



# **ADMINISTRATIVE RULES**

## **OF THE**

### **FIE**

**TABLE OF CONTENTS**

	History	<b>Page 3</b>
	Principles	<b>Page 3</b>
<b>Chapter 1</b>	Licences	<b>Page 4</b>
<b>Chapter 2</b>	International calendar	<b>Page 5</b>
<b>Chapter 3</b>	Refereeing	<b>Page 8</b>
<b>Chapter 4</b>	Organisation of Congresses and protocol	<b>Page 12</b>
<b>Chapter 5</b>	The Executive Committee, the CEO and the Commissions	<b>Page 17</b>
<b>Chapter 6</b>	Fees to be paid by federations	<b>Page 21</b>
<b>Chapter 7</b>	Travel costs and FIE insurance	<b>Page 22</b>
<b>Chapter 8</b>	Membership of a national federation	<b>Page 26</b>
<b>Chapter 9</b>	FIE competitions	<b>Page 27</b>
<b>Chapter 10</b>	Protocol	<b>Page 32</b>
<b>Chapter 11</b>	Continental Confederations – Roles and responsibilities	<b>Page 37</b>

## **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**

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

#### **1.2 COMMITMENT**

The national federations ordering a 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.

## **CHAPTER 2**

### **INTERNATIONAL CALENDAR OF EVENTS**

#### **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 F.I.E., every year except in those years when fencing is included in the programme of the Masters' Games. The date and place are decided by the Executive Committee of the F.I.E. 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** events per weapon.

**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 35 competitions, all weapons included.

**2.5.1.4** A member federation may only organise one Junior World Cup competition per weapon and a maximum of 4 in total.

**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.

Junior World Cup competitions are held between November and the beginning of March. Senior World Cup competitions are held between the end of January and June. In each weapon, two competitions must be separated by at least two weeks, for both junior and senior calendars.

As far as the senior calendar is concerned, women's and men's competitions must be held separately. Each month and every fortnight one week-end is dedicated to women's events, in all three weapons, and one week-end is dedicated to men's events, in all three weapons. When a member federation organizes a women's competition and a men's competition in the same weapon and in the same location, those two competitions are organised during the same week-end.

**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 central office by January 1st each year, must be filed together with a presentation file respecting the FIE specifications. The CEO will examine the file and formulate her opinion, and forward it to the Executive Committee which will take its decision.

**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 Executive Committee 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 central office develops a proposed calendar for the next season, and forwards it in January 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 Executive Committee.

This proposed calendar is finalised in March.

**2.6.2** The calendar of the next season is approved definitively in May of each year. The Executive Committee determines which competitions will be individual World Cup events (in which case they must be accompanied by a team event), 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** Except in case of force majeure, any change of date or place of the competition after its final approval will result in the cancellation of the competition for the following year.

**2.6.4** Except in case of force majeure, any cancellation of the competition less than **3** months before its date in the calendar will result in the cancellation of the competition for the following year, a fine of 7,500 CHF payable 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.

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

## **CHAPTER 3**

### **REFEREEING**

#### **3.1. PREPARING LISTS OF INTERNATIONAL REFEREES**

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

**3.1.2** Category B is awarded by the F.I.E. Refereeing Commission to referees who have passed the international refereeing exams. The candidates are proposed by the national federations within the deadlines laid down by the Executive Committee.

**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.

**3.1.4** International referees must be at least 20 years of age. They remain on the FIE list until 31 December of the year in which they celebrate their 60th birthday.

**3.1.5.** An F.I.E. referee will be removed from the list of international referees at the end of the second season in which he has not refereed in an F.I.E. official competition.

#### **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. Nevertheless, in conformity with Article t.35 of the Rules, those referees who are officially candidates for F.I.E. refereeing exams are authorised to referee **at the satellite** competitions, in the year preceding the date of their exam. The FIE refereeing exam candidates used during the competition must have an FIE fencer's license, which is valid for the current season.

