

**INTERNATIONAL FENCING FEDERATION**

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**HANDBOOK OF REGULATIONS**

**SENIOR AND JUNIOR  
ZONAL CHAMPIONSHIPS**

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November 2017

**The Zone Championships are our sport's display-window within each confederation.**

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

**For this reason the conditions described in this handbook of regulations are mandatory.**

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

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# 1. ADMINISTRATIVE AND LOGISTICAL OBLIGATIONS

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A candidacy request (see Annex), sent by the National federation, must reach the FIE head office and the Zonal Confederation office two (2) years before the organisation date of the Zone Championships, before the Confederation General Assembly. At this time, the candidate cities will be announced.

The presentation of new candidacies will only be authorized in the following situations :

- there is only one candidate on the day of the General Assembly
- there is only one candidate due to the withdrawal of one of more candidacies.

The candidacy procedure must follow the FIE Statutes guidelines.

The full candidacy bid must reach the FIE head office two (2) months before the Zonal Confederation General Assembly vote.

## 1.1 ENTRY OF FENCERS

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### Participation

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The participation to Zone Championships competitions is determined by article **o.53** of the FIE Rules.

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### Entry

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The entries of fencers are to be made by National Federations, **via the FIE Website in accordance with article o.56 of the FIE Rules.**

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### Entry fees

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The cost of entry fees is in article 6.2 ("Amounts to be paid to the organisers") of the Administrative Rules of the FIE.

## 1.2 DESIGNATION AND EXPENSES

### Designation

#### OFFICIALS

The officials are designated by the FIE as mentioned in article 9.4.6 of the Administrative Rules of the FIE and reimbursed by the organisers according to financial standards stipulated in Chapter 7 of the Administrative Rules of the FIE.

The President of the Directoire technique also acts as observer.

#### REFEREES

For Junior Zone Championships, the referees will be provided by the national federations, according to the quota stipulated in article **o.25** of the FIE Rules.

For Senior Zone Championships, the confederation will first communicate the required number of referees to the FIE, then the referees will be proposed to the FIE Executive Committee by the FIE Refereeing Commission, according to the following criteria :

- one referee per country;
- priority given to the referees coming from the same continent as the organising country.

All the Referees nominated for the Zone Championships competitions must attend the refereeing meetings to be held the day before or the morning of the competitions. The organisers are responsible for the administrative and logistical organisation of these meetings.

An FIE delegate is designated by the president, at the FIE's expense.

### Expenses

Please refer to the FIE Administrative Rules, CHAPTER 9.4 and 7.4.

### Video-refereeing, wireless apparatus

#### Junior Zone Championships:

- Video-refereeing and wireless apparatus are optional.

### **Senior Zone Championships:**

- Wireless apparatus is optional.
- The use of video-refereeing is mandatory, as defined in article **o.105** of the Organization Rules of the FIE.



## 1.3 TRANSPORTATION – ACCOMMODATION

### Transportation

- shuttle buses will be provided between :
  - the official hotels and the venue of the competition
  - the official hotels and train stations/airports, according to the arrival times stated by the delegations.
- precise timetables (which must be adhered to) will be distributed and posted in the hall of each official Zone Championships hotel and at the venue of the competition.
- a specific transportation service must be provided for the technical personnel of the competitions (competition management, piste and signs, electronic posting, wireless system, video-refereeing system). The transportation must arrive on site one hour prior to the beginning of the first event.

### Accommodation

- the official of the Organising Committee in charge of this task must ensure that all the participants are adequately accommodated.
- the former will have negotiated special rates for the delegations beforehand.

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## 2. INFRASTRUCTURES AND PREMISES

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The halls intended for competitions must have the following facilities :

- air conditioning to ensure that the temperature remains between 17 and 22 degrees.
- Non-blinding lighting for pistes and other areas in accordance with television standards.
- simple decor in good taste (flags of participating nations, lights, flowers...)
- cloakrooms, showers, bathrooms...
- Toilets Women (Minimum) - 2 toilets for up to 50 women and 3 for up to 100. One toilet for every additional 40 females. (so for 200 women attending there should be 5 toilets). There should be a washbasin as standard and one additional for every 2 toilets.
- Toilets Men (Minimum)- 2 urinals for every 100 men and one toilet for every 250 men. One washbasin per toilet and one additional for every 5 urinals. If no urinals use the women's ratios.
- All toilets should be cleaned regularly at least on a daily basis and toilet paper and hand soap provided.
- Washbasins should provide hot and cold water.
- At least one private changing room, reserved for athletes must be available for each gender.
- Toilets and changing space must be clearly sign-posted using universally understood signs for the different genders.

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

The organising body must inform itself of the electrical needs (positioning, number, power, voltage, etc.) of the various service providers and presenters (results system and posting, video, wireless, etc.).

**As official FIE competition, the Zone Championships must be organised using only materials and equipment approved (homologated) by the FIE, such as:**

- **Fencing Pistes**
- **Signal boxes and reels**
- **Video-refereeing equipment**
- **Equipment for weapon control**

## 2.1 COMPETITION HALLS

The International Fencing Federation proposes several layouts of the competition site, depending on the number of fencers entered:

The round of pools and the preliminary tables phase will take place on 8 pistes or more (depending on the number of fencers entered). From the final table of 64, the competition may take place on 8 pistes for non conventional weapons, but preferably on 4 pistes. From the table of 32, the competition must take place on only 4 pistes.

The possible site configurations are as follows:

- 1 hall with 4 coloured pistes + 1 hall for the final + 4 other pistes
- or**
- 1 hall with 5 coloured pistes, (piste for the final in the center) + 4 other pistes

Direct elimination matches (128, 64, 31, 16) must begin as soon as pistes are free. They must still respect the posted schedule and allow for the minimum delay between matches, shown below, in accordance with the rules:

- sabre : 15 minutes
- foil : 20 minutes
- épée : 20 minutes

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

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### Adjoining pistes hall(s)

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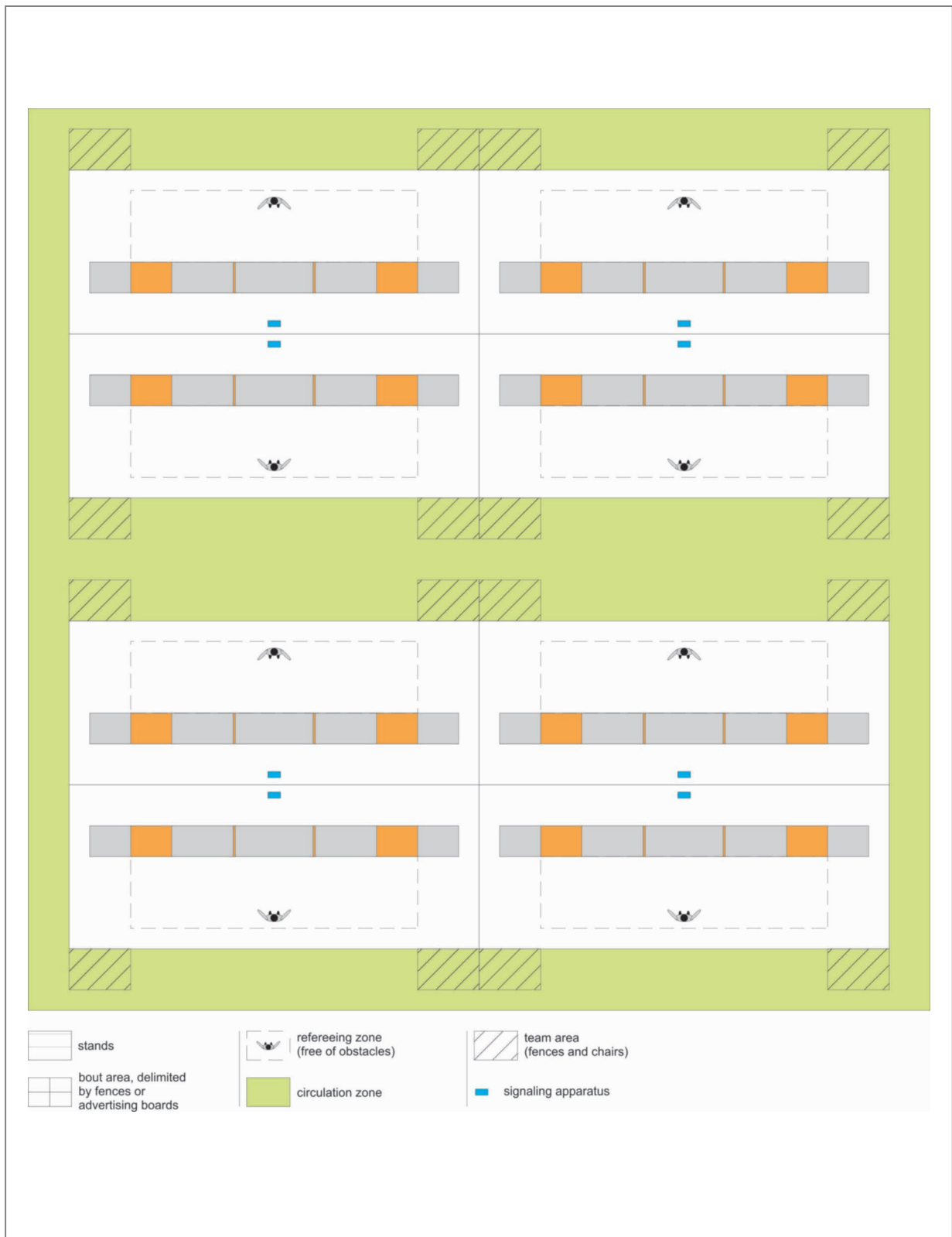
- at least 5 to 8 pistes.
- these pistes, mounted on a soft surface, can be spread across several halls as long as they are near one another and in the same site;
- each piste must be equipped with one signal box and 2 reels, all corresponding to FIE standards;
- a zone equipped with chairs for the fencers must be provided at each end of the pistes, outside the bout area;
- the referee zone must measure at least 3,50m;
- the pistes must be numbered;
- one or two medical stations, with trained personnel, must be provided;
- a security service must ensure smooth circulation of people and check that only competing fencers and referees are inside the bout area;

The following diagrams show the arrangement of a hall with 8 pistes and indicate minimum necessary distances.

