: the number of conducted semi-finals, third place matches or finals at Senior World Championships or Olympic Games as well as the objective evaluation points obtained at the same competitions.

3.6 MEETINGS FOR REFEREES AT WORLD CHAMPIONSHIPS

3.6.1 A meeting or a seminar of referees will be held before the Grand Prix competitions, the individual and team World Cup competitions and World Championships. The Referees and the Delegates of the Refereeing Commission, designated by the FIE, must attend these meetings.

3.6.2 The referees designated by the organising federation must also attend this meeting.

3.6.3 The President of the Directoire Technique or a member of it may attend.

3.6.4 The referees' meeting or seminar will be organized by the Refereeing Commission.

3.7 REFEREES' LICENCES AND CLOTHING

3.7.1 Every international FIE referee refereeing at an official FIE competition must be the holder of an international licence valid for the current season.

3.7.2 It is compulsory for the FIE referees having received the official F.I.E. Referees' uniform or having received an allowance from the FIE to buy this uniform to wear it. This uniform consists, for men, of a jacket, a pair of trousers and a tie and for women of a jacket, a skirt (or trousers) and a scarf. Jackets, trousers and skirts must be dark blue. Ties and scarves are provided by the FIE to the referees participating in World Championships.

3.8 CONTROL OF REFEREES

3.8.1 The Directoire Technique must be in possession of the list of referees present and available.

3.8.2 When a referee has been appointed to referee by a Refereeing Commission delegate, or by the Directoire Technique if there is no delegate, he cannot be dismissed for any reason.

3.8.3 The referees designated by the FIE in official competitions of the F.I.E. must agree to officiate, either as referees or as judges, or as video-referees, when requested by the Refereeing Commission delegates or by the Directoire Technique.

3.8.4 The Refereeing Commission of the F.I.E. must delete from the official lists any referee who refuses to act as a judge at official competitions of the F.I.E. when requested by a Refereeing Commission delegate or by the Directoire Technique.

3.8.5 The referees are observed by the Refereeing Commission at Grand Prix competitions, at category A competitions, at team World Cup competitions, at World Championships and at any other competition nominated by the Executive Committee.

3.8.6 At least once a year the Refereeing Commission must draw up statistics on the observing of the referees. These statistics must include the following data:

- Number of assignments/competitions refereed.
- Type of bouts refereed (pools, direct eliminations, finals).
- Rating and assessment for each bout.
- General rating and assessment.

The Executive Committee will be given a copy of these statistics.

CHAPTER 4

ORGANISATION OF CONGRESSES AND PROTOCOL (ORDER OF PRECEDENCE)

The organisation of F.I.E. Congresses is only assigned to National Member Federations who ensure free access to delegates and whose Organizing Committees commit to send invitations to all the Federations having the right to take part, and who do everything in their power to obtain the visas needed.

Should these arrangements be contravened, the Central office of the F.I.E. is required to alert the F.I.E. Member Federations immediately and must study the possibility of transferring the responsibility of organising these events to another country.

4.1 ORGANISATION OF THE CONGRESS

4.1.1 Venues

The Head office of the F.I.E. must supervise the following preparations:

4.1.1.1 A room for the Congress for one working days. This room, which needs to be a conference hall, must be big enough for around 450 participants. It must feature the following facilities and equipment:

- cabins and equipment for interpreters;
- back-projector : computer and giant screen;
- platform for 8 people, microphones for each person;
- one podium for speakers, microphone;
- 3 screens in front of the platform to show the electronic voting;
- 2 mobile microphones;
- 4 hostesses;
- 1 table next to the tribune for the technician in charge of electronic voting;
- audio recording of the Congress in its entirety onto CDs or DVDs;
- earphones for the participants;
- notice boards in the hotels + meeting venues;
- posting of information on the meeting + venues + transport

4.1.1.2 Rooms for the Executive Committee the day preceding the Congress. The day after the Elective Congresses, a room for the meeting of the Executive Committee.

4.1.1.3 A room for a possible meeting of the Honours Commission and, in odd- numbered years, for the commission to attribute the Challenge Feyerick.

4.1.1.4 Organisation of a quick lunch and coffee breaks for participants of the meetings (Executive Committee, Congress) each day there is a meeting;

4.1.1.5 Organisation for the Congress' closing gala dinner. Tables are reserved for members of the Executive Committee, Members of Honour and key people who have been given invitations for tables reserved by name.

4.1.1.6 Interpreters for the simultaneous translation of the discussions of the Congress in their entirety (French, English, Spanish, Russian, Arabic).

4.1.1.7 Anticipate one or more translators into other languages for any delegations who have asked the President for this at least 15 days beforehand, at the expense of these delegations.

4.1.1.8 Availability of an office for the FIE staff, with high speed internet connections, a fast photocopier, a computer and a printer.

4.1.2 Hotel reservations

Single and double rooms must be booked in one or two hotels for the meeting participants.

As early as possible the Presidents of national member Federations, the members of the Executive Committee of the F.I.E. must be advised of the arrangements made to allow them to book accommodation for themselves as well as any persons who may accompany them.

A deadline for reserving the hotel rooms and the contact details of the hotels must also be communicated.

4.1.3 Transport

Free transport for meeting participants staying at the official FIE hotels must be organized by bus or minibus:

- leaving in the morning: hotel to Congress auditorium, and return.
- leaving in the morning: hotel to Executive Committee and Commission meetings, and return.
- leaving in the evening: hotel to gala dinner, and return.

4.1.4 Accreditation

Congressists who have confirmed they will attend will receive an accreditation badge.

4.1.5 Participants' Documentation

The F.I.E. shall provide each participant the documentation for the meetings. This documentation will include: the agenda of the Congress, the report of each commission, the proposals, the venues, dates and timetables of meetings, lunches, gala dinner, any receptions.

4.1.6 Voting

Electronic voting will be used.

4.1.7 Stationery

Each congressist will be provided with paper and a pen.

4.2 THE CONGRESS HALL

4.2.1 The hall entrance

Tables must be placed at the entrance of the Congress hall for the registration of the participants and the handing out of the documentation for the Congress.

- The federations must be listed on an attendance sheet in alphabetical order of their acronym. This sheet must be signed legibly by all the Congress participants.

4.2.2 Central Office Platform

The members of the Central Office, the CEO and the International Technical Director will be positioned on the platform facing the Congressists.

The CEO will have available the list of federations present as well as the list of proxies.

He will maintain up-to-date the results of the votes.

4.2.3 Places and files of the congressists

The Congress hall is divided into 3 parts:

- 1) The Members of Honour and the members of the Executive Committee of the F.I.E. should be seated in the front row, and may not sit with the delegation from their country.
- 2) Starting from the second row, the 2 delegates of each federation are placed in alphabetical order of the IOC acronyms, of the countries that they represent. The places will be indicated on the tables.
- 3) The other representatives (members of Commissions and councils) will be seated at the back of the hall, after the last row reserved to the 2 delegates of each national federation.

4.3 GALA DINNER AND CONGRESS PHOTOGRAPH

4.3.1 Gala Dinner

For the official banquet, suits recommended.

At the banquet, the order of precedence of the F.I.E. is followed (see 4.5).

4.3.2 Official photographer

The Administrative direction of the F.I.E. must arrange for a photographer to photograph the delegates at the Congress before they leave for the communal luncheon.

4.4 ADMINISTRATION

4.4.1 Proxies

Rules for proxies are to be found in the Statutes of the F.I.E., Article 3.3.3.

The proxies must appear in the file of the CEO, and are announced at the start of the Congress.

4.4.2 Secretariat

The Administrative direction of the F.I.E. must provide one or two secretaries who can write in the working languages to prepare any urgent documents. There must also be the means of copying these documents for distribution to the Congressists.

4.4.3 Summary of Congress Decisions

A summary of all the decisions taken must be compiled after the Congress. This summary must contain a summary list of all the modifications to the Statutes and the Rules that result from the decisions taken by the Congress.

4.4.4 Minutes

Minutes of the discussions must be prepared including a list of those present and represented, and a succinct summary of the debates and the decisions taken by the Congress. Annexes will contain the documents on which the debates were based.

4.5 PROTOCOL – ORDER OF PRECEDENCE AT OFFICIAL F.I.E. EVENTS

4.5.1 Order of precedence

For all official events of the F.I.E.: Congress, World Championships (open, junior and cadets), Olympic Games, World Cup competitions, Grand Prix, etc., as well as the annual Congress Banquet, the order of precedence is as follows:

1. The President of the FIE;
2. Governments representatives and sport authorities;
3. The President(s) of Honour
4. Former F.I.E. Presidents, according to the order in which they were elected;
5. The FIE Secretary General;
6. The FIE Secretary-Treasurer;
7. The FIE Vice-Presidents;
8. Other members of the FIE Executive Committee;
9. Members of Honour of the FIE, in the order of the dates of their nominations;
10. FIE Honorary Vice-Presidents;
11. Presidents of the National Federations;
12. Delegations leaders from the National Federations if they are not Presidents of their Federations;
13. The members of the commissions and Councils;

4.5.2 Partners

The same order of precedence applies to their partners who were invited and are present.

CHAPTER 5

THE EXECUTIVE COMMITTEE, THE CEO, THE COMMISSIONS AND COUNCILS

Preamble

During their first meeting, the newly elected or appointed members will benefit from an integration session enabling them to understand the functioning and the internal rules of the FIE.

5.1 THE EXECUTIVE COMMITTEE

5.1.1 Functions

The Executive Committee's principal functions are related to the FIE's current activities, to the commissions, to the World Championships and Olympic Games as well as to the President's representation.

5.1.1.1 Current activities

20 days prior to the last meeting of the current year, each Executive Committee member will send an "intention plan" to the FIE head office. The President will assign each member a work plan based on these documents, to be announced during the meeting.

5.1.1.2 Commissions

20 days prior to the last meeting of the current year, each Executive Committee member in question will send a work plan for their Commission (current work and meetings) to the FIE head office. The FIE President will assign each member in question a work plan based on these documents, to be announced during the meeting..

The Executive Committee representatives in the Commissions supervise the work of the Commissions. They will send the President and the Secretary General of the FIE a "state of progress" of the commissions' work (along with their remarks).

5.1.1.3 Presence of the members of the Bureau at cadet, junior and senior World Championships

The members of the Bureau must be present during the entire junior and senior World Championships.

A rotation will be implemented concerning the presence of Executive Committee members at Senior World Championships.

At the World Championships, Executive Committee members present will complete tasks given to them by the President, particularly concerning their corresponding Commissions

5.1.1.4 Representation of the President

Executive Committee members only travel under this title with the consent and instructions of the President.

The President representation calendar is approved by the President at the beginning of the season. Each member of the Executive Committee appointed to represent the President will

send a report on his/her visit to the President at the latest 7 days after getting back (maximum 1 page).

This report must also make mention of the proposals aimed at solving possible problems encountered during travel.

In the case of an Bureau/Executive Committee member traveling to a competition/event at their own cost, this person is not invested with any official authority, unless agreed to by the President.

When Working Groups including Executive Committee members are created, the President defines the authority of each person as well as their timeframe for the accomplishment of missions.

5.1.1.5 Role of the Executive Committee at Congresses

Each member of the Executive Committee must contribute to the organisation process of the Congresses. There is a formal seating arrangement in the room for the members. They may express themselves on all items on the agenda, by asking the President if they may speak.

5.1.1.6 Special Missions

Each member of the Executive Committee must carry out the missions entrusted to him/her meticulously.

A strategic plan, directly related to the missions of the FIE will be established for each Olympic cycle. It will also include clear and measurable objectives in time.

A risk management process should be implemented and regularly updated.

5.1.2 Working Procedure of the Executive Committee

The purpose of this text is to increase the efficiency of the work of the FIE Executive Committee, both in terms of meetings and everyday matters.

5.1.2.1 Consultations

The consultations deal with matters relating to everyday running which fall within the competence of the Executive Committee, between two of its meetings. Each consultation states the time frame by which a response must be given. Each member of the Executive Committee may answer yes or no **or give a response that he/she judges to be appropriate.**

5.1.2.2 Meetings

The meetings of the Executive Committee are regulated by the Statutes, Article 5.4.

For the meetings of the Executive Committee, a room with at least 30 places must be provided, for the members of the Committee, the presidents of confederations and other persons who may attend.

At the end of each year, the Executive Committee sets the dates and places of the meetings of the following year.

The agenda of the meeting will reach each of the members of the Executive Committee at least 15 days before the meeting. In case of an emergency, the President may decide to add a point to the agenda at any time before the meeting.

Each member of the Executive Committee may make a request for an item to be on the agenda at the latest 12 days before the meeting.

If possible the points for discussion shall be accompanied by relevant documentation identifying potential risks so as to provide adequate information and thereby facilitate the discussion and enable well-informed decisions.”

Regarding each item or document on the agenda, each member of the Executive Committee is free to send his/her comments 7 days before the meeting and send a copy to the other members if he/she so wishes.