**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 official F.I.E. competitions may not fulfil any other function (trainer, fencing master, head of delegation, etc.) for their participating delegation.

#### **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.**

Full details and modalities concerning the examinations are included in the document named



"Procedures for the FIE Refereeing examinations" and its annexes, available on the FIE Internet site, menu FIE official, sub-menu Refereeing.

**3.4.1.** There will be 1 refereeing examination per year per continent in 3 weapons. In each examination there must be a minimum of 10 and a maximum of 15 candidates per weapon. A second examination can be organised in case there is a request and sufficient candidates. In the effort to promote the presence of women referees, a minimum percentage of women candidates will be appointed by the Refereeing Commission in each examination.

**3.4.2** The calendar (dates and places) of FIE refereeing examinations is established by the Executive Committee [under the proposal of the Refereeing Commission](#).

**3.4.3** Expenses of both FIE examiners will be covered by the [organiser](#) (travel costs, daily allowances, local transportation and accommodation).

**3.4.4** The National Federations can enter only one candidate per weapon, 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. [The organising National Federation can enter 2 candidates per weapon.](#)

[In case the number of candidates for the examination is less than 15 per weapon, candidates may be added with a maximum of 3 candidates per country.](#)

The selection of candidates will take into account their registration date for the FIE refereeing examinations.

**3.4.5** In order to appear on the list of candidates for the FIE examinations, the candidates must fill in the "Candidature Form" in the language in which they wish to take the exam. This form must reach the FIE Head-office in Lausanne at least 60 days before the expected date of examinations. The candidates' national federations must take care of the payment of the entry fees when they send the candidature forms to the FIE.

[The Refereeing Commission in collaboration with the Zonal Confederations presents the list of candidates for each examination to the FIE Executive Committee for approval.](#)

**3.4.6** The Exam Panel is composed of two (2) members of the Refereeing Commission, with at least one (1) from the continent in which the exam takes place. However, in case of *force majeure*, the Bureau will designate an alternate for one of these two members, chosen from a list established by the Executive Committee.

**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 examination will be preceded by a 3 day training seminar. [Any](#) candidate who is not present at the entire "preparatory meeting for candidates" cannot take the practical and theoretical examinations.

**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 examination results, which are given immediately to the candidates, are established and validated by the examiners, and then ratified by the FIE Executive Committee. The FIE head-office will send a letter to each candidate confirming the results. [Candidates who fail are not able to take the examination again during the same season.](#)

**3.4.11** Successful candidates are given a “**provisional referee**” status (**P**) by the FIE and they must participate as referees in two (2) Junior World Cups, designated by the Executive Committee at the beginning of each year. At these competitions, they will be under observation by delegates of the Refereeing Commission, then the “**provisional referees**” considered adequate will be appointed as category B referees.

### **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 have refereed at least ten semi-final or final bouts, in individual or team FIE senior competitions
- c) To be proposed by the Refereeing Commission.

### **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 designated by the F.I.E. 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. At least one member of this commission must be present at the meeting.

### **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 who have received the official F.I.E. Referees’ 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 and a skirt (or trousers).

### **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 on the A and B list who attend official competitions of the F.I.E. Must agree to be part of all juries, either as referees or as judges, when requested by a Refereeing Commission delegate or by the Directoire Technique.

**3.8.4** The Refereeing Commission of the F.I.E. has the **right** to 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 and at category A competitions, at team World Cup competitions, at World Championships and at any other competition nominated by the Executive Committee.

The rating and assessment assigned to a referee at each competition is awarded by the member of the Referees Commission designated by the Executive Committee for that competition.

**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, finals, etc).
- 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 Administrative Office of the F.I.E. must find:

**4.1.1.1** A room for the Congress for two working days. This room, which needs to be a conference hall, must be big enough for around **250** participants. It must feature the following facilities and equipment:

- cabins and equipment for interpreters;
- back-projector;
- platform for 8 people, microphones;
- one podium for speakers, microphone;
- 3 mobile mikes;
- 4 to 6 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;
- full audio recording of the translations into the 3 FIE working languages;
- 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 and for possible meetings of the Commissions. Such meetings take place one day, or, if necessary, two days before the Congress.