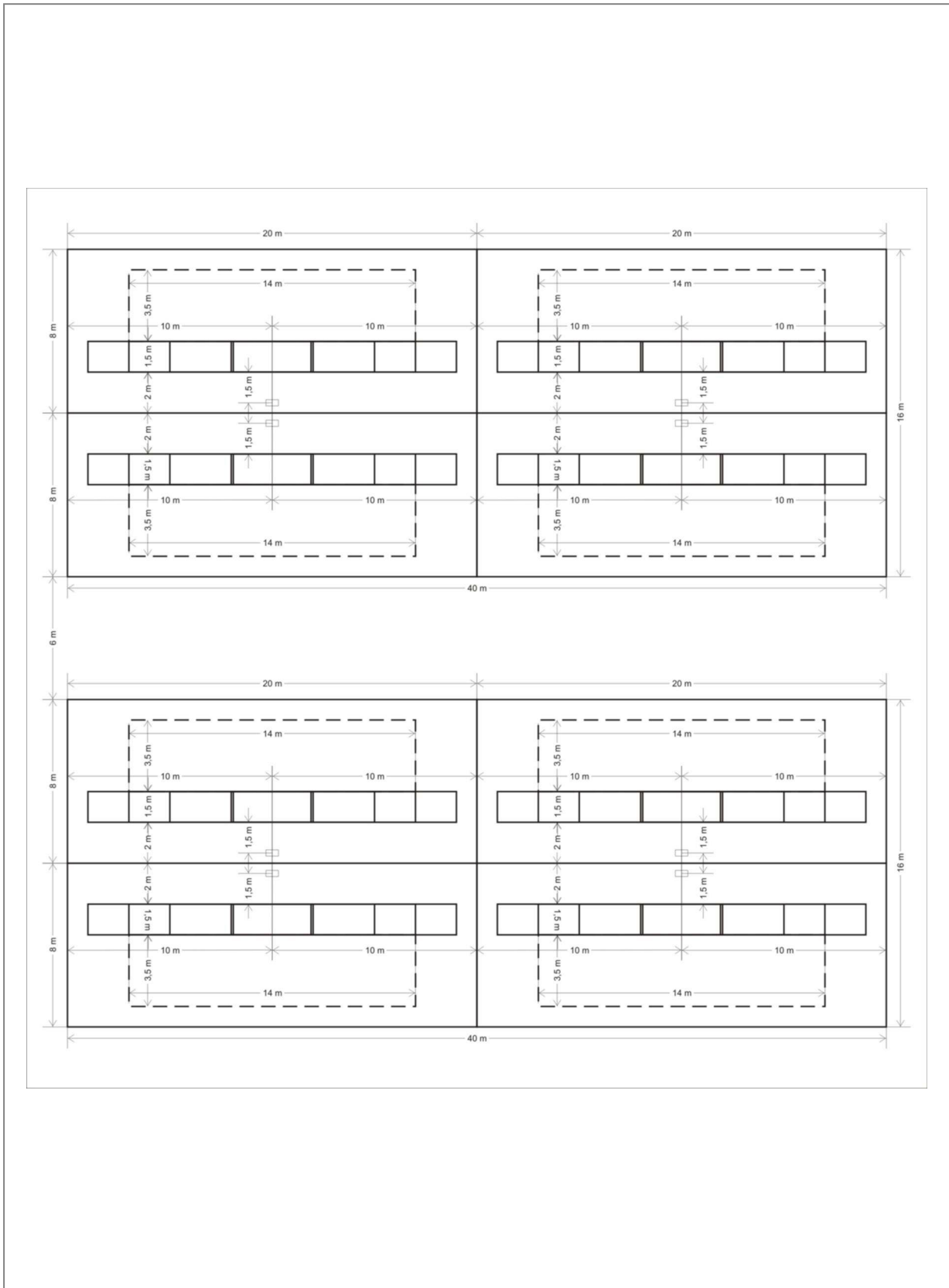
#### **Accessibility**

This or these halls must be accessible to all (public, fencers, coaches, officials...).

## Design of the adjoining pistes hall



## Diagram of the adjoining pistes halls (dimensions)



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## Direct Elimination Hall

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- **4 coloured pistes, or on carpets of different colours.**
- each one of the **4 coloured zones** must have a dimension of approximately **20 meters in length by 10 meters in width.**
- each piste must be equipped with the following, in accordance with the FIE norms :
  - a scoring apparatus including 2 reels, wireless apparatus following the competition rules as delineated on page .....
  - an electronic scoring board or big plasma screens for each piste, with two sides if tiers of seats are located on both sides, indicating the names and nationalities of the fencers, the score, the rounds, the cards, the time, and the priority (see drawing in **attachment**). Exceptionally, the posting of fencer's and team's names on printed cards will be allowed.
  - an electronic scoring board or big plasma screens indicating the matches and timetable of the table of 32, even the table of 64 (see drawing in **attachment**). Exceptionally, the posting of the fencer's and team's names on printed cards will be allowed.
  - spare scoring hits apparatus with reels must be arranged.
  - a fixture for the video-refereeing camera (outside of the bouting area whenever possible) which must be on the referee's side.
  - a video refereeing station situated on the referee's side.

At Zone Championships, signal boxes may be accepted exceptionally instead of electronic score boards.

- for team events, a zone equipped with chairs and reserved for the fencers and their coaches, must be set at each end of the piste, outside of the bouting area.
- **the refereeing zone will be at least 3m50 from the piste.**
- all 4 of the fencing areas must be surrounded by fences.
- additional zones with tables and chairs will be set up for :
  - the representatives of the Directoire Technique
  - medical services
  - the FIE refereeing delegate
  - the running of the scoring boards
  - the press

- the **installation of a public address system with a microphone** will be at disposal of the Directoire Technique.
- a **security service** will ensure the orderly circulation of the persons and make sure that the only individuals in the fencing zone are the fencers of the match and the referee, and that only authorised persons are present in the hall of competitions (officials, referees, technicians, photographers...)
- this hall must contain tiers of seats or a gallery to welcome the expected number of spectators.
- the following drawings present the layout of a hall with 4 pistes and the **minimum distances to be respected**.

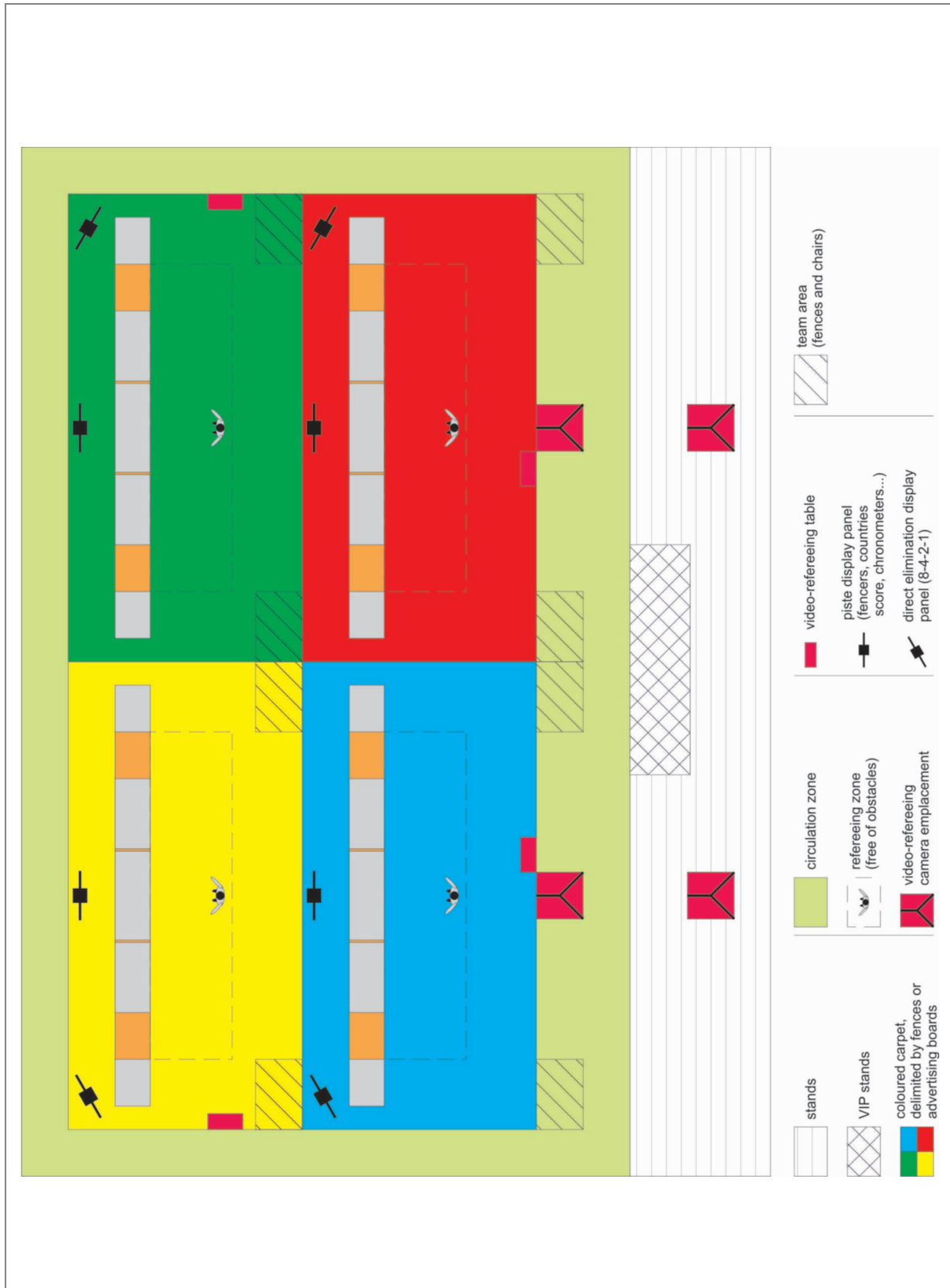
For these competitions, a call room is mandatory from the table of 32. It can be located inside the competition hall but must be clearly sectioned off and its access controlled. It must contain an area for the **control of weapons** as well as chairs **for the waiting fencers and referees**. The call room must also have an emplacement for the wireless system. Preferably, this call room would be located next to the competition hall or in a hall adjacent to the competition hall, and must be at least 120 m<sup>2</sup>.