5.1.2.3 Meeting Rules

Before each meeting, the procedure of the meeting will be announced. This includes:

- the order in which the points will be discussed
- the reporters for each of the points
- how long the report on each point will be
- the discussion time for each point

During the discussion of each point, any member of the Executive Committee may express his/her opinion at most twice and maximum three minutes each time. In any case, the members of the Executive Committee will follow the information given by the speaker. The discussions must be constructive and benevolent.

5.1.3 Elections of Vice Presidents

The election of the Vice-Presidents is regulated by the Statutes, Article 5.2.2

5.1.3.1 Candidates are nominated by any voting member of the Executive Committee (thus, including the candidate), previous to the voting taking place. A voting member must be present, he cannot be represented.

5.1.3.2 The vice-presidents are elected by secret ballot, by the President and the members of the Executive Committee, each of whom has one vote.

5.1.3.3 Elected Vice President will be the three candidates receiving the vote of more than 50% of the voting members present and validly voting.

5.1.3.4 When the ballot is for the purpose of electing three vice-presidents, only voting papers containing at most the names of three candidates are valid.

5.1.3.5 To achieve this several rounds of voting may take place, as follows:

- a) If three candidates have received votes from more than 50% of the voting members validly voting, they are elected.
- b) If only one candidate is elected, the next round of voting will take place, for the second and third positions, between the remaining candidates.
- c) In any ballot, if no candidate is elected, then the person(s) with the fewest number of votes shall be eliminated before the next ballot takes place (on condition that there remains a number of candidates greater than the number of vice-presidents to be elected).
- d) Should there be a tie in votes between all the candidates, an additional ballot will be held. If the tie is maintained, the President shall have the casting vote.

5.1.4 Approval of mask colours and designs

Two Executive Committee members including the Executive Committee representative to the SEMI Commission, approve mask colours and designs.

These colours and designs are approved according to the following criteria:

- 1) They must be in conformity with the competition rules of FIE;
- 2) The designs and colours cannot disturb the opponent during the competition;
- 3) Only one kind of drawing or colours for each national federation;
- 4) The content and size of the drawing or colours:
 - ✧ It can be the national flag of the country recognized by the IOC;
 - ✧ It can be the national drawing approved by the FIE;
 - ✧ The FIE approves the masks that are submitted by national federations, not the masks that are submitted by manufacturers;
 - ✧ These designs or colours cannot show any commercial or advertising signs;
 - ✧ Any propaganda of politics, religions and ethnicity will not be accepted;
 - ✧ The size of the drawing can cover the whole mask.

5.1.5 Hiring of the staff.

The candidates to the FIE positions should have professional competency and an impeccable professional history. The selection process should be based on objective criteria and should be set out clearly.

5.2 THE CHIEF EXECUTIVE OFFICER (CEO)

In addition to the responsibilities set by the Statutes of the FIE, the Chief Executive Officer has the following duties:

- Direction of the FIE head office
- Supervision of the administration
- Direction of Human Resources and service providers
- Supervision of the Administrative and financial organisation of the FIE meetings, World Championships
- Implementation of the decisions of the Congress and the Executive Committee
- Receiving and sending of all official correspondence and convenings of the FIE
- Forwarding to the concerned bodies

All the duties of the Chief Executive Director are carried out under the direction of the President of the FIE and/or the Secretary General of the FIE acting in the name of and by delegation of the President.

To this end, the Chief Executive Officer receives from the President and/or the Secretary General all instructions which fall within the remit of these persons.

There shall be a reporting system of the staff, whether they are based in the FIE head office or outside. Staff shall report to the CEO on a regular basis. The CEO shall report to the President and Secretary General on a regular basis.

5.3 THE COMMISSIONS AND COUNCILS

5.3.1 The meetings of the Commissions/Councils are regulated by the Statutes.

5.3.2 For the meetings of the Commissions/Councils, a room with at least 12 places must be provided.

5.3.3 For the meetings, a file must be given to each attendee, containing all the documents necessary for the meeting. They will also be given sheets of paper and a pen.

5.3.4 It is the responsibility of the President of each commission/council to designate, within the Commission/council, a secretary for the sitting, who will prepare the report of the Commission's meeting.

5.3.5 These reports must be sent to the members of the commission/council concerned and to the National Federations, within a maximum of two months.

5.3.6 When commission/council meetings are arranged on the occasion of a Congress, these meetings may be held one or two days before the Congress. In these circumstances the commissions/councils give a verbal account of their conclusions to the Congress.

5.3.7 Commissions' and councils' travel costs are paid for by the F.I.E. for meetings other than at the time of the Congress.

5.3.8 The members of Commissions/Councils must and may express themselves in one of the three languages of the FIE and the report of the meeting must be written in one of the three working languages.

CHAPTER 6

FEES TO BE PAID BY FEDERATIONS

The following amounts are established each year by each Congress for the next season, based on a proposal of the Executive Committee. They were determined as follows:

6.1 AMOUNTS TO BE PAID TO THE FIE

Subject	Euros	Deadline
Annual fee	375	Before March 10th of the current civil year
Organising fee senior A grade tournament (except satellite)	900	Before the 1 st day of competition
Organising fee junior A grade tournament	550	Before the 1 st day of competition
Organizing fee junior team A tournament	250	Before the 1 st day of the competition
Organising fee senior team tournament	550	Before the 1 st day of competition
Licences fencers, referees, members	25	At the beginning of the season
Participation in each refereeing examination (per weapon), licence not included	60	Two months prior to the exam date

6.1.1 FIE BANK DETAILS

Fédération Internationale d'Esgrime
Banque Cantonale Vaudoise
Place St-François 14, 1003 Lausanne, Suisse
Accounts:
CHF: 0919. 91.31 / IBAN CH68 0076 7000 U091 9913 1
Euros: H 972. 26.83 / IBAN CH81 0076 7000 H097 2268 3
SWIFT: BCVLCH2L

6.2 AMOUNTS TO BE PAID TO THE ORGANISERS

Subject	Euros
Entry fee junior A grade tournament	25
Entry fee senior A grade tournament	60
Entry fee GP tournament	100
Entry fee junior team tournament	150
Entry fee senior team tournament	400
Individual entry fee Cadets, Juniors, Seniors, World Championships	55
Team entry fee Juniors, Seniors, World Championship	140
Individual entry fee Veterans World Championships	90
Team entry fee Veterans World Championship	185

The amounts of the entry fees for the Zonal Championships are determined by the Confederations.

CHAPTER 7

TRAVEL COSTS AND FIE INSURANCE

7.1 WORLD CHAMPIONSHIPS

7.1.1 Referees

7.1.1.1 No later than 20 days before the event, and after consulting the referee, the organiser's travel agency will send his/her prepaid economy class air ticket to the referee.

For the reservation of the plane ticket, the travel agency must take the following factors into account:

- the referee's home location;
- the arrival and departure dates, as communicated by the FIE;
- direct flights are prioritised;
- if no direct flights are available, the itinerary must have the fewest possible connections, with reasonable connection time

The referee must have at least three days to answer to the travel agency's proposed itinerary.

No ticket can be issued (whether by the organisers or by the referee) without prior written consent of both parties.

The organiser and the referee **must** agree to the following **in writing and in advance**:

- the purchase, by the referee, of his/her plane ticket, as well as the amount (which cannot exceed the amount quoted by the organiser's travel agency) which is to be reimbursed to him/her at the competition;
- the cost of transportation by car;
- the parking cost;
- the transportation costs to and from the airport **exceeding 100 Euros**;
- other costs

7.1.1.2 Costs of tickets, visas, airport taxes (entrance, exit), transport between home and airport, etc. will be repaid at the competition on presentation of original documents proving payment.

7.1.1.3 The organiser will pay for one bed in a twin room, including breakfast, for the duration of the assignment. Extras will be paid for by the referee concerned.

7.1.1.4 The referee will be granted an allowance equivalent to **80** Euros per day for the duration of the assignment (including, regardless of the duration of the trip, 1 travel day outward (day of arrival on site) and 1 travel day on return (day of departure)).

If the referee leaves home the day before the meeting of referees, and arrives the day of the meeting, the day before the meeting counts as one travel day.

The payments must be made by the organiser within 24 hours of the arrival of the referee.

7.1.1.5 The evening meal which will be paid by the organiser, according to the decision of the latter, will be:

- Either held at the hotel of the referees or in a restaurant

- Either paid to the referees for an amount of 25 euros per meal and per day

The decision of the organizer will be implemented collectively and valid for all the referees concerned by the event.

7.1.2 Officials

7.1.2.1 No later than 20 days before the event, and after consulting the official, the organiser's travel agency will send his/her prepaid economy class air ticket to the official.

For the reservation of the plane ticket, the travel agency must take the following factors into account:

- the official's home location;
- the arrival and departure dates, as communicated by the FIE;
- direct flights are prioritised;
- if no direct flights are available, the itinerary must have the fewest possible connections, with reasonable connection time

The official must have at least three days to answer to the travel agency's proposed itinerary.

No ticket can be issued (whether by the organisers or by the official) without prior written consent of both parties.

The organiser and the official **must** agree to the following **in writing and in advance**:

- the purchase, by the official, of his/her plane ticket, as well as the amount (which cannot exceed the amount quoted by the organiser's travel agency) which is to be reimbursed to him/her at the competition;
- the cost of transportation by car;
- the parking cost;
- the transportation costs to and from the airport **exceeding 100 Euros**;
- other costs

7.1.2.2 Costs of tickets, visas, airport taxes (entrance, exit), transport between home and airport, etc. will be repaid at the competition on presentation of original documents proving payment.

7.1.2.3 The organiser will pay for a single room, including breakfast, for the duration of the assignment. Extras will be paid for by the official concerned.

7.1.2.4 The official will be granted an allowance equivalent to **80 Euros** per day for the duration of the assignment (including, regardless of the duration of the trip, 1 travel day outward (day of arrival on site) and 1 travel day on return (day of departure)).

If the official leaves home the day before the meeting of officials, and arrives the day of the meeting, the day before the meeting counts as one travel day.

The payments must be made by the organiser within 24 hours of the arrival of the official.

7.1.2.5 The evening meal which will be paid by the organiser, according to the decision of the latter, will be:

- Either held at the hotel of the officials or in a restaurant
- Either paid to the officials for an amount of 25 euros per meal and per day

The decision of the organizer will be implemented collectively and valid for all the officials concerned by the event.

7.2 FIE MEETINGS (EXECUTIVE COMMITTEE, COMMISSIONS, COUNCILS)

For those meetings of the Commissions/Councils and the Executive Committee whose costs are borne by the FIE, the following rules apply:

7.2.1 An economy class air ticket will be sent by the FIE's travel agency to the address provided by the member.

Other means of transport (car, air ticket bought directly by the member himself) must be the object of a prior agreement reached between the member and the FIE. In no case will the FIE repay more than the price of the air ticket (or train ticket, for attendees coming from Paris) as quoted by the travel agency of the FIE.

7.2.2 Costs of visas, airport taxes, transport between home and airport, etc. will be repaid on the spot on presentation of original documents proving payment.

7.2.3 The FIE will pay for a single room, including breakfast, for the duration of the meeting (including the evening of arrival). Extras will be paid for by the members. During the days of meeting, the members will be accommodated in half board.

7.2.4 The Commission/Council member will be granted an allowance equivalent to **80** Euros per day, including the day of arrival and the day of departure. This amount also includes transport within the city itself. The payments must be made within 24 hours of the arrival of the attendee.

7.2.5 The Executive Committee member and the President of Zonal Confederation will be granted an allowance equivalent to **100** Euros per day, including the day of arrival and the day of departure. This amount also includes transport within the city itself. The payments must be made within 24 hours of the arrival of the attendee.

7.3 OFFICIAL FIE SUPERVISORS

The length of stay must be submitted to a prior agreement reached between the organiser of the competition and the supervisor.

7.3.1 Transport

7.3.1.1 No later than 20 days before the event, and after consulting the supervisor, the organiser's travel agency will send to the supervisor either:

- a prepaid economy class air ticket or;
- a train ticket (for short distance travels)

7.3.1.2 For the reservation of the plane/train ticket, the travel agency must take the following factors into account:

- the supervisor's home location;
- the arrival and departure dates, as communicated by the FIE;
- direct flights are prioritised;
- if no direct flights are available, the itinerary must have the fewest possible connections, with reasonable connection time

The supervisor must have at least three days to answer to the travel agency's proposed itinerary.

No ticket can be issued (whether by the organisers or by the supervisor) without prior written consent of both parties.

7.3.1.3 Costs of tickets, visas, airport taxes (entrance, exit), transport between home and airport, etc. will be repaid at the competition on presentation of original documents proving payment.