**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, Commissions, Congress, etc.) each day there is a meeting;

**4.1.1.5** Organisation for the Congress' closing gala dinner. Participants receive named invitations. 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).

**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 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**

An F.I.E. information Centre shall provide each participant with a folder containing all the documentation for the meetings, including 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**

Two tables must be placed at the entrance of the Congress hall:

- One table with a person responsible for the attendance sheet. The delegations must be listed on this sheet in alphabetical order (in French). This sheet must be signed legibly by the delegates as well as by the representatives in possession of a proxy for a Federation that

is not present, and by the Members of Honour. At the same time they will receive their voting cards.

- The other table with a person who will hand out the Congress documentation to the delegations. This documentation will include the Congress agenda, each commission's report, and the proposals.

#### **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, in French, of the countries that they represent. The Administrative direction of the F.I.E will decide each year upon a letter of the alphabet by drawing lots, and the delegations will be placed in alphabetical order starting from that letter. The places will be indicated on the tables.

3) The other representatives (members of Commissions, etc) 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 F.I.E.;
2. The President(s) of Honour
3. Former F.I.E. Presidents, according to the order in which they were elected;
4. Members of Honour of the F.I.E., in the order of the dates of their nominations;
5. The Secretary General;

6. The Secretary-Treasurer;
7. Vice-Presidents of the Executive Committee; Honorary Vice-Presidents;
8. Other members of the F.I.E. Executive Committee;
9. Presidents of the National Federations;
10. Delegations leaders from the National Federations if they are not Presidents of their Federations;
11. The members of the commissions;
12. Other Personalities.

#### **4.5.2 Partners**

The same order of precedence applies to their partners.



## **CHAPTER 5**

### **THE EXECUTIVE COMMITTEE THE CEO AND THE COMMISSIONS**

#### **5.1 THE EXECUTIVE COMMITTEE:**

##### **5.1.1 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 20 places must be provided, for the members of the Committee, the presidents of confederations and other persons who may attend.

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.

##### **5.1.2 Elections of Vice Presidents**

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

**5.1.2.1** 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.

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

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

**5.1.2.4** 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.

**5.1.2.5** 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.

### **5.1.3 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.

#### **5.1.3.1 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.**

#### **5.1.3.2 Meetings**

At each meeting, the Executive Committee sets the date of its next 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.

The agenda of the meeting will reach each of the members of the Executive Committee at least 10 days before the meeting. In case of an emergency, the President may decide to add a point to the agenda less than 10 days before the meeting.

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.

#### **5.1.3.3 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.

#### **5.1.3.4 Special Missions**

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

#### **5.1.3.5 Representation 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).

#### **5.1.3.6 Representation in the Commissions**

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).

#### **5.1.3.7 Presence of the members of the Bureau at World Championships**

The members of the Bureau must be present during the entire World Championships. In addition to their collaboration regarding protocol matters, each member of the Bureau will be in charge of overseeing a specific aspect of the World Championships.

#### **5.1.3.8 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.

## **5.2 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 head office and activities of the FIE head office (general administration, finances, technical aspects, calendar, media, Internet, etc)
- Direction of Human Resources and service providers
- 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.

## **5.3 THE COMMISSIONS**

**5.3.1** The meetings of the Commissions are regulated by the Statutes, Article 6.4.1.

**5.3.2** For the meetings of the Commissions, a room with at least 12 places must be provided and the discussions in their entirety must be recorded. A secretary will supervise this recording.

**5.3.3** For the meetings other than those held immediately before the Congress, 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 to designate, within the Commission, 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 concerned and to the National Federations, within a maximum of two months.

**5.3.6** When commission 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 give a verbal account of their conclusions to the Congress.