### Accessibility

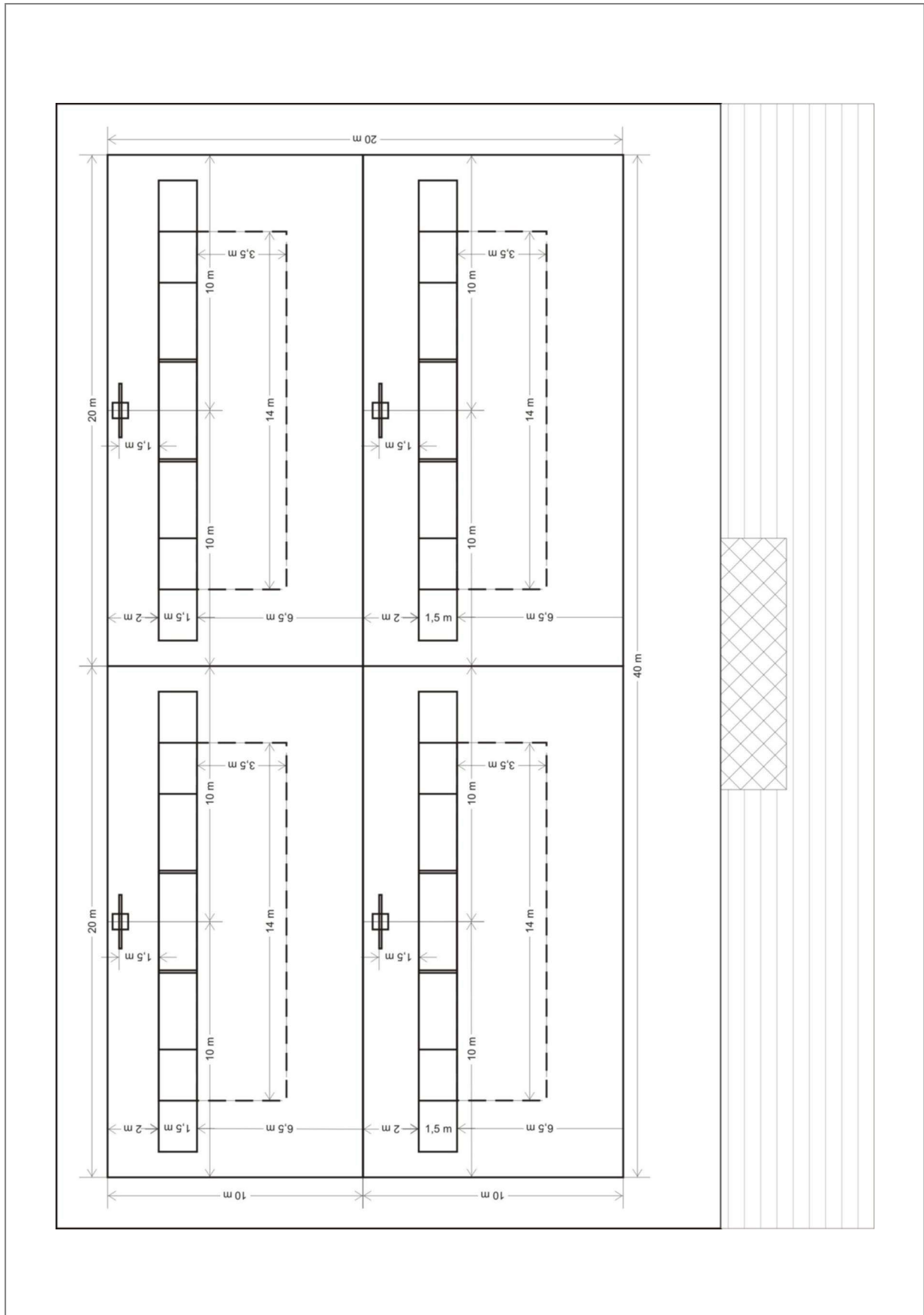
- officials
- referees
- technicians
- enrolled fencers and their coaches
- staff of various media
- doctors and physiotherapists



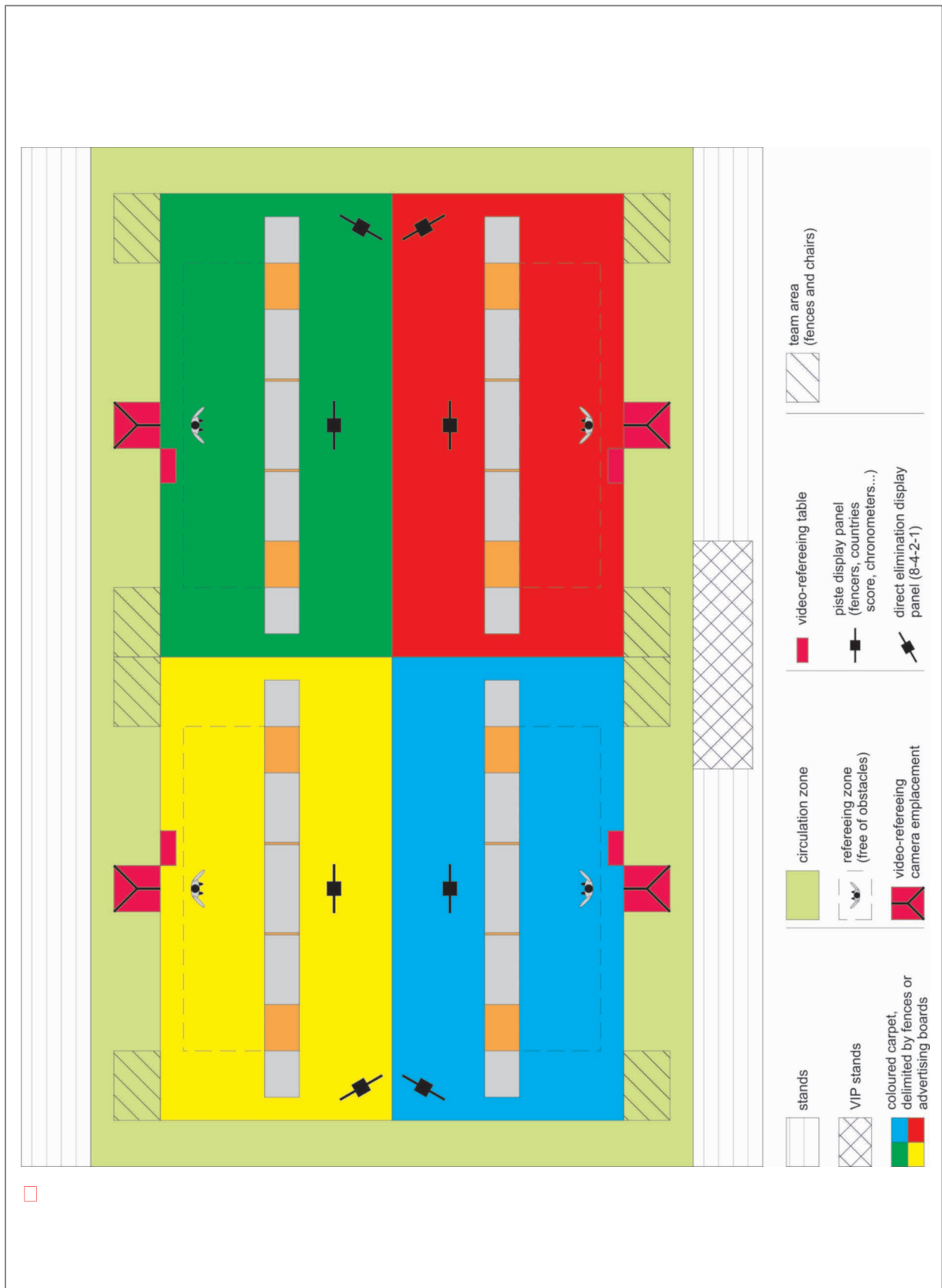
## Drawing of the direct elimination hall and one stand