7.3.1.4 The organiser and the supervisor **must** agree to the following **in writing and in advance**:

- the purchase, by the supervisor, of his/her plane ticket, as well as the amount (which cannot exceed the amount quoted by the organiser's travel agency) which is to be reimbursed to him/her at the competition;
- the cost of transportation by car;
- the parking cost;
- the transportation costs to and from the airport **exceeding 100 Euros**;
- other costs

7.3.1.5 Travel in the country where the competition is being held is paid for by the organiser.

7.3.1.6 The evening meal which will be paid by the organiser, will be held either at the hotel of the supervisor or in a restaurant.

7.3.2 Stay

The organiser is responsible for the supervisor's board and lodging costs (hotel and meals) from when the supervisor leaves home (for example in the case where an supervisor requires an overnight stay because of a plane connection).

7.3.2.1 The organiser will pay for a single room, including breakfast, for the duration of the assignment. The supervisor is responsible for his extras.

7.3.2.2 The supervisor will be granted an allowance equivalent to **80** Euros per day for the duration of the assignment (including, regardless of the duration of the trip, 1 travel day outward (day of arrival on site) and 1 travel day on return (day of departure)).

The payments must be made by the organiser within 24 hours of the arrival of the supervisor.

7.4 FIE OFFICIALS (REFEREES, DELEGATES AND PRESIDENTS OF DIRECTOIRE TECHNIQUE) DESIGNATED FOR WORLD CUP COMPETITIONS, GRAND PRIX TEAM TOURNAMENTS AND ZONAL CHAMPIONSHIPS

7.4.1 No later than 20 days before the event, and after consulting the FIE official, the organiser's travel agency will send his/her prepaid economy class air ticket to the FIE official.

For the reservation of the plane ticket, the travel agency must take the following factors into account:

- the FIE official's home location;
- the arrival and departure dates, as communicated by the FIE;
- direct flights are prioritised;
- if no direct flights are available, the itinerary must have the fewest possible connections, with reasonable connection time

The FIE official must have at least three days to answer to the travel agency's proposed itinerary.

No ticket can be issued (whether by the organisers or by the FIE official) without prior written consent of both parties.

The organiser and the FIE official **must** agree to the following **in writing and in advance**:

- the purchase, by the FIE official, of his/her plane ticket, as well as the amount (which cannot exceed the amount quoted by the organiser's travel agency) which is to be reimbursed to him/her at the competition;
- the cost of transportation by car;
- the parking cost;
- the transportation costs to and from the airport **exceeding 100 Euros**;
- other costs

7.4.2 Costs of tickets, visas, airport taxes (entrance, exit), transport between home and airport, etc. will be repaid at the competition on presentation of original documents proving payment.

7.4.3 Hotel rooms for the FIE Officials (including breakfast) have to be paid by the organiser for the length of their mission.

7.4.4 The FIE official will be granted an allowance equivalent to **80** Euros per day for the duration of the assignment (including, regardless of the duration of the trip, 1 travel day outward (day of arrival on site) and 1 travel day on return (day of departure)).

The payments must be made by the organiser within 24 hours of the arrival of the official.

7.4.5 The evening meal which will be paid by the organiser, will be held either at the hotel of the officials or in a restaurant.

7.5 TRAVELS OF THE EXECUTIVE COMMITTEE

7.5.1 An economy class air ticket will be sent by the FIE's travel agency to the address provided by the member.

Other means of transport (car, air ticket bought directly by the member himself) must be the object of a prior agreement reached between the member and the FIE. In no case will the FIE repay more than the price of the air ticket (or train ticket, for attendees coming from Paris) as quoted by the travel agency of the FIE.

7.5.2 Costs of visas, airport taxes, transport between home and airport, etc. will be repaid on the spot on presentation of original documents proving payment.

7.5.3 The FIE will pay for a single room, including breakfast, for the duration of the stay. Extras will be paid for by the members.

7.5.4 The Executive Committee member will be granted an allowance equivalent to 100 Euros per day, including the day of arrival and the day of departure. The payments must be made within 24 hours of the arrival of the attendee.

7.5.5 These rules are also applicable to the members of the Bureau who attend the cadet, Junior and Senior World Championships and Olympic Games, and to the members of the Executive Committee who attend the Senior World Championships (on a rotation basis), and Olympic Games

7.6 FIE INSURANCE: SUMMARY OF THE ASSISTANCE INSURANCE POLICY TAKEN OUT BY THE FIE FROM CHUBB EUROPEAN GROUP SE

Who is covered?

- The members of the Executive Committee, members of the Commissions and Councils, referees appointed to international competitions as well as the personnel of the FIE when travelling outside their country of residence in connection with their participation in international competitions, committee meetings, congress or Executive Committee meetings.

Purpose of the insurance policy

- To cover the Insured against accidental bodily injuries sustained during the term of the contract.

Scope of the cover

- Cover applies **WORLDWIDE** exclusively during professional assignments or trips made by the Insured on behalf of the policy holder for **no longer than 180 consecutive days**.
- Cover applies from the moment the Insured leave their place of work or residence and terminates upon return to either of these places.
- The coverage is valid 24 hours a day during that period.

Insurance and Support Services

– Personal Support

This cover is valid abroad and in the country of residence of the Insured.

- Repatriation to the home of the Insured in case of accident or illness.
- Visit of a relative in case of hospital stay longer than 7 days: payment of the return transportation ticket.
- Repatriation of the body in case of death.
- Coffin expenses.
- Early return in case of the death of a relative.

– Information Support

- Visa Information Service.
- Vaccination Information Service.
- Medical advice over the phone.

– Medical expenses incurred abroad

This cover is valid only outside the country of residence.

- Advance payment of hospital expenses
- Reimbursement of medical expenses
- Dental care expenses

What you must do in case of accident:

WHEN REQUIRING ASSISTANCE FROM CHUBB ALWAYS PROVIDE

Policy number: FR32012213

Convention number: BX9

Organization insured: Fédération Internationale d’Escrime

YOU CAN CONTACT THE ASSISTANCE SERVICE 24 HOURS A DAY:

By telephone: +33 155 91 48 09

By fax: +33 147 88 45 10

7.7 HEALTH/MEDICAL INSURANCE OF DELEGATIONS

National federations must verify that all members of their official delegation (i.e athletes and officials) entered in FIE competitions hold a health/medical insurance valid in the country of the competitions.

CHAPTER 8

MEMBERSHIP OF A NATIONAL FEDERATION

Any federation seeking FIE membership must provide the FIE head-office with the following documents:

8.1 A letter requesting the affiliation;

8.2 A recent letter in the original from the National Olympic Committee (NOC) certifying that the federation is the only acknowledged body governing fencing by the NOC of the federation;

8.3 The Statutes of the federation, which must mention that the federation and its members commit to complying with, and ensuring in all circumstances compliance with, the Statutes, Rules, Administrative Rules, Anti-Doping Code of the FIE as well as any other rule enacted by the FIE. These Statutes will be studied by FIE's Legal Commission, which may request any change necessary to align the Federation Statutes with FIE's rules;

8.4 The actual number of licenced fencers, fencing masters, coaches, fencing halls, and clubs in the country of the federation. The Executive Committee requires a minimum of 12 licenced fencers and 1 coach.

8.5 The composition and full address of the federation's Executive Committee;

8.6 The full address (address, telephone/fax numbers, e-mail) the logo of the federation, and the photograph of the President and General Secretary;

8.7 The list of activities already organised by the Federation at the national level;

8.8 Upon receipt of these documents, the FIE Executive Committee shall be consulted. Prior to taking a decision, it shall have the opportunity to ask for any additional information it will deem necessary, and, if it considers it useful, to delegate one of its members (who should be from a different continent as the one of the federation seeking affiliation) to visit the country of the federation requesting affiliation. Subsequently, the Executive Committee will make a decision regarding the provisional affiliation of the federation. This provisional affiliation will then have to be ratified by the FIE Congress. Any federation receiving provisional affiliation is also granted full rights and obligations in relation to the FIE.

8.9 Newly affiliated federations are exempted from paying their annual fee to the FIE for a period of 3 years starting from the announcement of their final affiliation to the FIE.

8.10 After each Elective Congress or Elective General Assembly renewing the governing bodies of a Member Federation, the latter must provide a letter from its National Olympic Committee to the FIE, which must include:

- confirmation that it recognises the elections held within the Federation;
- the full names of the President and, where appropriate, the Secretary General.

CHAPTER 9

FIE COMPETITIONS - GENERAL

PROTOCOL

All protocol questions are regulated by the Specifications of the Protocol Handbook which the application is compulsory for all the organizers of the FIE competitions

Participation

Open World Championships, Junior/Cadet World Championships and other official F.I.E. events are only assigned to National Member Federations who ensure free access to competitors and officials and whose Organizing Committees commit to send invitations to all the Federations having the right to take part, and who do everything in their power to obtain the visas needed.

Should these arrangements be contravened, the Central office of the F.I.E. is required to alert the F.I.E. Federation Members immediately and must study the possibility of transferring the responsibility of organising these events to another country.

Officials

The restrictions contained into the following articles must be taken into account for the designations of officials in competitions:

Members of the Directoire technique and other FIE delegates: see article o.15.2 of the Rules.

Referees: see article 3.2.4 of the Administrative rules, FIE Ethics code/FIE family.

Refereeing delegates: see article 4.4.2 of the Statutes and the following provisions:

Refereeing delegates who are fencing masters or coaches/head coaches or trainers for any national federation will not be designated to officiate in FIE competitions or Olympic Games.

9.1 OLYMPIC GAMES AND REGIONAL GAMES

9.1.1 Olympic Games

9.1.1.1 The organisation formula for the Olympic Games are established by the Executive Committee, with the approval of the IOC.

9.1.1.2 Technical officials at the Olympic Games

9.1.1.3 Officials at the Olympic Games

Articles 38 and 46 of the General Rules of the Olympic Games stipulate that the organising committee must provide the referees, members of the Directoire Technique and Commission delegates designated by the International Federations with accommodation, meals and transport facilities. The number of these technical officials and referees is determined by the International Olympic Committee in conjunction with the International Federations.

Refereeing delegates

The following must be represented during assignment:

- all weapons
- each of the 4 FIE zones, if possible
- each gender for at least 20%

Referees

The following must be represented during assignment:

- all weapons, with at least 6 specialised referees for each weapon
- each of the 4 FIE zones
- a single referee per country, in principle
- at least 1 female referee per weapon

9.1.1.4 The members of the Executive Committee of the F.I.E attend the Olympic Games and their travel costs (air ticket, hotel room and daily allowances) are at the F.I.E.'s expense.

9.1.2 Regional Games

9.1.2.1 The organisation formula for the Regional Games are established by the Executive Committee, with the approval of the IOC.

9.1.2.2 The technical delegate will be designated in line with article o.69.

9.1.2.3 Officials and referees will be designated in line with article o.70. At most one referee per country can be designated and all weapons and genders must be represented.

9.2 WORLD CHAMPIONSHIPS

9.2.1 Competition programmes

The programme and the dates of the competitions are decided by the Executive Committee. When establishing timetables the following minimum duration of actual fencing should be assumed:

9.2.1.1 Individual competitions: Pools of 7:

Foil	120 minutes
Epée	135 minutes
Sabre	60 minutes

9.2.1.2 Individual competitions: Direct elimination:

Foil	Olympic Games	30 minutes
	World Championships	25 minutes
Epée	Olympic Games	30 minutes
	World Championships	25 minutes
Sabre	Olympic Games	20 minutes
	World Championships	15 minutes

9.2.1.3 Team competitions:

Matches:	Foil/épée	60 minutes
	Sabre	30 minutes

In addition sufficient time must be allowed for the preparation of the different rounds, including:

- A period of 15 minutes from when the results of the first round pools are posted, to allow for possible protests - after this time has expired no protests will be accepted by the Directoire Technique.
- Detailing of teams
- Assigning of referees.

9.2.1.4 Refereeing delegates

The following must be represented during assignment:

- all weapons
- each of the 4 FIE zones
- each gender for at least 20%

9.2.1.5 Referees

The following must be represented during assignment:

- all weapons, with at least 9 specialised referees for each weapon
- each of the 4 FIE zones
- elite referees, without taking into account their nationality
- a single referee per country
- if a country is already represented by one or several elite referees, it cannot have additional referees designated, irrespective of the weapon.
- at least 2 female referees per weapon

9.2.2 Presence of members of the Central Office and Executive Committee

The members of the Central Office of the F.I.E attend the cadet, junior and senior World Championships and their visit is at the F.I.E.'s expense.

The members of the Executive Committee of the F.I.E attend the senior World Championships on a rotation basis and their visit is at the F.I.E.'s expense.

9.2.3 World Veteran Championships

The formulas for organising the World Veteran Championships are established in conformity with those for the other FIE events, on the advice of the Executive Committee.

9.3 SATELLITE COMPETITIONS

9.3.1 Satellite competitions may be organized at any of the 6 weapons.

There are no minimum participation standards. individual competitions.