**5.3.7** Commissions' 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 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	CHF	Euros	Deadline
Annual fee	550	375	Before March 15th of the current civil year
Organising fee <b>senior</b> A grade tournament ( <b>except satellite</b> )	1350	900	Before the 1 <sup>st</sup> day of competition
Organising fee <b>junior</b> A grade tournament	800	550	Before the 1 <sup>st</sup> day of competition
Organising fee <b>team</b> tournament	800	550	Before the 1 <sup>st</sup> day of competition
Licences fencers, referees, members	35	25	At the beginning of the season
Participation in each <b>refereeing examination</b> (per weapon), licence not included	90	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	CHF	Euros
Entry fee <b>junior</b> A grade tournament	<b>22.50</b>	<b>15</b>
Entry fee <b>senior</b> A grade tournament	<b>90</b>	<b>60</b>
Entry fee <b>GP</b> tournament	<b>150</b>	<b>100</b>
Entry fee <b>team</b> tournament	600	400
<b>Individual</b> entry fee <b>World Championships</b>	80	55
<b>Team</b> entry fee <b>World Championship</b>	210	140

## **CHAPTER 7**

### **TRAVEL COSTS ANF FIE INSURANCE**

#### **7.1 World Championships**

##### **7.1.1 Referees**

**7.1.1.1** An economy class air ticket will be sent by the organiser's travel agency to the address provided by the referee.

Other means of transport (car, air ticket bought directly by the referee himself) must be the object of a prior agreement reached between the referee and the FIE. In no case will the organiser repay more than the price of the air ticket (or train ticket, depending on the location) as quoted by the travel agency of the organiser.

**7.1.1.2** Costs of visas, airport taxes, 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 his meals for the duration of the assignment (including 1 travel day at arrival and 1 travel day at departure). The payments must be made by the organiser within 24 hours of the arrival of the referee.

##### **7.1.2 Officials**

**7.1.2.1** An economy class air ticket will be sent by the organiser's travel agency to the address provided by the official.

Other means of transport (car, air ticket bought directly by the official himself) must be the object of a prior agreement reached between the official and the organiser. In no case will the organiser repay more than the price of the air ticket (or train ticket, depending on the location) as quoted by the travel agency of the organiser.

**7.1.2.2** Costs of visas, airport taxes, 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 receive his total allowance equivalent to **80** Euros per day for his meals (including 1 travel day at arrival and 1 travel day at departure). The payments must be made by the organiser within 24 hours of the arrival of the official.

#### **7.2 FIE Meetings (Executive Committee, Commissions)**

For those meetings of the Commissions 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 at the competition 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 member concerned. During the days of meeting, the members will be accommodated in half board.

**7.2.4** The Commission member will be granted an allowance equivalent to 50 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 50 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** Air travel: An economy class air ticket will be sent by the organiser to the address provided by the supervisor, or bought by the supervisor, then repaid by the organiser, on presentation of the original documents proving payment.

**7.3.1.2** Travel by train : a first class train ticket will be sent by the organiser to the address provided by the supervisor, or bought by the supervisor, then reimbursed by the organiser, on presentation of the original documents proving payment.

**7.3.1.3** Other means of transport must be the object of a prior agreement reached between the organiser of the competition and the supervisor.

**7.3.1.4** Costs of visas, airport taxes, transport between home and airport, etc. will be repaid at the competition on presentation of original documents proving payment.

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

#### **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, 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 supervisor.

#### **7.4 Referees, refereeing delegate and Presidents of Directoire Technique designated for World Cup competitions (Grand Prix and team tournaments)**

**7.4.1** A plane ticket in economy class is sent by the organiser to each Referee, delegate and President of DT.

The other means of transportation (car, plane ticket bought directly by the designated person) must first be approved by the organiser. In all cases, the maximum amount reimbursed for the plane ticket (or train ticket), will be the one communicated by the travel agency of the organiser.

**7.4.2** Expenses for visas, airport taxes, transportation from home to the airport, etc. are reimbursed on the site upon presentation of the original receipts.