## Drawing of the direct elimination hall and one stand (dimensions)



## Drawing of the direct elimination hall with two stands





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## Hall for the final

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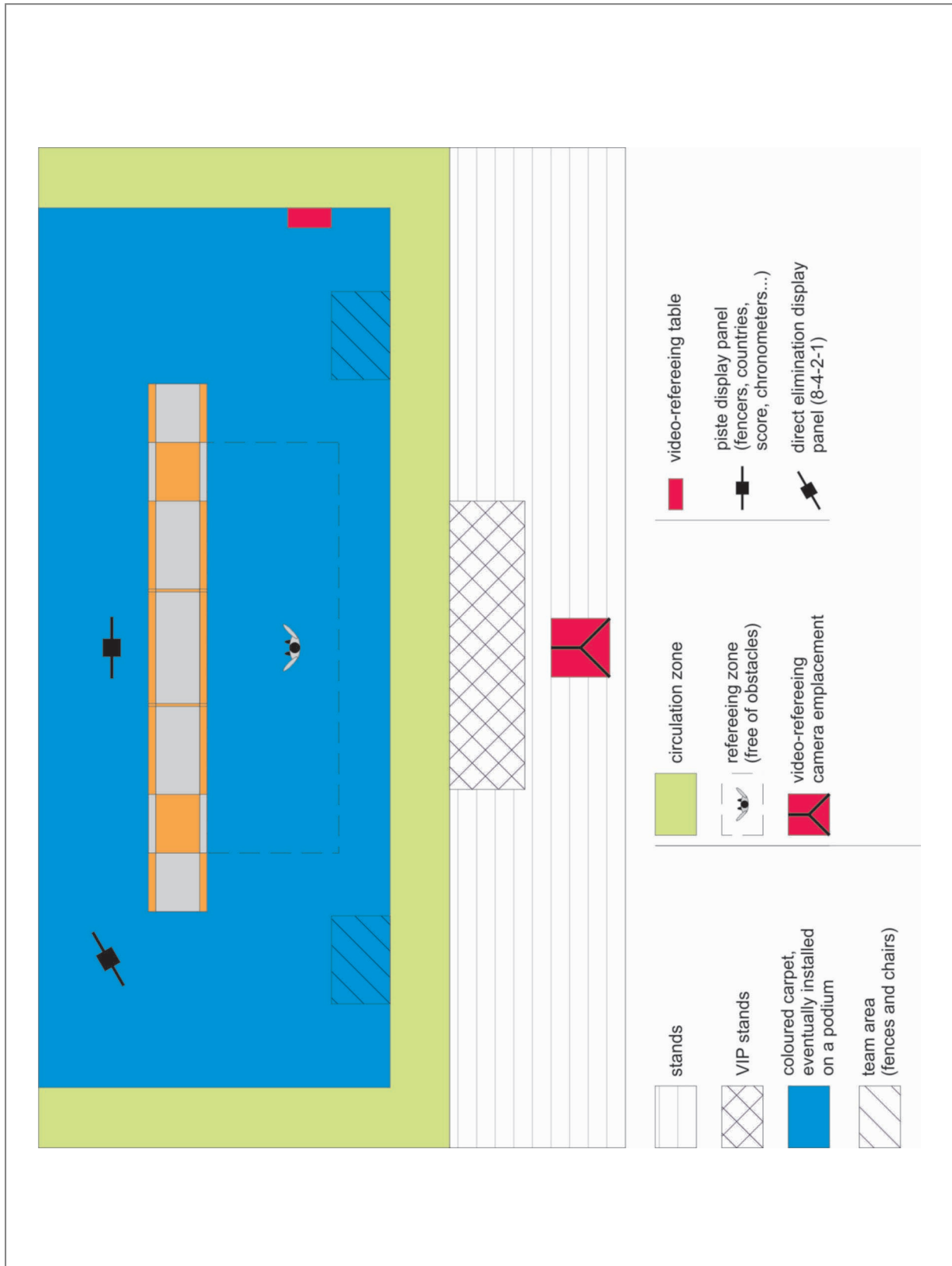
- **1 single piste :**
  - 1,50 m to 2 m in width.
  - 18 m in length.
  - on a podium raised 30 to 50 cm with the necessary secondary safety features on the sides and at the end of the piste (a suitable slope).
- this hall must contain tiers of seats or a gallery to welcome the expected number of spectators.
- the piste must be equipped with the following, to comply with FIE regulations :
  - a scoring apparatus including 2 reels ; wireless apparatus in accordance with competition regulations.
  - an electronic scoring board, with two sides or big plasma screens in case of tiers of seats on both sides, indicating the names and nationalities of the fencers, the score, the rounds, the cards, the time, the priority (see drawing in attachment). In this particular case, the posting of the fencer's and team's names on printed cards will be allowed.
  - 2 large stopwatches at the end of the pistes or two large repeating signal machines.
  - an adequate installation of several sets of extension lights will be settled to ensure a good view for the referee and the public.
  - Signal boxes with spare reels on hand.
  - an electronic scoring board indicating the bouts of the table of 8 and their schedule, large enough to be read by the last rows of the public. (see drawing in attachment), which can, in this case only, be replaced by big plasma screens of large printed cards posted near the stands.
  - a location for the video-refereeing camera (outside of the bouting area), always situated on the referee's side.
- for team competitions, a reserved zone at each end of the piste, outside of the fencing zone, will be set up for fencers and coaches (with chairs).
- the **refereeing zone will be at least 4 meters** from the piste.
- zones with tables and chairs will be set up for :
  - the representatives of the Directoire Technique.
  - the FIE refereeing delegate.
  - medical services.
  - the running of the scoring board.

- a **public address system** will be installed, including :
  - a microphone for the Directoire Technique.
  - a wireless microphone for the referee.
  - a wireless microphone for the speaker.
  - the playing of national anthems and background music.
- a **security service** will ensure the orderly circulation of persons and make sure that the only individuals in the fencing zone are the fencers currently in matches as well as the referees, and that only authorised personnel be present in the competition hall (officials, referees, technicians, photographers...).
- A call room will be set up next to the finals hall, if the one near the 4 coloured pistes is too far away.
- a **podium**, with a large step to allow space for both third places, for the individual medal ceremonies. For **Team events a much wider podium is required allowing all 4 members of a team to climb atop it.**
- a **mechanism for hoisting the 4 flags** of the nations represented on the podium.
- an **area which is close** but independent of the finals hall, for fencers to warm up while waiting for their match.
- **medical services** with a First Aid Station.
- an appropriate location for the press and the television cameras.
- a neat decoration of the hall :
  - the FIE flag and the flag of the organiser's country, surrounded by the flags of all the participating countries.
  - carpeting, floral arrangements...
- the following diagrams present the layout of the finals hall with the **minimum distances to be respected.**

### Accessibility

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

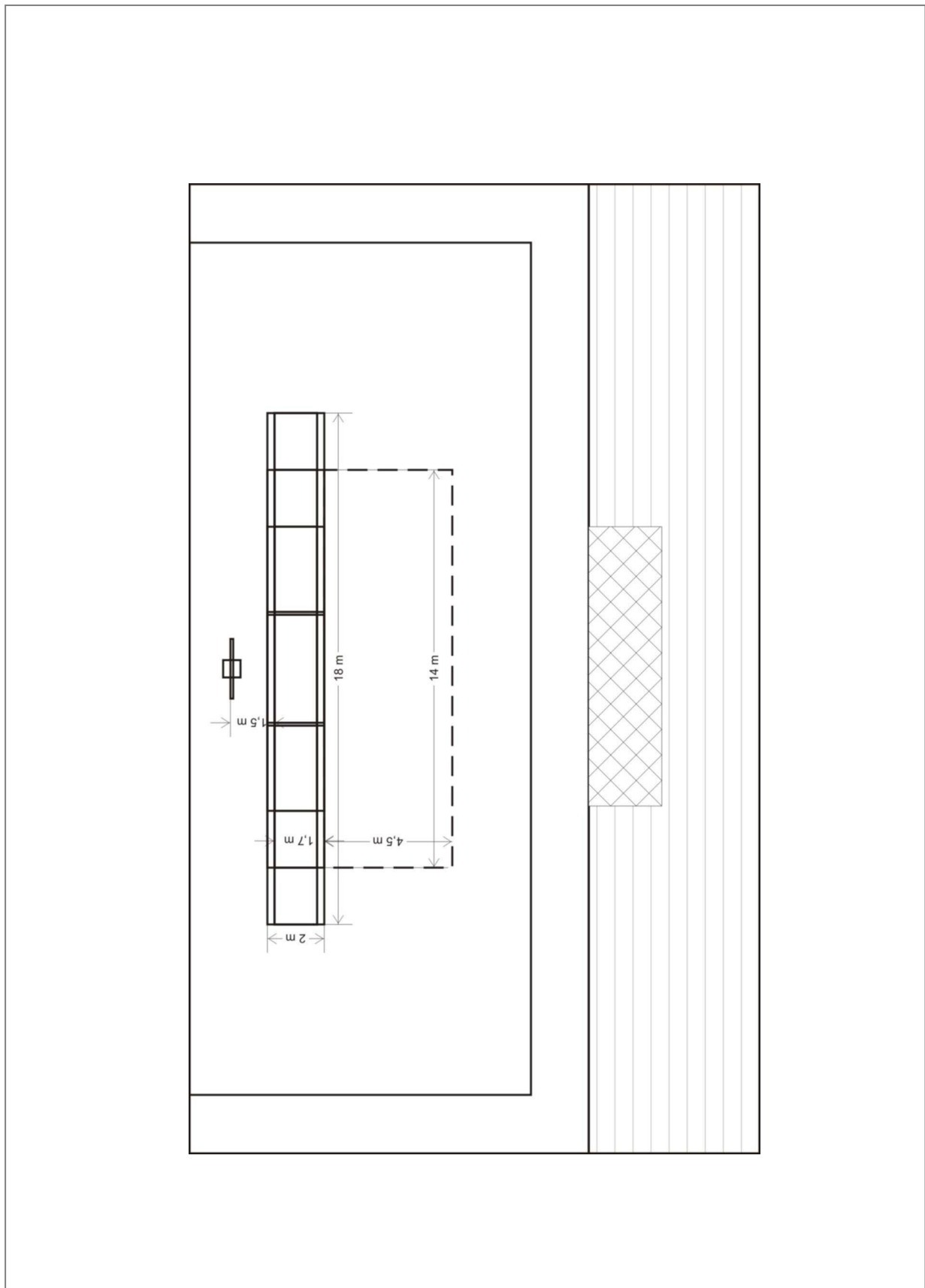
## Drawing of the hall for the final with a single stand