9.3.2 Formula

The Satellite competitions shall use the F.I.E. formula for junior competitions except that:

- 1) If there is a pre-tournament in which all the participants to the satellite tournament take part, the composition of the round of pools of the satellite competition will be based on the results of this pre-tournament (the composition of the pre-tournament pools shall use the satellite rules).
- 2) The organizers shall have the right to organize additional bouts in order to establish the final classification for places 9 onwards. In this case, the classification (9+) will be based on these additional bouts.

9.3.3 The following scale of World Cup points applies:

1st 4 points

2nd 3 points
3rd 2 points
5th-8th 1 point

9.4 ZONAL CHAMPIONSHIPS

After completion of the evaluation of each candidature by the Executive Committee of the Confederation, an evaluation report for each of the candidatures approved by the Confederation (maximum one page per candidature) will be presented to the FIE Executive Committee. The FIE Executive Committee will review these evaluations either during its next meeting or by consultation) and will inform the Confederation of any objection to the candidatures proposed.

The organiser will ensure that all participants be able to receive visas.

There will be reasonable access to the host city (national or international airport).

So that the Zonal Championships can be taken into account in the FIE ranking, the following criteria must be respected:

9.4.1 Halls

The fencing halls planned for the competitions must be equipped with air-conditioning if the Zonal Championships are being held during a period when the weather is hot in the host country.

9.4.2 Entries

Cf. article o.60 of the Organisation rules.

9.4.3 Formula of competitions

- a) no exempted fencers
- b) use of the FIE ranking for the individual and team events, in particular articles o.100, o.101 and o.102 (o.102.1 first sentence and o.102.2) of the Organisation Rules. Teams without FIE ranking will occupy the last places in the table and based on the-final ranking in the individual competition of the 3 best fencers belonging to the teams.
The fencers in the teams who do not have a ranking in the individual competition take the last place +1.
- c) 1 round of pools to eliminate 20 to 30 % of fencers, then direct elimination table
- d) two medals for the third place in the individual competitions

The points of all **Senior** zonal championships are taken into account in the FIE official ranking when the last senior zonal championships have been held.

The points of all **Junior** zonal championships are taken into account in the FIE official ranking when the last junior championships has been held.

9.4.4 Equipment

The material and equipment of fencers must comply with the FIE norms.

The video-refereeing and wireless apparatus are optional at the **Junior** Zonal Championships.

The wireless apparatus is optional at Senior Zonal Championships. Video-refereeing is mandatory

Only video-refereeing and wireless systems which been received FIE homologation can be used, and which respect the FIE handbook of specifications for video-refereeing.

9.4.5 Anti-Doping Controls

An anti-doping control will be held in accordance with the article 5.6.1 of the Anti-Doping Rules of the **FIE**.

9.4.6 Officials

The payment of expense for the officials and referees is subject to a preliminary common decision between each Confederation and each organizer.

1) Are designated by the FIE and taken care by the organisers, in compliance with the financial norms stated in the FIE Administrative Rules:

- a) the President of the Directoire Technique, whose name can be proposed by the Confederation to the FIE Executive Committee.
- b) 1 delegate of the Refereeing Commission, whose name can be proposed by the Confederation to the FIE Executive Committee.
- c) 1 delegate of the Confederation SEMI Commission, whose name can be proposed by the Confederation to the FIE Executive Committee, and who may come from the same continent as the organiser.
- d) 1 delegate of the Confederation Medical Commission, whose name can be proposed by the Confederation to the FIE Executive Committee, and who may come from the same continent as the organiser.

The Confederation is responsible for checking with the proposed officials that they are available for the concerned event.

At **Junior** zonal championships, **the delegate to the Refereeing Commission** may come from the same continent as the organiser.

At **Senior zonal championships**, **the delegate to the Refereeing Commission** must come from a different continent than the one of the organiser.

2) Referees

At **Junior and Senior** zonal championships, the referees, whose necessary number will have been communicated beforehand to the FIE by the confederation, will be proposed to the FIE Executive Committee by the FIE Refereeing Commission according to the following criteria:

- one referee per country
- priority will be given to the referees coming from the same continent as the organiser

The Confederation is also entitled to propose to the FIE Refereeing Commission a list of referees. The list will then be submitted to the approval of the FIE Executive Committee.

Concerning the taking care of referees, the confederation will be free either to ask that they are brought at the expense of the national federations, or taken care by the organiser against payment of a higher entry fee.

3) An FIE representative, who also officiates as a supervisor, is appointed by the President of the FIE, at the expense of the FIE.

9.5 SUPERVISORS OF COMPETITIONS

9.5.1 World Cup competitions are observed by and official F.I.E supervisor.

The supervisor, who must be of a different nationality from that of the organising country, is chosen by the Executive Committee in accordance with Article o.22 of the Rules for Competitions.

9.5.2 The organisers of the satellite circuits are invited to suggest to the F.I.E. which competitions should be assigned a supervisor, and the names of possible supervisors.

Each year, F.I.E. supervisors must be assigned to at least one third of the competitions in each satellite circuit (each competition must receive a supervisor at least once every three years).

9.5.3 Supervisors' role

The supervisor has authority for:

- The application and the interpretation of the Rules, the Statutes and the Administrative rules;
- Issues whether they are provided for in these documents or not.

By accepting his designation as supervisor, the latter formally accepts the following role:

- Be the Chief of Protocol
- Establish that each fencer and international referee are FIE licensees for the current season.
- Check the conformity of apparatuses, make sure that the equipment of the fencers conforms with the regulations (name on the back of the jacket and where required, fencing clothes with national colours) and that the organiser designated a person in charge of the checking of material.
- Sanction with a fine the federations that did not bring the required number of referees.
- Send to the FIE office a copy of the doping control forms duly filled in and make sure that the control is done in a laboratory that received the agreement of the AMA/WADA.
- Make sure that the results (XML transfer files) are sent on the FIE Internet Web site at the end of the tournament.
- Send a photo of the venues to the FIE office. The supervisor has to request to the organiser that a digital camera be made available.
- Fill in and validate the supervisor report on the FIE Internet Web site within 8 days after the competition. A copy of this report can be provided to the organiser on demand.
- For the senior individual and team World Cup competitions and the Grand Prix competitions, the refereeing delegate appointed by the FIE is in charge of refereeing.
- At the World Cups and Grand Prix, the FIE Supervisor acts as Safeguarding Officer.

CHAPTER 10

PROTOCOL CEREMONY FOR THE AWARD OF MEDALS AND TROPHIES

It will be awarded during a protocol ceremony organised by the FIE Executive Committee, at a place and date it will determine :

- 1) The medal to the winner of the junior and senior FIE official ranking of the year concerned ;
- 2) The Challenge Chevalier Feyerick;
- 3) The medal to the fencer of the year.
- 4) The medal for the **cadet**, junior, senior and **veterans'** « Grand Prix des Nations ».

CHAPTER 11

PROCEDURE FOR AWARDING WORLD CHAMPIONSHIPS

by the FIE executive committee according to article 10.2.1 f) and g) of the Statutes

10.2.1 f) Should the Ordinary Congress two years before the year of the event be unable to decide by the above process which member federation will organise the World Championships, because no Completed Candidatures have been presented, the Executive Committee of the F.I.E. may itself decide which member federation will organise these Championships, if it receives one or more Completed Candidatures after the Congress has taken place pursuant to procedures to be outlined in the Administrative Rules.

10.2.1 g) The Executive Committee of the F.I.E. will have the same powers should the member federation to whom the organisation was entrusted by the Congress withdraw or in the event of any discriminatory act by the organising federation.

The application must contain:

- A letter requesting to host the championships from the applicant Federation
- A fully completed application form in compliance with the FIE requirements
- Plans for the installations
- The written undertaking to comply with the FIE handbook of regulations
- The required governmental and/or other financial guarantees

The application file will be examined by the Evaluation Committee in order to make sure that all the information required has been provided. The Evaluation Committee shall then inform the Executive Committee of its opinion. In this respect, it is advisable to bear in mind that the Evaluation Committee may request any other details it considers necessary.

Candidature Evaluation Committee

The Candidature Evaluation Committee has a key role to play in evaluating how successfully the cities can host the World Championships.

In the first instance it has to analyse the files submitted by the applicant cities and, secondly, carry out inspections in the field.

This committee consists of the Secretary General of the FIE, a member of the Executive Committee appointed by the President of the FIE whose nationality must not be the same as any of the applicants, the Sports Director and the CEO.

Before choosing the host city, the Committee will spend two days in each applicant city: it will meet the applicant committee several times to discuss the 14 topics covered by the applicant file and visits the proposed sites.

Topics for evaluating candidatures

- National and regional characteristics of the applicant city

- Organising committee and volunteers
- Finances
- Immigration and customs formalities
- Safety
- Sites
- Technology and equipment
- Accommodation
- Transport
- Health / Security system (including medical and anti-doping)
- Environmental protection
- Media and communication
- Sponsoring and Marketing
- Guarantees

After this process, the Evaluation Committee:

- 1) If it approves the application, confirming that all the information supplied is in fact correct, the application then becomes official and the city is then an official candidate;
- 2) Prepares an evaluation report for the Executive Committee and issues its recommendations.

Evaluation Report

Before the Executive Committee meets to select the host city, the Committee submits its report, providing a technical evaluation of the applicant cities.

This report helps the members of the Executive Committee gain a better understanding of the applications from the cities and proves useful when they are voting to choose the host city.

Vote of the Executive Committee

On the day the selection is made, each applicant city presents to the Executive Committee meeting a 20-minute presentation. This presentation is followed by a question and answer session. After the completion of all the presentations and Q&A sessions, the vote takes place and the host city will be selected.

When making its choice the Executive Committee must take into account the following aspects:

- The best conditions offered in relation to the 14 topics listed above
- For the purposes of universality, and, if the geography of the candidatures allows this, rotation around the continents holding these championships in the course of the Olympic cycle.

The members of the Executive Committee vote in a secret ballot. After each round of voting, the city which obtains the fewest votes is eliminated. The rounds of the ballot continue until one city obtains the absolute majority of the votes cast. If there is an absolute tie between the last two candidates, the President, if s/he is present will cast the deciding vote. If s/he is not present, the Secretary General shall cast the deciding vote.

The final result is announced by the President of the FIE. The announcement may be transmitted directly on TV.

CHAPTER 12

FIE Officials Code of Ethics

Everyone participating in FIE tournaments, whether as organiser, official either designated or invited, is an official. These are the referees, tournament directors, delegates, members of the FIE Executive Committee, representatives of the FIE President and employees or officers of the FIE.

Relations between these officials are regulated by the FIE Official Rules and Competition Handbook of Specifications.

It is imperative that the concerned officials answer their FIE letter of invitation within the deadline indicated, in order to allow for potential replacements.

Before every competition, the referees and tournament directors must find out about the latest modifications, additions and communications relative to the Rules and their application.

Referees must attend all the technical meetings scheduled the day before or the morning of the competition, together with the DT and the refereeing delegates.

Referees and tournament directors must commit to fulfill with complete impartiality their roles in respect of:

- the FIE Rules;
- the instructions of this Code of Ethics;
- the guidelines given by the Bureau of the FIE

Tournament directors work as a team and are obliged to respect the spirit of team work. All decisions, whether unanimous or adopted by a majority, are team decisions. All members of the team must avoid issuing comments or information, whether collectively or individually, outside of the working group.

During the whole competition period, and even outside the fencing gym and sport environment, FIE competition officials must demonstrate behaviour and attire which suit the role with which they have been entrusted.

FIE competitions' officials must respect the work of all officials and avoid denigrating the organizers, the referees or the officials, whether in public or while communicating with any delegation.

This attitude must not only prevail when the officials are working, but also when attending an FIE event as a spectator.

When communicating with the press or the media, the officials must avoid any critical or denigrating comment relative to the athletes, the delegations, the managing entities, and the work of other officials.

Anybody infringing this Code of Ethics will be subject to the sanctions stipulated in the FIE Disciplinary Code.

CHAPTER 13

CONTINENTAL CONFEDERATIONS - ROLES AND RESPONSIBILITIES

13.1 The essential role of the Confederation is to coordinate between the National Federations of its continent, continuously and through all contacts necessary, in order to develop and promote the practice of fencing as extensively as possible on its territory.

13.2 The Zonal Confederation is responsible for the strict application of the Statutes, Rules and regulations of the FIE on its continent.

13.3 Insofar as the tasks are carried out within the statutory framework of the FIE, the responsibilities of the Zonal Confederation can be defined as follows:

- a) It proposes measures to the Executive Committee that it deems useful for the development and consolidation of fencing on its continent and works towards the creation of new National Federations.
- b) It establishes, sets and proposes means of promotion likely to have the best impact.
- c) It acts as a coordinator for the initiatives of the National Federations.
- d) It reports to the CEO of the FIE any problems or administrative dysfunctions within the Confederation and/or its member federations. It actively collaborates with the CEO to carry out administration training projects.
- e) It informs the Sport Department the FIE of the training requests and needs of the coaches of its member federations. It actively collaborates with the Sport Department to carry out the training projects developed by the FIE.
- f) Six months before the following season, it proposes to the Executive Committee of the FIE the place and dates of its Zonal Championships, all age categories.
- g) It carries out itinerant missions on its continent entrusted to it by the FIE with a view to reinforcing the National Federations.
- h) It is responsible for the application of the four-year plan of the Confederations adopted by the Executive Committee of the FIE.
- i) It verifies that the various aids granted by the FIE are used properly.
- j) Each year it presents to the Secretary General beforehand and then to the Executive Committee of the FIE a report on its activities and a progress report on the four-year plan of the confederations, as well as a financial report and a draft budget.
- k) At least 3 months in advance, it invites the President or the Secretary General of the FIE to attend the Confederation Congress. The agenda and any documents relative to the Congress are sent at least one month before the Congress.

CHAPTER 14

SAFEGUARDING PROCEDURES

Chapter 14 of the Administrative Rules details the safeguarding procedures mentioned in the Safeguarding Policy (Chapter XIII, FIE Statutes).

14.1 World Championships

The Safeguarding Officers are appointed by the Executive Committee for the World Championships.

14.1.1 In preparation for the event, the Safeguarding Officers will be put in contact with the LOC in order to acquire information on the local legal framework and the existence of a safeguarding policy at national / local level.

14.1.2 They will hold meetings with officials, referees, heads of delegation and volunteers in order to draw attention to the FIE Safeguarding policy and procedures.

14.1.3 The Safeguarding Officers at the World Championships will wear a badge identifying them as Safeguarding Officers. They will be located at the Safeguarding stand or be walking around the competition area.

14.1.4 The Safeguarding Officers will be issued a tablet for the duration of the event. They will receive access to the address safeguarding@fie.ch in order to report. For internal reporting, all reports should be completed on the tablet, saved to a folder, and a copy of the report emailed using the account set up on that tablet to the address safeguarding@fie.ch, with no one in cc or bcc. Before returning the tablets, for reasons of confidentiality, the Safeguarding Officers will delete any sensitive data registered on the tablet, including, but not limited to, phone numbers, messages and e-mails.

14.1.5 At the end of the event, after a debriefing, the Safeguarding Officers shall issue a report containing general information about the number and type of incidents occurred, without disclosing any personal information that can lead to the identification of the alleged victim and perpetrators. The report may contain recommendations to minimize the risk of incidents and update the FIE Safeguarding Procedures and Policy, should the case require it.

14.2 Complaint procedures

14.2.1 Informal Resolution or Mediation

14.2.1.1 Informal resolution applies in order to resolve safeguarding disputes that arise as a result of misunderstanding in communication and relationships. These kind of situations do not require a more formal and protracted approach, which is designed to manage complex or more serious safeguarding concerns and cases.

Informal resolution can be achieved without a formal complaint, consent is not required (although the complainant may wish to have their identity protected) and it may be that the identity of alleged perpetrators is not necessarily known or known only as a group. Informal resolution may include any one or a number of:

- a) educating participants over acceptable behaviour and gaining commitment to adhere to policy;
- b) working with the organisers/bureau to ensure alleged victim(s)/potential victim(s) not exposed to further issues;
- c) working with NF representatives to support alleged victim(s).

14.2.1.2 In a **Mediation Process** the Safeguarding Officer assists both parties to reach a definitive settlement agreement. To activate a **mediation process** a formal complaint and the consent of the complainant is necessary. That implies that he/she discloses the identity of the alleged perpetrator. Once the consent of the complainant is obtained, the Safeguarding Officers informs the alleged perpetrator, by conversation followed up by message or email.

Depending on the situation, different procedures applies:

- a) If the alleged perpetrator is still on site and agrees to a meeting with the Safeguarding Officer, who will also meet separately with the complainant to clarify their positions, a joint meeting may be held if the Safeguarding Officer feels it appropriate after speaking separately with the two parties.
 - Time and place will be agreed, taking into account the logistic constraints (before they fly back home).
 - The Safeguarding Officer room can be used for an informal meeting.
 - An agreement is reached (clarification of misunderstanding, apologies)
- b) If the alleged perpetrator is still on site and refuses to meet or meets and denies any wrongdoing.

The complainant has to decide if s/he wishes to undertake another more formal step. They can do so after the alleged perpetrator has denied wrongdoing, within 60 days following the incriminating acts or the date of their discovery. Disciplinary Panel complaints are subject to the Disciplinary Code. Direct appeals to the Bureau at the Championships should be made as soon as possible to avoid repeat occurrences.
- c) If the Safeguarding Officer is unable to contact the alleged perpetrator (he/she might no longer be on site), the Safeguarding Officer may contact him/her by phone or email to discuss. If the Safeguarding Officer is unable to locate the alleged perpetrator after a diligent try, the Safeguarding Officer will discuss with complainant their remaining choices.

The complainant has to decide if s/he wishes to take additional action, within the time limits specified in the Disciplinary Code.

14.2.1.3 Where informal resolution is not reached or mediation turns out to be inappropriate or a settlement cannot be agreed to, there is nothing to prevent a return to a more formal process.

14.2.1.4 In case a breach of the informal resolution agreement or mediation settlement occurs, the complainant can present a request for interim administrative measures from the Bureau present at the World Championships and/or file a disciplinary complaint if immediate

action is not required. Such complaint shall be filed pursuant to the timelines in the Disciplinary Code.

14.2.2. Complaint to the Disciplinary Panel.

Chapter 7 (Discipline) and Chapter 13 (Safeguarding Policy) of the FIE Statutes apply.

14.2.1 Referral to law enforcement agencies (e.g. Police)

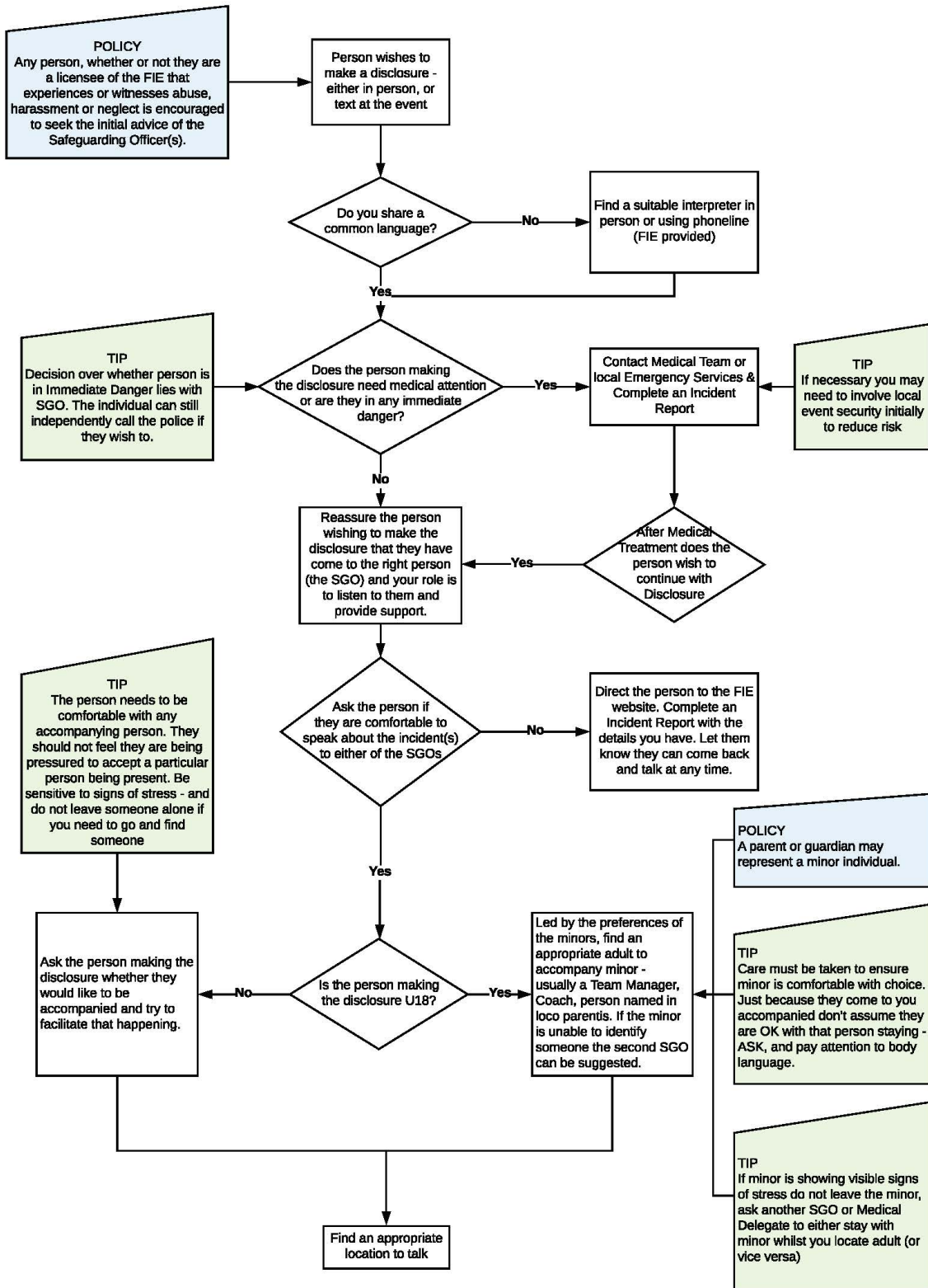
In case of a crime in the host country, the complainant can refer the matter to a law enforcement agency (e.g. Police). If requested to do so, the Safeguarding Officer may accompany the complainant.