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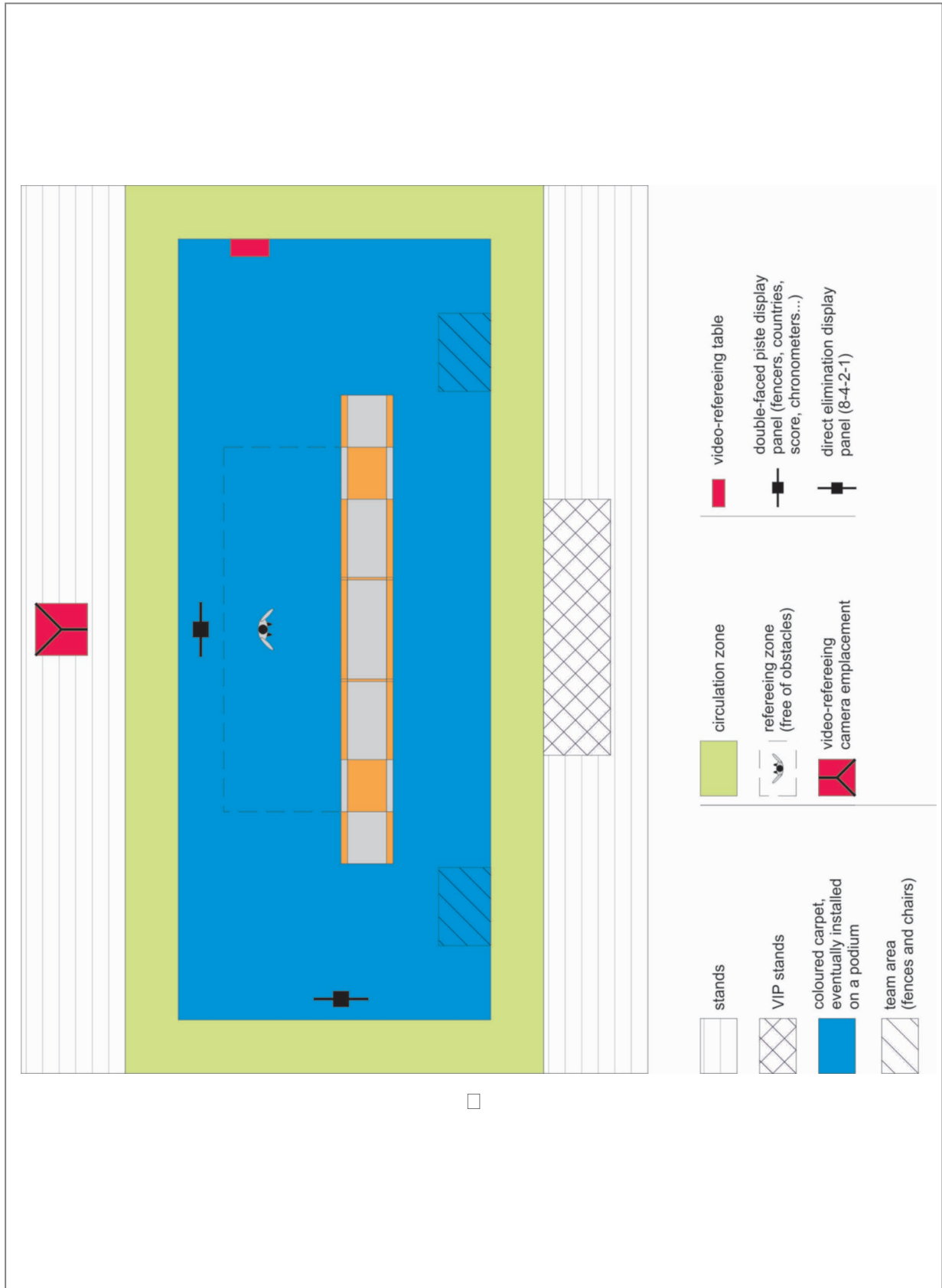
**Diagram of the hall for the final  
with a single stand (dimensions)**

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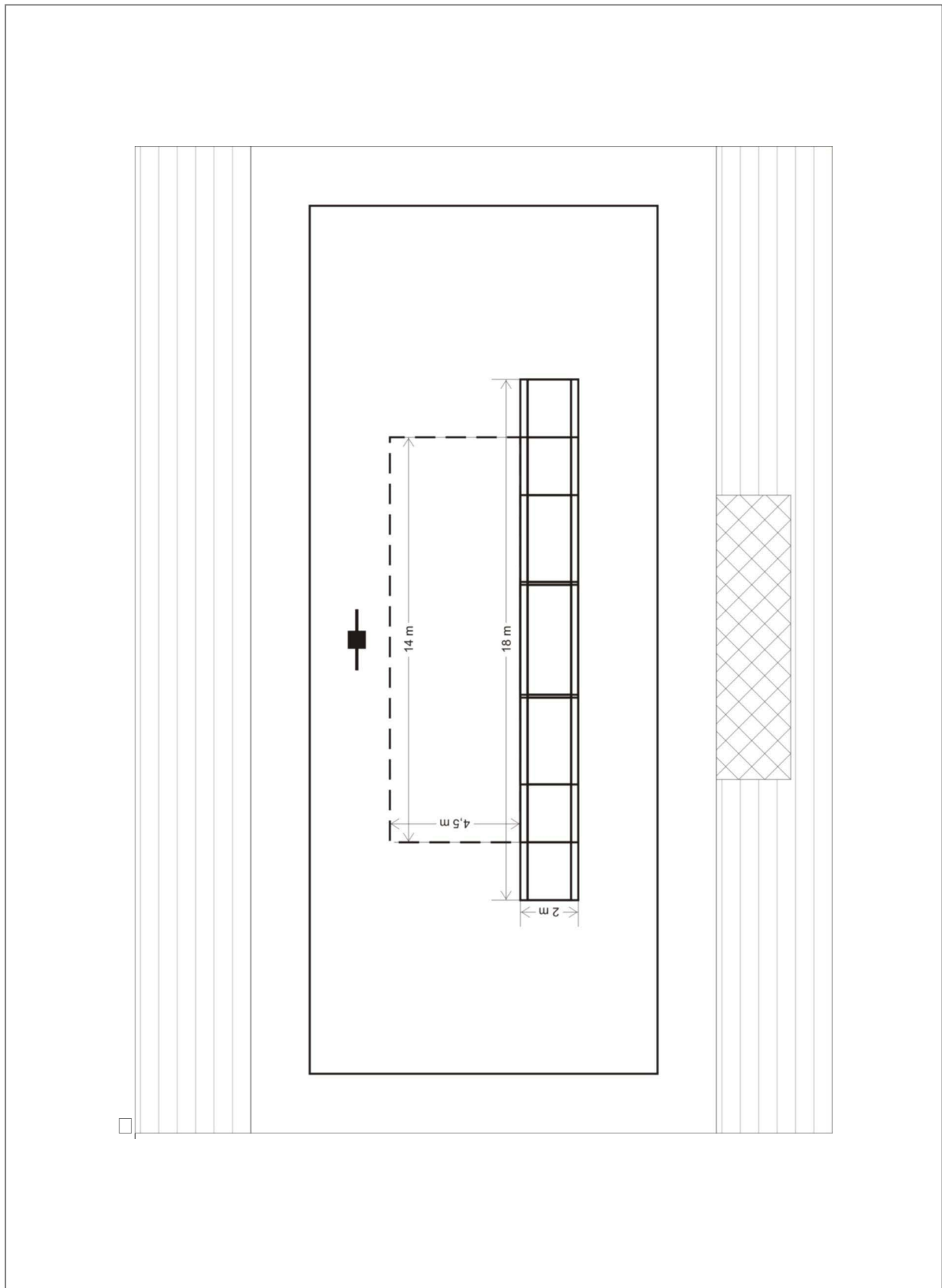
## Diagram of the hall for the final with two stands