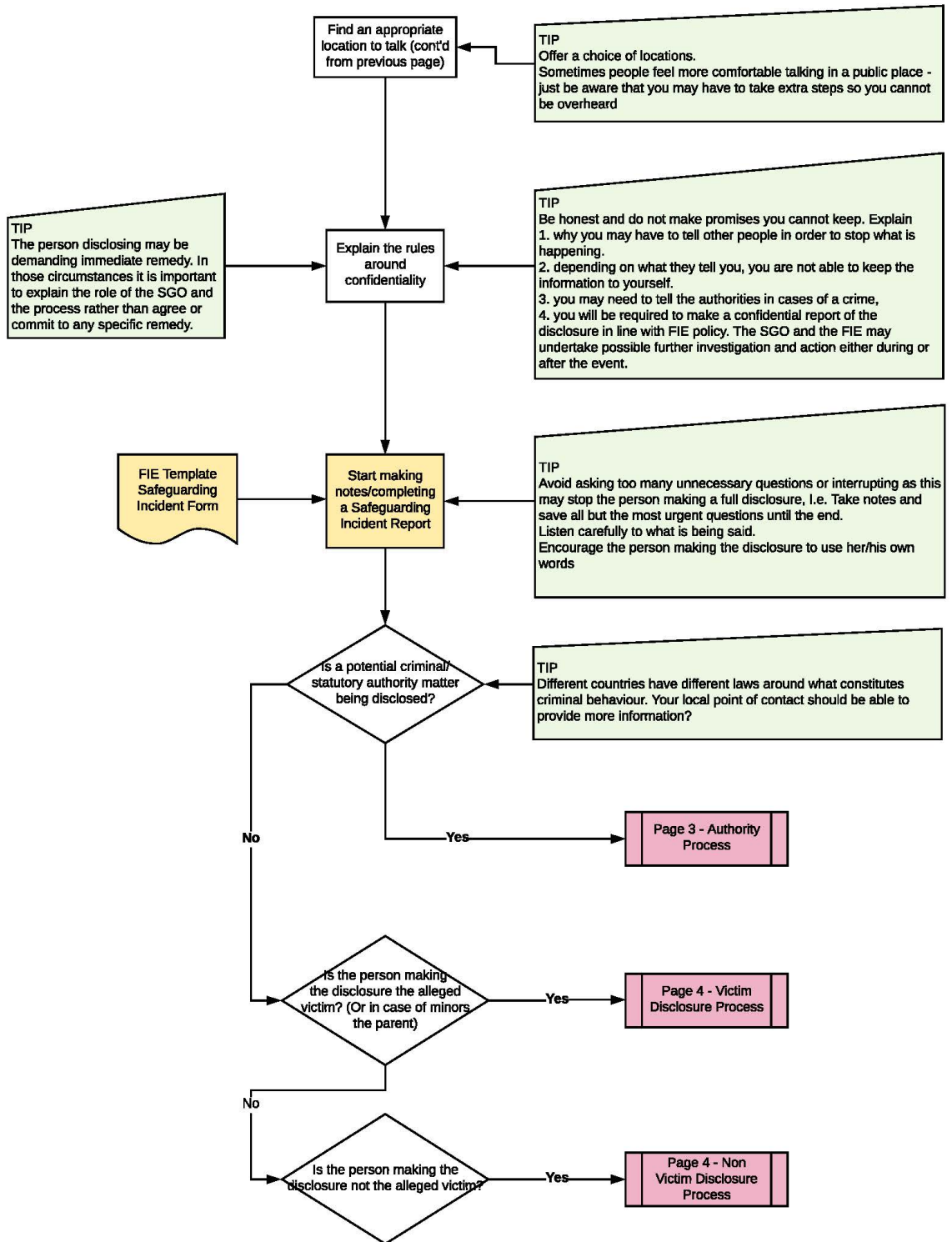
14.3 World Cups and Grand Prix

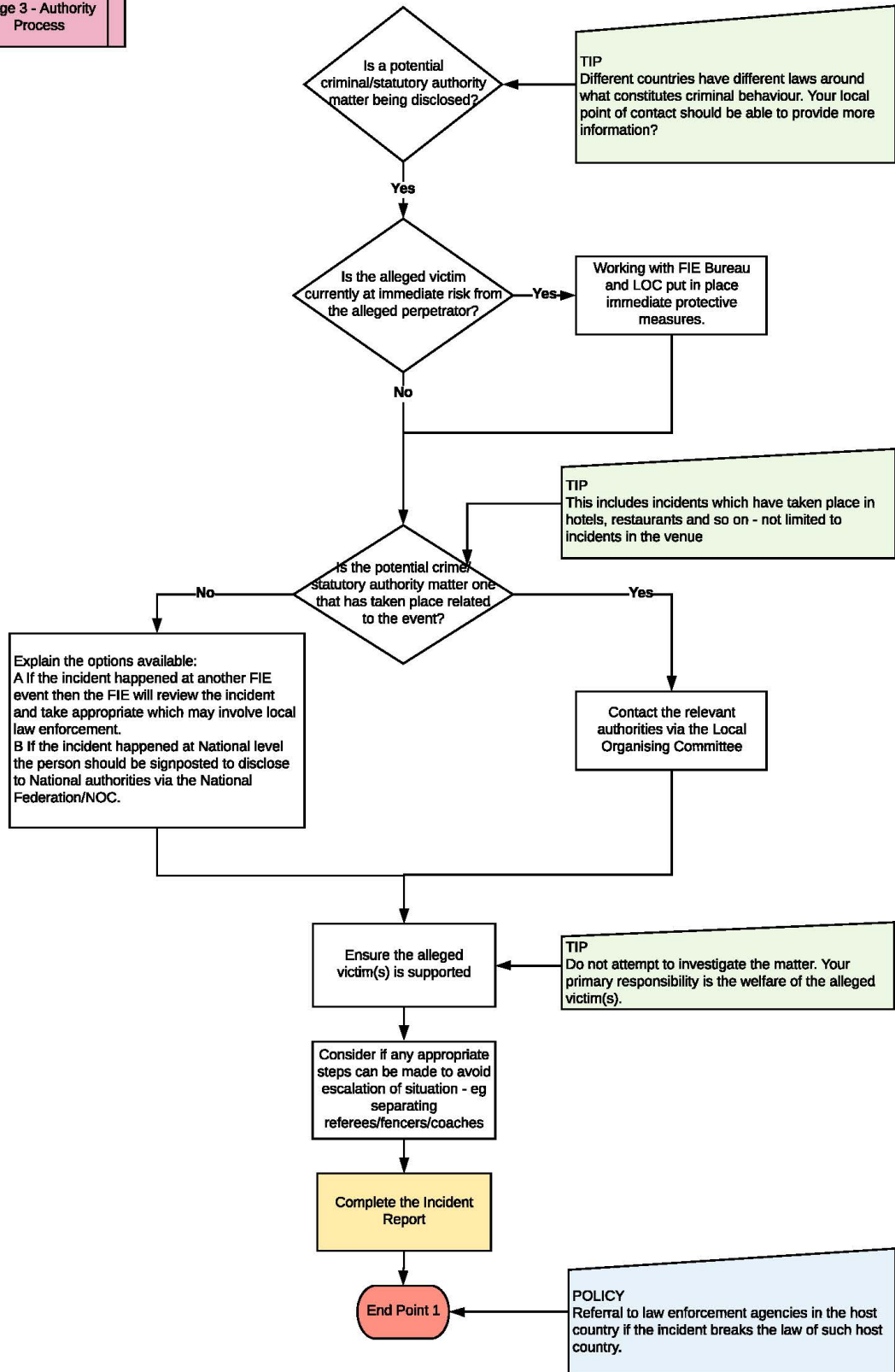
At the World Cups and Grand Prix, the FIE Supervisor acts as Safeguarding Officer. He/she reports safeguarding incidents and concerns through the Internal Incident Report.

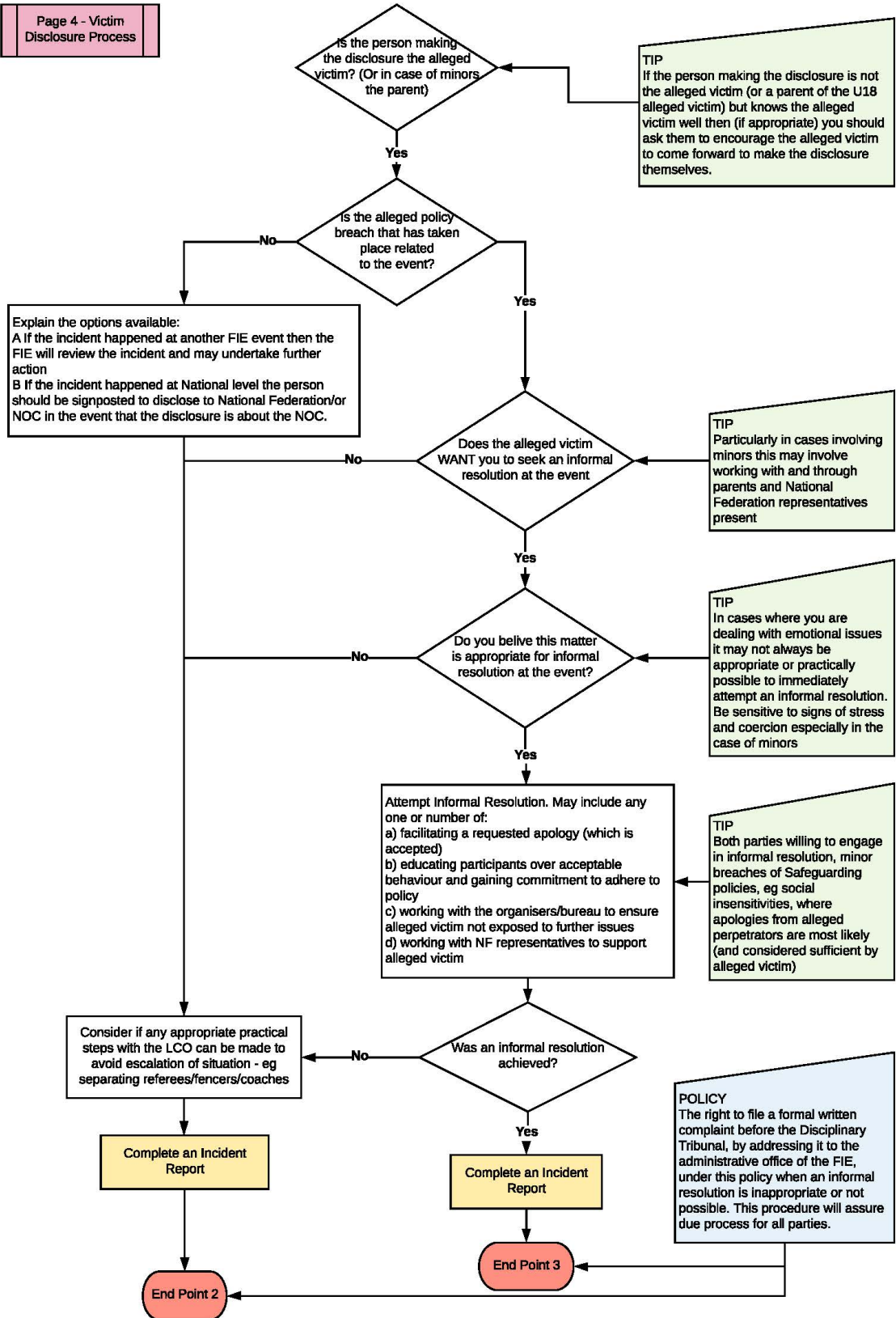
ANNEXES TO CHAPTER 14

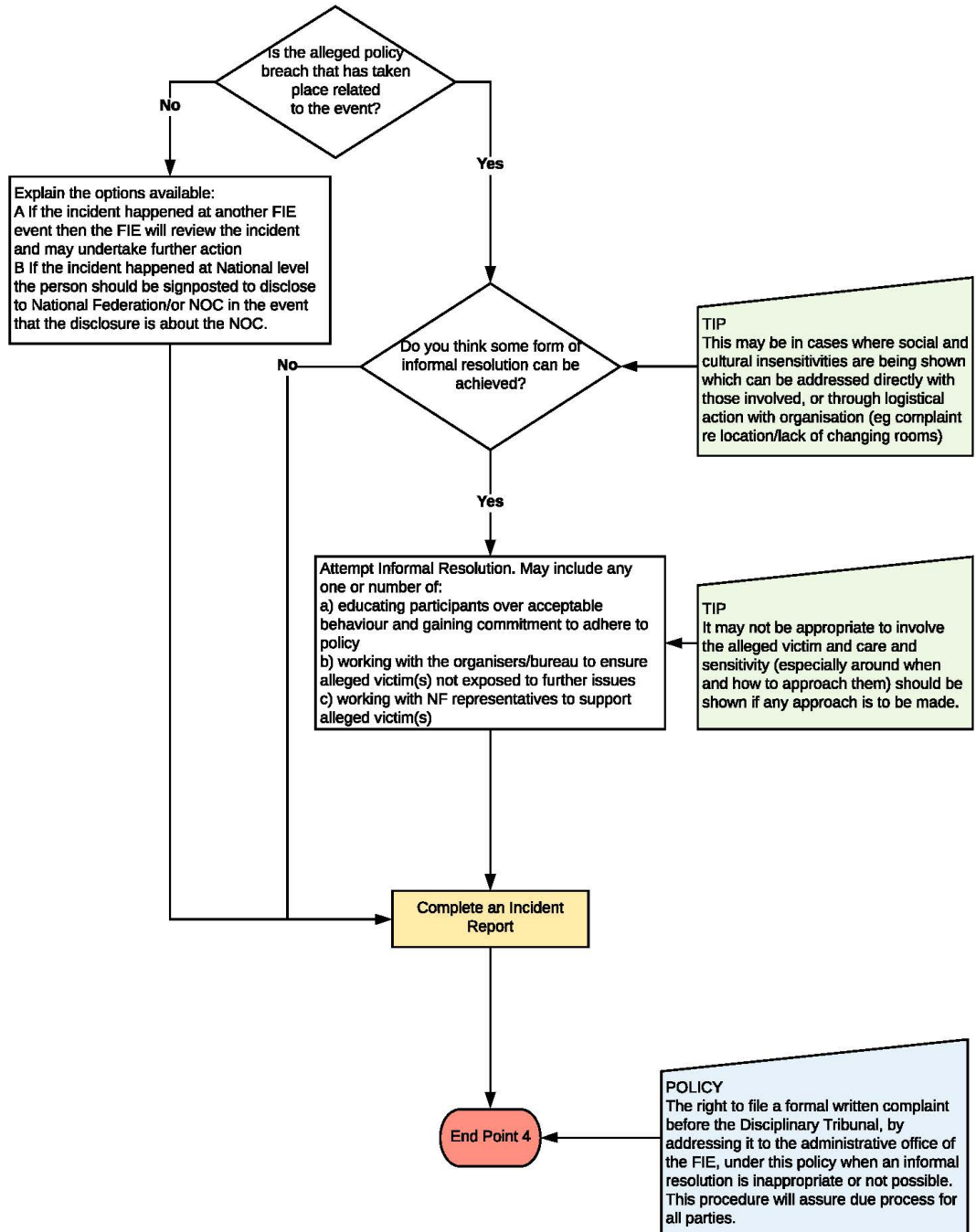
- Flow-chart for the FIE Safeguarding Officer at the World Championships
- Incident report form for Safeguarding Concerns at the World Championships
- Flow-chart for the FIE Supervisor at World Cups and Grand Prix competitions.
- Incident report form for Safeguarding Concerns at World Cups and Grand Prix competitions.
- Codes of conduct













INCIDENT REPORT FORM for Safeguarding Concerns / World Championships

Have you?

- Ensured the participant is not in any immediate physical danger (if they are you should call the Emergency Services) or requires urgent medical assistance (if they do you should contact the Medical team)
- Reassured the athlete / participant.
- Found a suitable interpreter (that the participant is comfortable with) if required.
- Asked them:
 - If they are comfortable to speak
 - Do they wish to be accompanied - if the athlete/participant is U18 the preference (unless the athlete objects) is that a coach/team manager/parent/in loco parentis is present
 - Where would they like to speak – offer locations
- Been honest and not made promises you cannot keep. Let the person know that you have to file a confidential report of the disclosure in line with FIE policy.
- Explained why you **may** have to tell other people in order to stop what is happening

NB It is important that you do not speak to the person about whom the allegations have been made until you have recorded as much detail as possible and assessed whether that is an appropriate course of action.

Instructions for completion.

Complete as factually accurate as possible. You are not expected to complete all the fields, and care and judgement should be exercised with regards to any information gathering other than that which is being reported to you as part of the incident.

Avoid asking too many questions or interrupting as this may stop the person making a full disclosure, i.e. take notes and save all but the most urgent questions until the end.

Listen carefully to what is being said, try to record what has actually been said, not your interpretation.

Encourage the athlete / participant (or person making the report) to use their own words

Name of athlete / participant	
Age / date of birth	
Affiliated National Federation (if known)	
Address of athlete / participant	
Participant Type	Fencer/Athlete Referee or Official Coach Other – please specify (eg Volunteer, Spectator)
Parent/coach/carer's details Name Address Telephone Email	
Date and time of incident(s)	
Category of incident(s)	(delete as applicable) Psychological Abuse Sexual Harassment Physical Abuse Sexual Abuse Neglect Other/Unknown
Details of incident / concern	
Additional factors, if any (Ethnicity, Gender, LGBT, Religion, Disability etc)	
Location of incident(s)	
Any visible physical signs (e.g. bruising)	

Have you spoken to the athlete / participant?	Yes / No
If Yes , what exactly did they say?	
Have you spoken to coach/team leader or next of kin?	Yes / No
If Yes , did they make any comments?	
Have you informed Medical Services?	Yes / No
If Yes , please provide details of referral (name and contact details for medical services)	
Have you informed Statutory services? Police? Social Services?	Statutory services - Yes / No Police - Yes / No Social Services - Yes / No
If Yes to any of these, please provide full name and contact details for the appropriate contact person	
Did they take any action?	Yes / No
If Yes , please give full details:	
Details of any action you intend to take during the Championships	
Details of witnesses: Name(s): Comments:	
Details of person alleged to have committed the abuse/offence: Name Address Telephone Email	

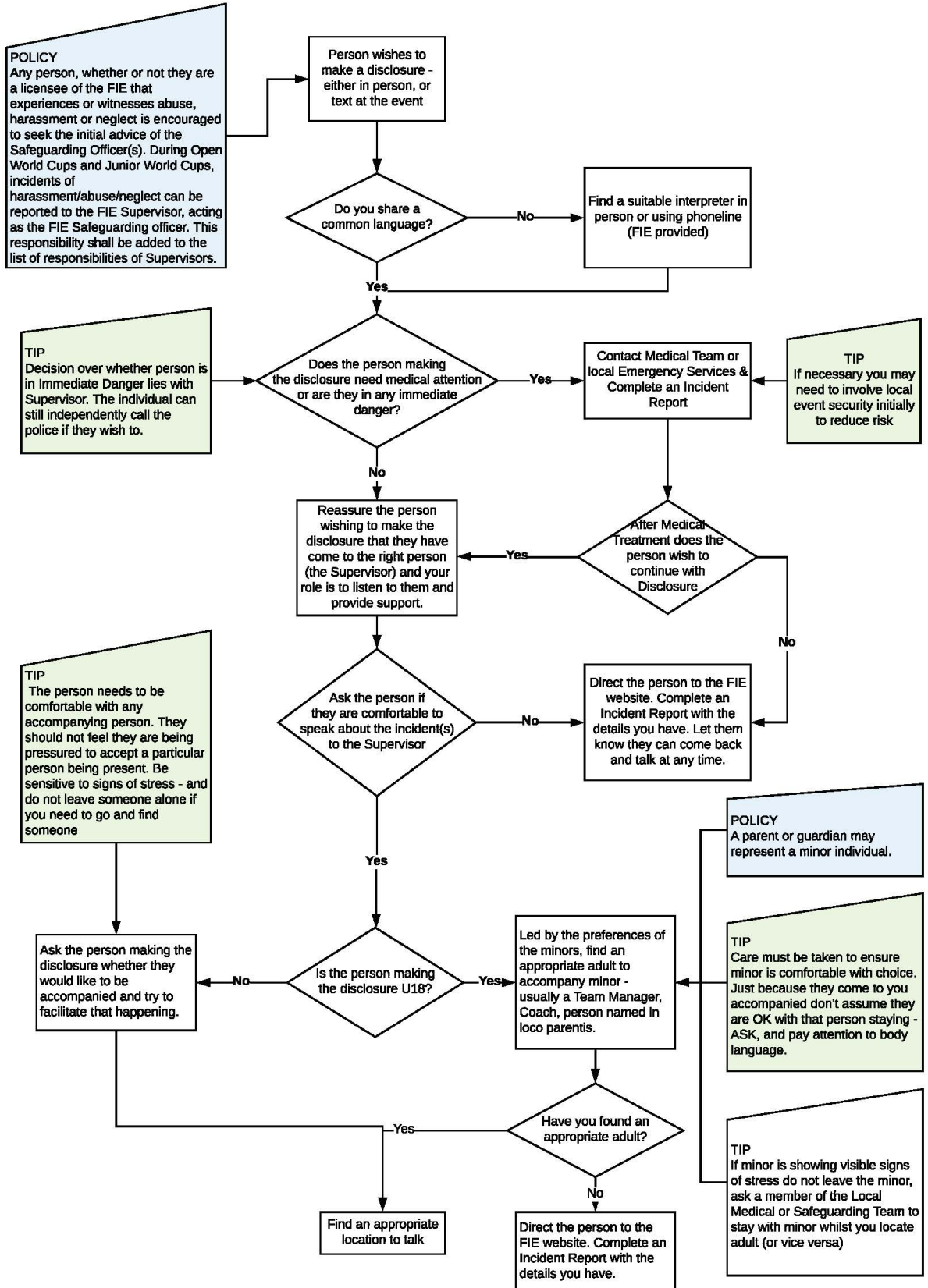
Details of person(s) reporting the concern: Name Address Telephone Email	
Signature of person reporting the concern:	
Details of person completing the form: Name Address Telephone contact Email	<i>This will in most instances be the Safeguarding Officer</i>
Please specify how you were approached (in person, by phone, by email):	
Signed:	<i>By the person completing the form – in most instances the Safeguarding Officer</i>
Date report completed:	

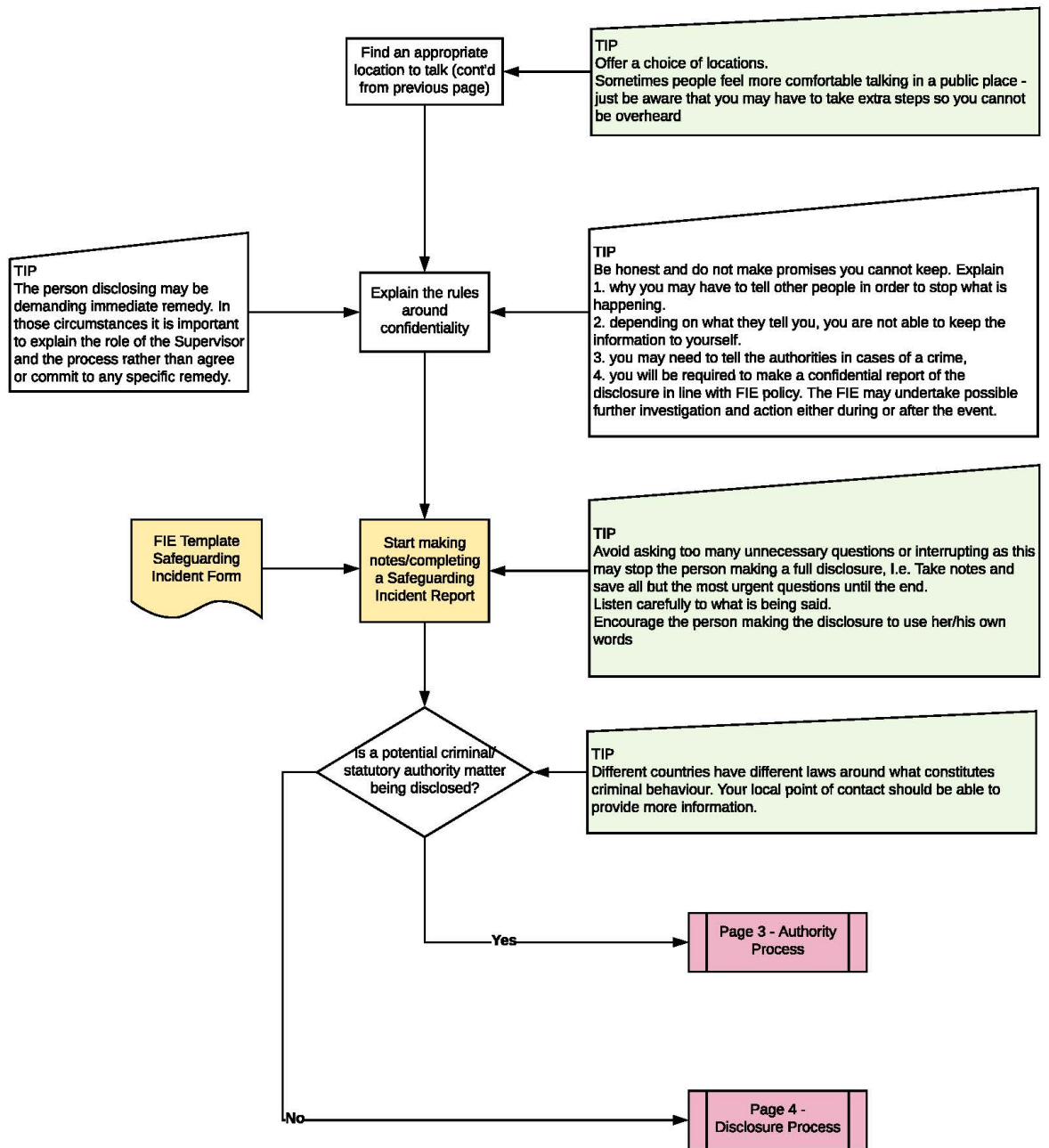
Remember to maintain confidentiality. Do not discuss with anyone other than those who need to know.

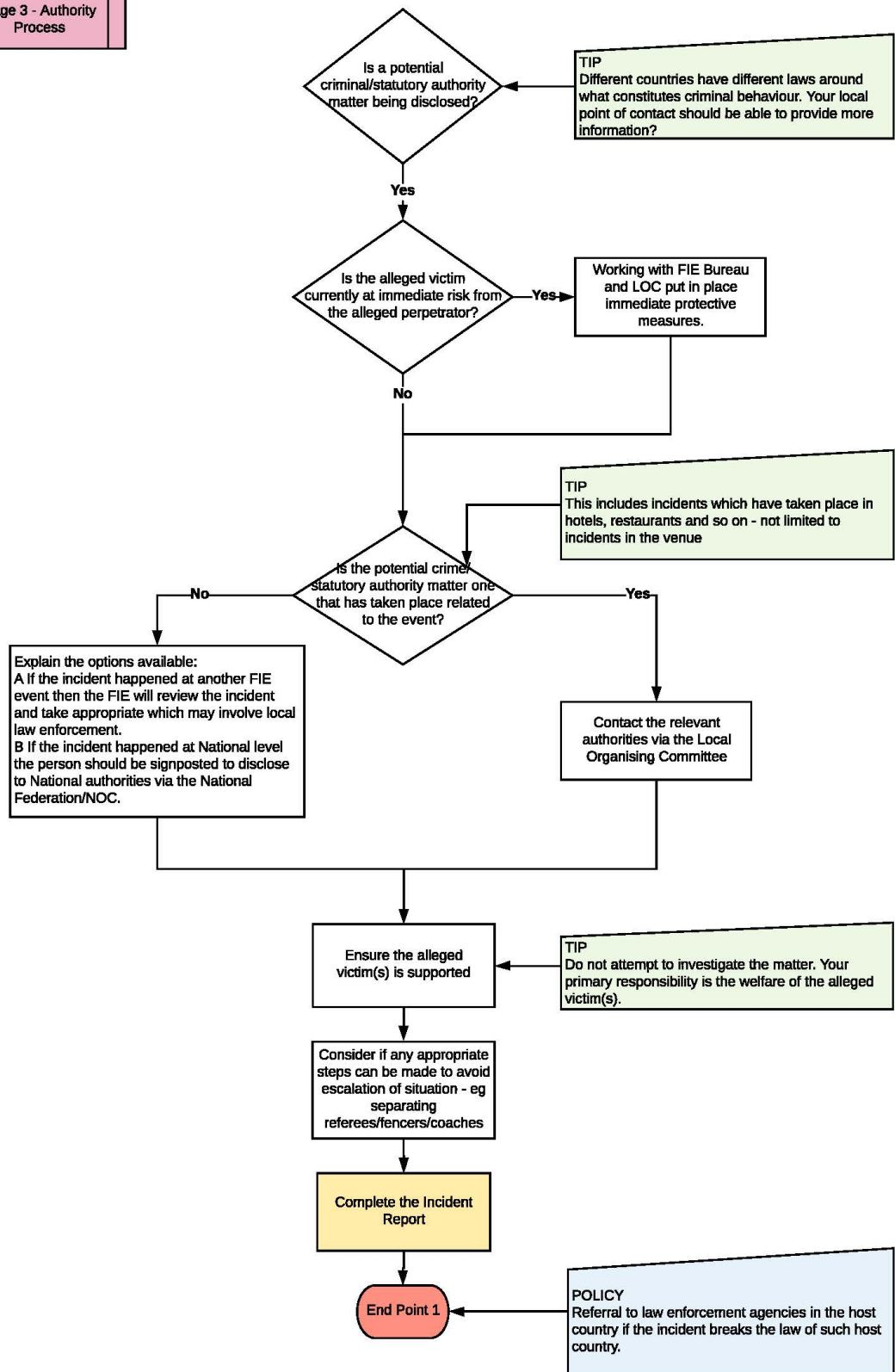
Contact the FIE Lead Safeguarding Officer and report all concerns.