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

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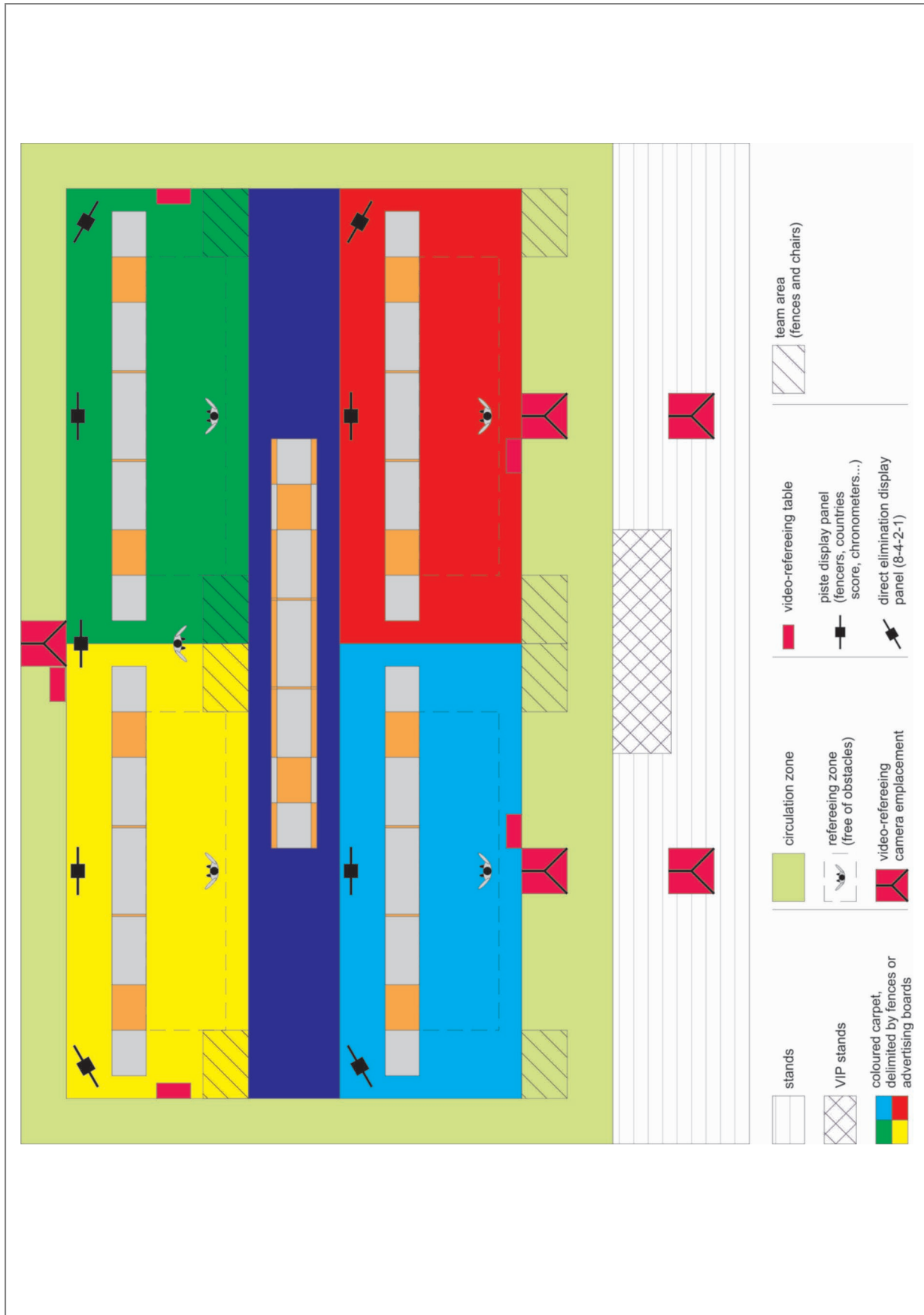
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## Direct elimination and finals hall

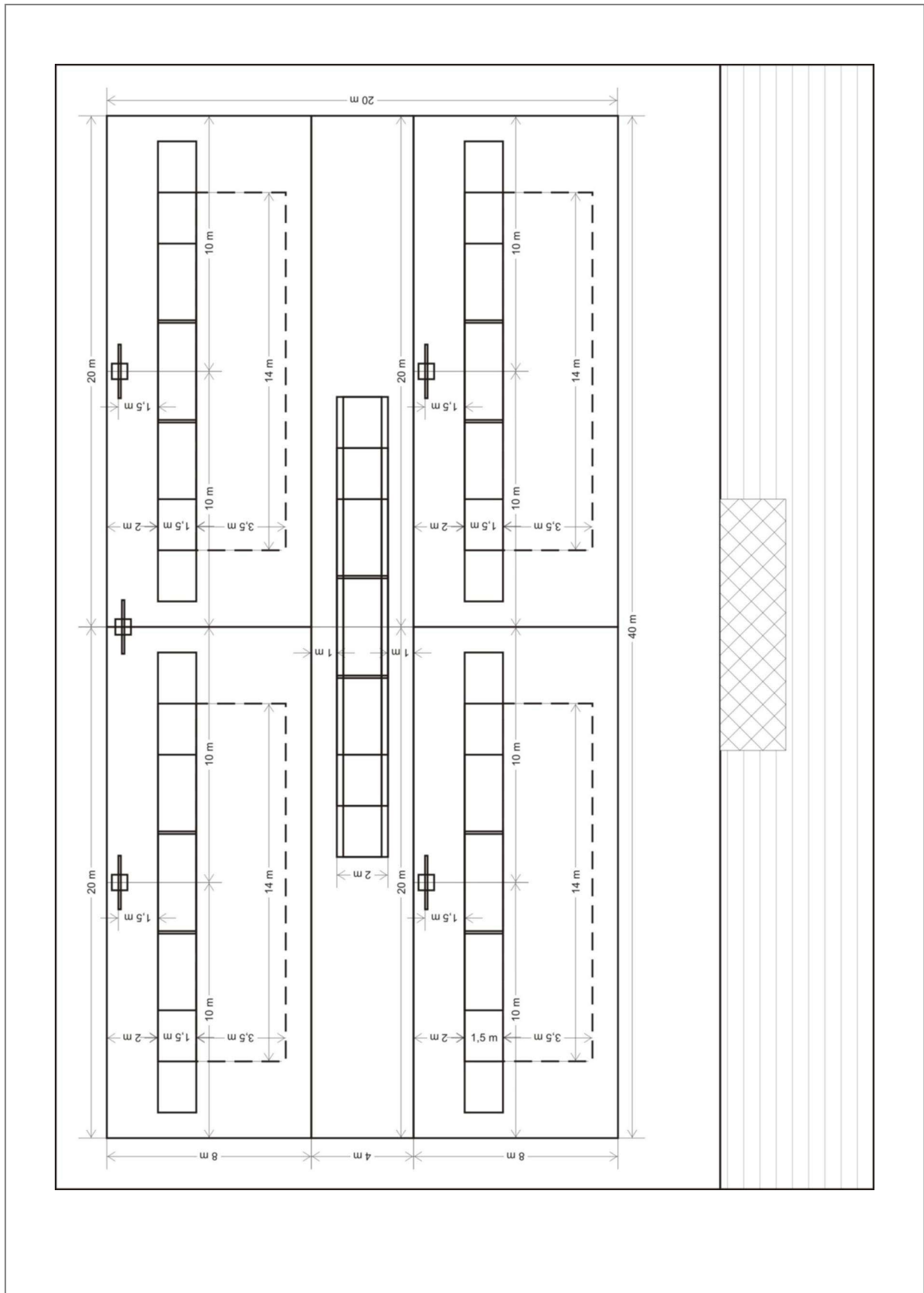
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- **5 coloured pistes**, or regular pistes on **differently** coloured carpets, with **1 piste for the final** raised on a podium in the middle of these 4 pistes.
  
- **4 coloured zones** with a dimension of approximately **20 meters in length by 8 meters in width**.
  
- **1 zone of different colour, roughly 40 meters in length and 4 meters in width** to come in between the coloured pistes so as to accomodate the podium for the final (as presented in the following diagram).
  
- the necessary equipment and the configuration of this hall includes the previously and separately described guidelines for the hall of 4 coloured pistes and the final.
  
- before the finals, all unnecessary equipment for the proper proceeding of the finals will be removed to allow for a better visibility of the fencing zone.
  
- the following diagrams present the disposition of a hall of 5 pistes and the **minimum distances to be respected**.

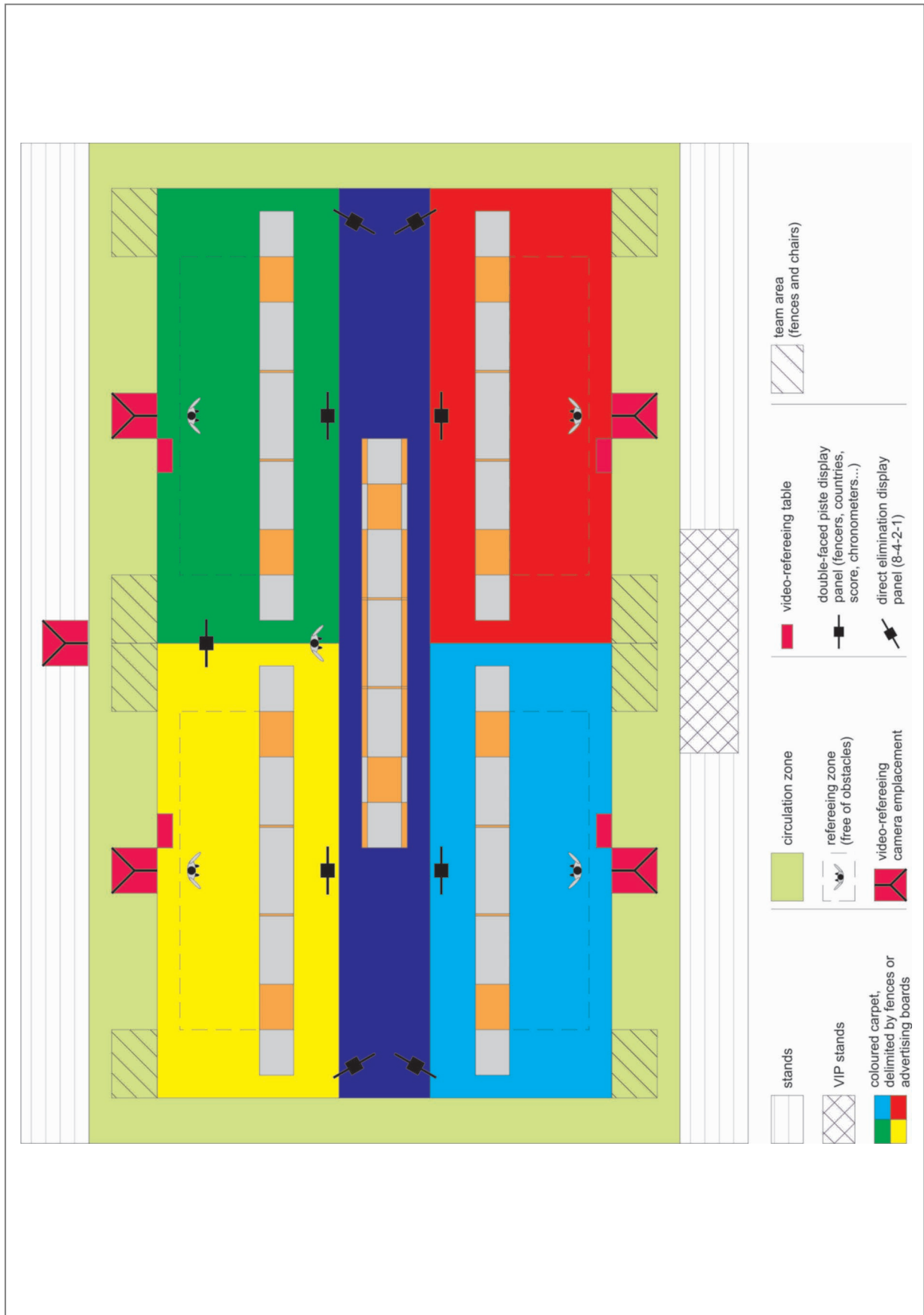
## Drawing of the direct elimination and finals halls with a single stand



**Diagram of the direct elimination and finals halls with a single stands (dimensions)**



## Drawing of the direct elimination and final hall with two stands





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## Training halls

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- one or several specific halls, including :
  - 4 pistes or the same number of pistes used by fencers participating in the Championships;
  - each piste must be equipped with the required signalling equipment.
- this or these halls will only be accessible to the delegations.
- an occupation schedule of this hall will be established and distributed to all participants.
- a security service will control its access.