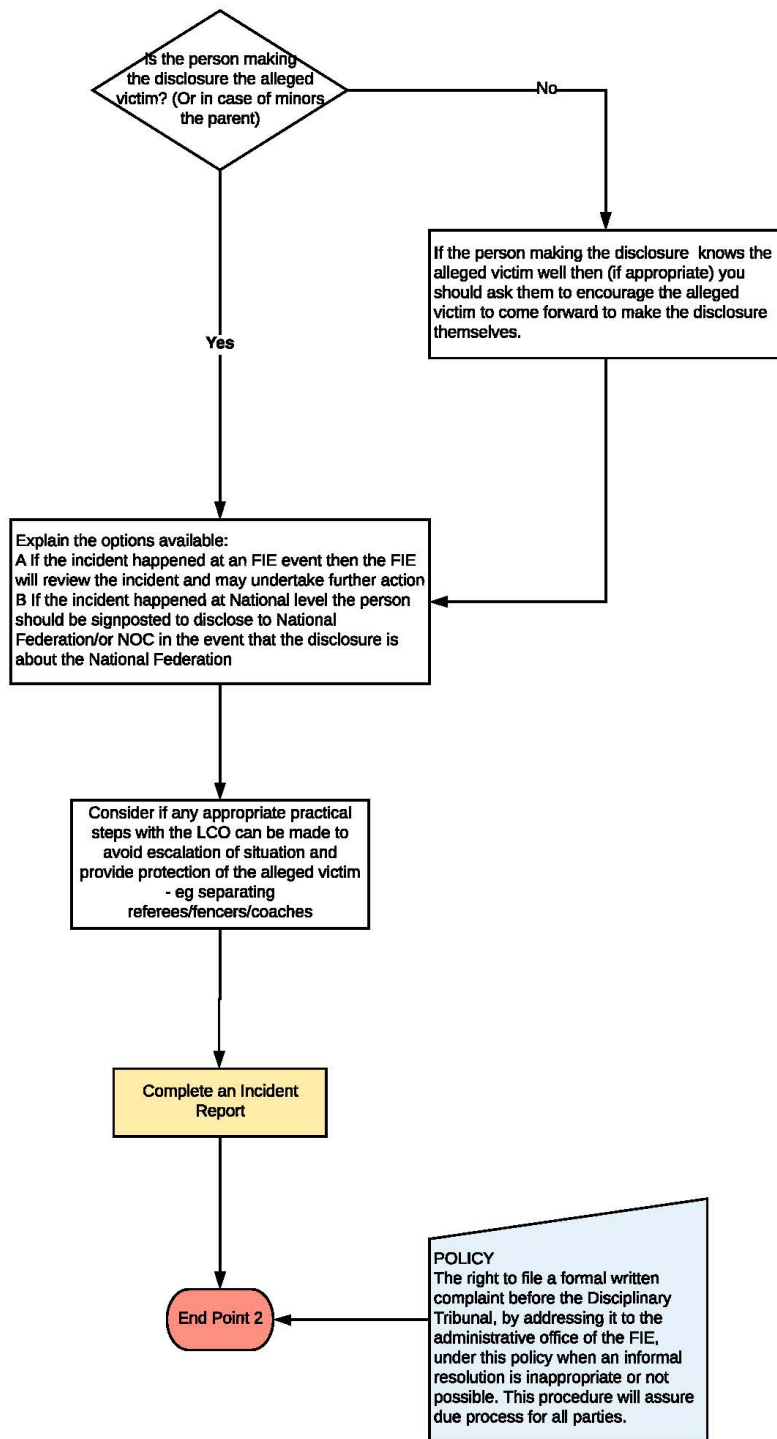
FIE Lead Safeguarding Officer:

Name: Nathalie Rodríguez
Phone: +44 7825 673173
Email: safeguarding@fie.ch











INCIDENT REPORT FORM for Safeguarding Concerns /World Cups, Grand Prix

Have you?

- Ensured the participant is not in any immediate physical danger (if they are you should call the Emergency Services) or requires urgent medical assistance (if they do you should contact the Medical team)
- Reassured the athlete / participant.
- Found a suitable interpreter (that the participant is comfortable with) if required.
- Asked them:
 - If they are comfortable to speak
 - Do they wish to be accompanied - if the athlete/participant is U18 the preference (unless the athlete objects) is that a coach/team manager/parent/in loco parentis is present
 - Where would they like to speak – offer locations
- Been honest and not made promises you cannot keep. Let the person know that you have to file a confidential report of the disclosure in line with FIE policy.

NB It is important that you do not speak to the person about whom the allegations have been made. This will be part of the ongoing investigation.

Instructions for completion.

Complete as factually accurate as possible. You are not expected to complete all the fields, and care and judgement should be exercised with regards to any information gathering other than that which is being reported to you as part of the incident.

Avoid asking too many questions or interrupting as this may stop the person making a full disclosure, i.e. take notes and save all but the most urgent questions until the end.

Listen carefully to what is being said, try to record what has actually been said, not your interpretation.

Encourage the athlete / participant (or person making the report) to use their own words

Name of athlete / participant	
Age / date of birth	
Affiliated National Federation (if known)	
Address of athlete / participant	
Participant Type	Fencer/Athlete Referee or Official Coach Other – please specify (Volunteer, Spectator,...)
Parent/coach/carer's details Name Address Telephone Email	
Date and time of incident(s)	
Details of incident / concern	
Category of incident(s)	(delete as applicable) Psychological Abuse Sexual Harassment Physical Abuse Sexual Abuse Neglect Other/Unknown
Additional factors, if any (ethnicity, gender, LGBT, Religion, Disability,...)	
Location of incident	
Any visible physical signs (e.g. bruising)	
Have you spoken to the athlete / participant?	Yes / No
If Yes , what exactly did they say?	

Have you spoken to coach/team leader or next of kin?	Yes / No
If Yes , did they make any comments?	
Have you informed Medical Services?	Yes / No
If Yes , please provide details of referral (name and contact details for medical services)	
Have you passed this onto the Local Police or Social Services through the LOC	Statutory services - Yes / No Police - Yes / No Social Services - Yes / No
Details of witnesses: Name(s): Comments:	
Details of person alleged to have committed the abuse / offence: Name Address Telephone contact Email	
Details of person(s) reporting the concern: Name Address Telephone Email	
Signature of person reporting the concern:	
Details of person completing the form: Name Address Telephone Email	
Please specify how you were approached (in person, by phone, by mail):	
Signed	

Date report completed	
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Remember to maintain confidentiality. Do not discuss with anyone other than those who need to know.

Contact the FIE Lead Safeguarding Officer and report all concerns.


FIE Lead Safeguarding Officer:





Name: Nathalie Rodriguez
Phone: +44 7825 673173
Email: safeguarding@fie.ch

THE FIE CODE OF CONDUCT – ATHLETES

A guide to help athletes adhere to the FIE Safeguarding Statutes.

Every athlete has a responsibility to play a part in ensuring that the sport environment is an **environment free of any form of harassment, abuse, or discrimination**. Each individual, athlete or non-athlete, has the **right to be treated with respect and dignity and to be protected from all forms of harassment and abuse**.


	REPORT	The FIE encourages all incidents to be reported. To report a witnessed incident of harassment/ abuse/ neglect, the online form on the Safe Sport page of the FIE website www.fie.org can be used, a message can be left at safeguarding@fie.ch or the competition FIE Safeguarding Officer.
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		Definition	More Information
	PSYCHOLOGICAL ABUSE	Any unwelcome act which may diminish the sense of identity, dignity and self-worth or result in significant emotional upset.	Acts include: Confinement, isolation, verbal assault, humiliation, intimidation, infantilisation . Mechanisms may include: verbal and digital eg Email, Social Media
	SEXUAL HARASSMENT	Any unwanted and unwelcome conduct of a sexual nature, whether verbal, non-verbal or physical that does not constitute sexual abuse.	Inappropriate touching may be considered either harassment or abuse.
	PHYSICAL ABUSE	Any deliberate and unwelcome act - for example punching, beating, kicking, biting, burning or use of undue force - that causes physical trauma or injury.	Such act can also consist of forced or inappropriate physical activity (e.g forced alcohol consumption)
	SEXUAL ABUSE	Any conduct of a sexual nature , whether non-contact, contact or penetrative, where consent is coerced / manipulated, is not, or cannot be given .	

THE FIE CODE OF CONDUCT – COACHES

A guide to help coaches adhere to the FIE Safeguarding Statutes.

Every coach has a responsibility to play a part in ensuring that the sport environment is an **environment free of any form of harassment, abuse, or discrimination**. Each individual, athlete or non-athlete, has the **right to be treated with respect and dignity and to be protected from all forms of harassment and abuse**.


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		Definition	More Information
	ABUSE OF POWER	Improper use of position of influence, power or authority by an individual against another person.	
	PSYCHOLOGICAL ABUSE	Any unwelcome act which may diminish the sense of identity, dignity and self-worth or result in significant emotional upset.	Acts include: Confinement, isolation, verbal assault, humiliation, intimidation, infantilisation. Mechanisms may include: verbal and digital eg Email, Social Media
	SEXUAL HARASSMENT	Any unwanted and unwelcome conduct of a sexual nature, whether verbal, non-verbal or physical that does not constitute sexual abuse.	Inappropriate touching may be considered either harassment or abuse.
	PHYSICAL ABUSE	Any deliberate and unwelcome act - for example punching, beating, kicking, biting, burning or use of undue force - that causes physical trauma or injury.	Such act can also consist of forced or inappropriate physical activity (e.g. age- or, physique-inappropriate training loads; or when injured or in pain) forced alcohol consumption, or forced doping practices
	SEXUAL ABUSE	Any conduct of a sexual nature , whether non-contact, contact or penetrative, where consent is coerced / manipulated, is not, or cannot be given.	
	NEGLECT	The failure of a coach or another person with a duty of care towards the athlete or non-athlete to provide a minimum level of care, which results in harm or potential harm.	

THE FIE CODE OF CONDUCT – OFFICIALS

A guide to help officials adhere to the FIE Safeguarding Statutes.

Every official has a responsibility to play a part in ensuring that the sport environment is an **environment free of any form of harassment, abuse, or discrimination**. Each individual, athlete or non-athlete, has the **right to be treated with respect and dignity and to be protected from all forms of harassment and abuse**.


	REPORT	The FIE encourages all incidents to be reported. To report a witnessed incident of harassment/ abuse/ neglect, the online form on the Safe Sport page of the FIE website www.fie.org can be used, a message can be left at safeguarding@fie.ch or the competition FIE Safeguarding Officer.
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	SEXUAL ABUSE	Any conduct of a sexual nature , whether non-contact, contact or penetrative, where consent is coerced / manipulated, is not, or cannot be given.	
	NEGLECT	The failure of a person with a duty of care towards the athlete or non-athlete to provide a minimum level of care, which results in harm or potential harm.	

THE FIE CODE OF CONDUCT – SPECTATORS

A guide to help spectators adhere to the FIE Safeguarding Statutes.

In fencing many of the spectators, particularly in the early rounds of tournaments are often friends family and teammates of the athletes competing. All our spectators have a responsibility to play a part in ensuring that the sport environment is an **environment free of any form of harassment, abuse, or discrimination**. Each individual, athlete or non-athlete, has the **right to be treated with respect and dignity and to be protected from all forms of harassment and abuse**.

	REPORT	The FIE encourages all incidents to be reported. To report a witnessed incident of harassment/ abuse/ neglect, the online form on the Safe Sport page of the FIE website www.fie.org can be used, a message can be left at safeguarding@fie.ch or the competition FIE Safeguarding Officer.
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		Definition	More Information
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	SEXUAL ABUSE	Any conduct of a sexual nature , whether non-contact, contact or penetrative, where consent is coerced / manipulated, is not, or cannot be given .	