### Accessibility

- fencers
- coaches
- chiefs of delegation
- FIE and DT

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## Rooms for checking weapons and equipment

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- a large room to welcome the fencers and allow the storage of equipment to be checked.

### Accessibility

- assigned staff
  - fencers
- 
- a room adjacent to the preceding one with the necessary equipment to check weapons and equipment, in accordance with FIE norms. This room must be operational and open 18 hours before the beginning of the event.

### Accessibility

- authorised staff only
  - SEMI delegate on the organising country
- 
- 2 control stations for the weapons are to be installed in the call room.



## 2.2 OTHER SITES

### Office (or reserved location) for the Directoire Technique

- preferably, the DT is to be situated in the competition hall.
- minimum surface : 30 m<sup>2</sup>.
- at least 3 tables of 2 m. in length with chairs.
- 1 or several computers to run the competition with 1 or several printers (laser, if possible).
- 1 computer with printer, containing text and table software.
- spare materials in case of technical emergencies (printer, computer, ink cartridges, etc.)
- 1 access to internet.
- 1 fast photocopier.
- 1 telephone and 1 photocopy machine on site.
- 1 microphone to supply information on the entire site of the competition.
- 1 space reserved for the FIE Refereeing Delegate.

The zone for the display of results must be close to the DT location.

#### Accessibility

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

### Zone for the posting of results

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

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## Rooms for medical services

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- 1 room to accommodate the **First Aid Station**.
- 1 **room for anti-doping control**, incorporating a waiting room and adjoining toilets (ladies and gentlemen).

The **medical handbook of specifications** is to be consulted on the FIE Internet Website. The doping control kits must comply with the host nation's anti-doping commission's rules.

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## Other rooms and spaces

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- 1 **workshop for weapon repair**, containing two work benches with vices and necessary tools for assembling weapons accessible to the delegations before the competition, and throughout its duration.
- 1 **break room for the referees** with refreshments and snacks available, as well armchairs and a large table, and a computer linked to Internet.

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## **3. THE COMPETITION**

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## 3.1 PROGRAMME OF THE COMPETITION

### It will include:

- a meeting of the referees either the day before the beginning of the events or on the morning of
- a meeting of the Directoire Technique the day before the beginning of the events.
- for the senior championships, 8 days of competition maximum + one day of meetings, and for the junior championships, 6 days of competition maximum + one day of meetings
- opening ceremonies before the first final;
- closing ceremonies after the last final.

As a reference, a proposed schedule of the Zone Championships is given in the following pages. It may be modified as long as the number of competition days is respected, as well as the following principles:

- each day must have one women's event and a men's event in another weapon;
- the competition will always start with the fastest event, with the association of at most one conventional weapon to a non-conventional weapon when possible.

### Proposed schedule

With the entries closed according to the deadlines provided by article **o.61**, the Directoire technique must download, from the FIE Web site, the list of registered fencers (and therefore present), at the latest at 3:00 pm the day before the competition. Then, it publishes the initial ranking, the composition of each pool, and the schedule of the competition. There are no exempted fencers.

Transportation between the hotels and the venue of the competition, at intervals taking these timetables into account, will have to be arranged and posted (each fencer must have the possibility to arrive at least 1 hour before the beginning of his round of pools).

## Proposed schedule for Senior Zone Championships

It there are less than 64 fencers in a weapon, the competition can be run in one single day.

Day 1	
Referee seminar and meeting	
Directoire Technique's meeting	
Day 2	
Individual men's sabre	Round of pools
Individual men's sabre	DE to table of 64
Individual women's foil	Round of pools
Individual women's foil	DE to table of 64
Day 3	
Individual women's sabre	Round of pools
Individual women's sabre	DE to table of 64
Individual men's epee	Round of pools
Individual men's epee	DE to table of 64
Individual men's sabre	Table of 64
Individual women's foil	Table of 64
Opening ceremonies	
Individual men's sabre	Final
Individual women's foil	Final
Day 4	
Individual men's foil	Round of pools
Individual men's foil	DE to table of 64
Individual women's epee	Round of pools
Individual women's epee	DE to table of 64
Individual women's sabre	Table of 64
Individual men's epee	Table of 64
Individual women's sabre	Final
Individual men's epee	Final
Day 5	
Individual men's foil	Table of 64
Individual women's epee	Table of 64
Individual men's foil	Final
Individual women's epee	Final
Day 6	
Men's team sabre	DE and ranking matches
Women's team foil	DE and ranking matches
Men's team sabre	3rd place and final
Women's team foil	3rd place and final
Day 7	
Women's team sabre	DE and ranking matches
Men's team epee	DE and ranking matches
Women's team sabre	3rd place and final
Men's team epee	3rd place and final
Day 8	
Men's team foil	DE and ranking matches
Women's team epee	DE and ranking matches
Men's team foil	3rd place and final
Women's team epee	3rd place and final
Closing ceremonies	

## Proposed schedule for Senior Zone Championships

Day 1	
Referee seminar and meeting (9 am)	
Directoire Technique's meeting (11 am)	

Day 2	
Individual men's sabre junior	Round of pools and direct elimination
Individual women's foil junior	Round of pools and direct elimination
Opening ceremonies	
Individual men's sabre junior	Final
Individual women's foil junior	Final

Day 3	
Individual women's sabre junior	Round of pools and direct elimination
Individual men's epee junior	Round of pools and direct elimination
Individual women's sabre junior	Final
Individual men's epee junior	Final

Day 4	
Individual men's foil junior	Round of pools and direct elimination
Individual women's epee junior	Round of pools and direct elimination
Individual men's foil junior	Final
Individual women's epee junior	Final

Day 5	
Men's team sabre	Direct elimination
Women's team foil	Direct elimination
Men's team sabre	3rd place and final
Women's team foil	3rd place and final

Day 6	
Women's team sabre	Direct elimination
Men's team epee	Direct elimination
Women's team sabre	3rd place and final
Men's team epee	3rd place and final

Day 7	
Men's team foil	Direct elimination
Women's team epee	Direct elimination
Men's team foil	3rd place and final
Women's team epee	3rd place and final
Closing ceremonies	

## 3.2 THE DIRECTOIRE TECHNIQUE

### Assigned staff

Specialised staff:

- the Directoire Technique will be composed as specified in article **o.62** of the Rules
- **2 computer operators specialised in the software program processing the data of the competition, in accordance with the FIE Rules.**

Other staff:

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

### Functions

- The fencers must be registered on the FIE site. According to article **0.61** of the Organising Rules and 9.4.2 of the Administrative rules, they do not have to confirm their presence at the competition. The list of registered fencers will be downloaded at **3 pm** (local time) the day before the event starts.
- this list will be compared with the list of absent fencers announced by the heads of delegations.
- posting of the formula of the competition (number of participants, number of pools, number of fencers eliminated after the pools ...).
- composition of pools and **posting of pools at 6 pm the day before the event.**
- **posting of results after the pools** and of the **ranking of qualified and disqualified athletes.**
- at the end of the posting, the delegations will have 10 minutes to make eventual reclamations or corrections. Once these 10 minutes have elapsed the DE tables will be posted (with the match schedule) and the results updated.
- **drawing of lots for referees** and **establishment of the bout sheets.**
- **all the documents produced by the Directoire technique must be posted.**

The Directoire Technique must send the results and the whole file of the competition in XML format to the FIE no later than one hour after the end of the competition.

The results and rankings remain property of the FIE and cannot be directly posted on the Internet site of the result management company or any other site without the specific consent of the FIE.

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## Allocation of pistes

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For the allocation of colours and numbers of the pistes from the preliminary 64 tables as well as for elimination team matches, the Directoire technique must respect the following order :

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

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

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

**When the table is incomplete in a team event**, at least one match from each quarter must correspond to the correct colour.



## Piste colours and numbers for individual competitions

Prel. T 64	T 64	T 32	T 16	T 8	semi-final	final																																															
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## Piste colours and numbers: team events

Main table				
T.32	T.16	T.8	semi-final	final
1 32				
	1 16	blue		
17 16	5			
			1 8	blue
9 24	blue			
		9 8	blue	
25 8				
5 28			1 4	blue
	5 12	yellow		
21 12	yellow			
			5 4	yellow
13 20	6			
		13 4	yellow	
29 4				
3 30			1 2	podium
	3 14	green		
19 14	7			
			3 6	green
11 22	green			
		11 6	green	
27 6				
7 26			3 2	red
	7 10	red		
23 10	red			
			7 2	red
15 18	8			
		15 2	red	
31 2				

Ranking table	
5-8 ranking	
T.4	5-6 place
1 4	yellow
1 2	red
3 2	green
7-8 place	
1 2	yellow
9-16 ranking	
T.8	T.4
1 8	5
1 4	5
5 4	6
	1 2
3 6	7
	3 2
7 2	8
	1 2
11-12 place	
1 2	5
13-16 ranking	
T.4	13-14 place
1 4	5
	1 2
3 2	6
	1 2
place 15-16	
1 2	7

## 3.3 THE SCORING STAFF

Each fencing area (one piste) must have 2 persons wearing a simple uniform (T-shirt and trousers):

- 1 timekeeper to use the remote.
- 1 person to look after the pool or bout sheet, to be signed by the Referee, the fencers or the team captains.
- Both of these people must be:
  - trained for the task
  - punctual

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### Distribution of results

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**Central notice board :**

- walls or boards accessible to all with good lighting
- easily legible (if possible, enlarged to A3 format)
- posting of all the documents issued by the Directoire Technique: composition of the pools, direct elimination table, rankings, notices ...

## 3.4 WEAPON AND EQUIPMENT CONTROL

Fencers equipment and materials must adhere to the regulations set forth by the FIE (article **9.4.4** of the Administrative Rules, **o.28** of the Organisational Rules, **t.64/5** and **t.70-75** of the Technical Rules, **m. 8**, **m.9**, **m.12**, **m.13**, **m.17**, and **m.23** of the Equipment Rules). They must also follow the clothing manufacturing regulation 4. Quality label.

**All weapons and/or material that do not meet the standards will be refused.**

**The organiser must nominate a person to be in charge of the equipment control.** This control must take place in three stages during the competition, to comply with the FIE Rules (article **o.28**), as follows :

- general weapon control before the competition.
- verification by the referee during the pools and preliminary rounds of direct elimination.
- further verification before each bout of the table of 64 and of the final, by the referee on the piste or in the call room, then from the table of 32 and for the final, in the call room.

---

### General control

- **Receipt of equipment :**  
labelling and provision of receipt, storage of fencing bags, indication of the time when equipment is ready for collection
- **Equipment control :**  
blades, masks, jackets, breeches, plastrons, body wires and mask cords
- **Equipment pick-up.**

A suitable method of marking must be in place.

---

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

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

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### Verification during the table of 64, of 32 and the final

This verification must be done, jointly by 2 controllers, in the hall or next to the call room. The weapons will be brought to the pistes by volunteers and remitted to the fencers under the surveillance of the Referee.

## 3.5 THE FINAL

### Running of a final

#### 1. presentation of the finalists :

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

The sporting achievements will have been collected beforehand.

#### 2. presentation of referees.

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

#### 3. the bouts must begin immediately after the presentation.

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

#### 4. the final bout will take place 10 minutes after the last semi-final, if there is only one final. If 2 finals are presented in the same evening, the 4 semi-finals will be fenced one after the other, followed without pause by the 2 finals.

#### 5. the prizes must be awarded quickly after the final bout.

- the following must be ready or prepared as quickly as possible :
  - the podium.
  - the medals, cups and trophies.
  - the national flags of the finalists ready for hoisting at base of the mast.
  - the national anthem of the winner.
- the officials scheduled to award the prizes, in accordance with the FIE protocol (article 10.2.3 and 4.5.1 of the Administrative Rules), will have been warned beforehand and will be led from the stand of honour to the podium by a hostess.
- the security personnel must ensure that there the piste is not invaded by the public.
- as their places are announced, the finalists, previously informed, must arrive in official track-suits, without weapons, on the podium.

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## **The commentator – speaker**

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

The animation must:

- be reserved.
- spoken in French first, then in the language of the organising country.
- not interfere during the bouts and must not comment on the referee's decisions.

Empty periods must be filled (entertainment, shows, background music ...).

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

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Groups of seats will be reserved for:

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

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

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## **4. MEDICAL SERVICE and ANTI-DOPING CONTROL**

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Please refer to the attached Medical handbook of specifications.

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

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## **5. MISCELLANEOUS**

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## **5.1 PUBLIC ADDRESS SYSTEM AND INTERNAL COMMUNICATIONS**

### **General sound system**

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

### **Sign-posting with arrows**

Taking into account the large number of people attending these events, it is necessary to manage the flow of circulation of participants and spectators and allow them to locate places with a wide sign-posting system with numerous arrows.

## 5.2 PUBLICITY - PROMOTION – PARTNERSHIPS

### Applicable at senior zonal Championships

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

This action, of utmost importance for our sport, will be lead in close collaboration with the Marketing Manager and the Communication Manager of the FIE.

#### 5.2.1 Communication: press

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

The organiser has to submit a detailed communication plan, if any, for approval to the FIE Communication Manager at least 6 months prior to the event. Single measures have to be submitted to and approved by the FIE Communication Manager in due time.

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

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

#### 5.2.2 Marketing: partners and sponsors

The FIE owns all the **marketing/sponsorships** rights of any FIE zonal championships. The FIE usually grants rights to the federation hosting the event.

The agreements and contracts to be concluded with various **partners** will have to take account of the FIE strategy and existing commitments. Therefore these documents must be submitted to the FIE and the Marketing Manager of the FIE for approval in due time and before any signature.

In any case, a priority is given to the FIE partners to allow the federation to promote its events and partners at an international level wherever and whenever it is possible. Consequently, the FIE must be able propose to any international potential partners to expose their brand at a global scale without any territory restrictions.

A contract granting **exclusive** rights to a national partner on a given territory and for a given product category may be accepted by the FIE on request.

Following on the attribution of an event, a specific agreement on “Sponsorships” must be signed by both the organizing federation and the FIE. This contract will strictly bind the

organizing federation with his duties and responsibilities to deliver all FIE and sponsors' requirements in due time and for the duration of the event. The contribution from FIE's sponsorships revenue to the event, if any, will only be attributed if the duties and obligations of the organizing federation have been entirely fulfilled.

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

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

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

### **5.2.3 TV/ radio and digital media**

For the organizer, the television production and broadcast are optional. In case the organizer produces/broadcasts the images of the zonal Championships, please refer to the following:

The FIE owns all the TV/Digital and Radio rights of any FIE zonal championship. The FIE usually grants rights to the federation hosting the event.

The FIE TV Rights Manager is responsible for all matters with regard to Radio, TV and Digital Media Rights.

Regarding TV Production, the TV Producer must be approved by the FIE at least 3 months before the event.

The agreements and contracts to be concluded with various media will have to take account of the FIE strategy and existing commitments. Therefore, these documents must be submitted to the FIE and the TV Rights Manager of the FIE for approval in due time and before any signature.

In any case, a priority is given to the FIE partners to allow the federation to promote its events and partners at an international level wherever and whenever it is possible.

Consequently, the FIE must be able propose to any international potential broadcasters to distribute the international TV signal or "Clean Feed" at a global scale without any territory restrictions. The same rule applies to Digital Media including webcasting of the event by any professionals means.

A contract granting **exclusive** rights to a national host broadcaster or webcaster on a specific territory may be accepted by the FIE on request.

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

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## 5.2.4 Additional com – marketing & TV efforts

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### BRANDING

#### FIE Logo, banners and flag

- **The FIE logo:** respect of the « Charte Graphique », which will be forwarded by the FIE office on request.
- **The FIE banners:** identification details of the FIE banners will be forwarded by the FIE head-office on request. The FIE will bear shipping or production costs after budget approval.
- **The FIE flag:** hoisted or hung in the competition hall.
- **Logo of the Zonal Championships:** is a co-branded logo integrating the organiser's or the national federation logo. This co-branded product is based on a FIE template which will be forwarded by the FIE office on request. This logo is reproduced on posters, clothing and other supports which will be created by the organiser.

These products will be submitted to the FIE Marketing Manager for approval before it is made public and at least 6 months before the event.

#### Posters

The posters, created by the organizer, will be distributed in the country host but also to all the participating federations.

#### Brochure “official programme”

- Edition of a booklet in the language of the organizing country.
- Contents:
  - the schedule of events
  - winners of previous editions
  - advertising spaces including FIE partners logo
  - others...

#### Publicity on fencers

Except for the possible mask sticker, the publicity on fencers is subject to the FIE Publicity Code.

#### Indoor and outdoor indication

Streamers of significant size, specifying in the language of the organizing country, "20... Fencing ... [Zonal] Championships", will be placed:

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

## 5.3 SUGGESTIONS

### Catering

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

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

### Security guards – Surveillance Staff - Police services

- taking into account the cost of equipment installed, a 24-hour security service is absolutely essential.
- access to the various sites of the competition must be regulated, and a security staff which is « friendly but firm » is needed so that the rules are complied with. The members of this service can be equipped with walkie-talkies.
- a « discreet » police service and the presence of a fire service should also be planned.

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## 6. ANNEXES

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## **Electronic scoring boards present on each piste of direct elimination**

**The match scoring board must convey the following information:**

- **name and nationality of the two fencers,**
- **stop-watch,**
- **score (0-50),**
- **red and yellow cards,**
- **the number of the period (1-3 in individual, and 1-9 in teams);**
- **red and yellow card for each fencer,**
- **priority to the right or to the left,**
- **valid hit repeaters (right and left)**
- **off target hit repeaters (right and left)**

**The direct elimination scoring board (tree) must convey the following information:**

- **the title of the event**
- **the 8 fencers and their nationality**
- **the planned schedule for each match**

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

- **Candidacy questionnaire**
- **Medical handbook of specifications**
- **Press recommendations**

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