**7.4.3** Hotel rooms for the Referees, the delegate and the President of the DT (including breakfast) have to be paid by the organiser for the length of the mission of the Referees, the **delegate and the President of the DT.**

**7.4.4** A per diem equivalent to 80 Euros per day is allocated to each Referee, delegate and the President of the DT for the period of their mission (including the day of arrival and the day of departure). Payments must be made by the organiser within 24 hours following the arrival of Referees, delegate and the President of the DT.

#### **7.5 FIE Insurance : Summary of the assistance insurance policy taken out by the FIE from ACE EUROPE**

##### **Who is covered?**

- The members of the Executive Committee, members of the Committees, 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:**

**ALWAYS PROVIDE THE SPECIFIC POLICY NUMBER WHEN REQUIRING  
ASSISTANCE FROM ACE ASSISTANCE**

**5284B/FR 3201 2213**

**YOU CAN CONTACT THE ASSISTANCE SERVICE 24 HOURS A DAY:**

**By telephone: +33 (0)1 55 63 31 32**

**By fax: +33 (0)1 55 63 31 56**

## **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 letter 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;

**8.4** The number (if any) of fencers, fencing masters, fencing clubs in the country of the federation;

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

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

**8.7** Upon receipt of these documents, the FIE 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.

**8.8** 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.

## **CHAPTER 9**

### **FIE COMPETITIONS - GENERAL**

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.

#### **9.1 Olympic Games**

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

#### **9.1.2 Technical officials at the Olympic Games**

The administrative Rules of the F.I.E. apply only in cases that are not in the Olympic regulations.

Article 37 of the General Rules of the Olympic Games states that all expenses of the two delegates of the International Federations (Air fare business class, board and lodging) are paid by the organisers. Of these two technical delegates:

- a) The first must be present during the construction of the pistes and tableaux to make sure that international rules are respected. He must stay for the duration of the games at the expense of the organising committee.
- b) The second must be present at least 5 days before the first event of his sport in order to make all arrangements necessary for the organization of the competition; he, too, must stay till the end of the Games at the organiser's expense.

#### **9.1.3 Officials at the Olympic Games**

Articles 38 and 46 of the General Rules of the Olympic Games stipulate that the organizing 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.

**9.1.4** The members of the Central Office 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.

## 9.2 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	20 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	50 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.

### 9.2.2 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.

### 9.2.3 Presence of members of the Central Office

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

### **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
- 3<sup>rd</sup> 2 points
- 5th-8<sup>th</sup> 1 point

### **9.4 ZONAL CHAMPIONSHIPS**

The dates and places of the Zonal Championships will be proposed, for approval, to the FIE Executive Committee by the Confederations. The Confederations will briefly present arguments for the candidature proposed (site, sports equipment, climate, reception conditions and budgets).

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

The Senior zonal Championships must be held between July 1<sup>st</sup> and August 31<sup>st</sup>.

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**

- a) entries of fencers and teams on the FIE Internet (article o.54 of the Organisation Rules)
- b) for individual competitions of Junior and Senior Zonal Championships, maximum 4 fencers per country and per weapon
- c) 1 team (composed of three fencers with or without reserve) per weapon and per country

### 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.45, o.46 and o.47 of the Organisation Rules)
- 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 on August 31st.

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 transparent mask, video-refereeing and wireless apparatus are optional at the **Junior** Zonal Championships.

The transparent mask (except if indicated otherwise via a FIE letter), video-refereeing and wireless apparatus are mandatory at **Senior** Zonal Championships.

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

### 9.4.5 Anti-Doping Controls

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

### 9.4.6 Officials

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 who also officiates as a supervisor
- b) 1 delegate to the Refereeing Commission

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** zonal championships, the referees will be brought by the national federations in accordance with the quota provided for in Article o.81 of the Rules for Competitions.

At **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

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 is appointed by the President, 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 0.77 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 an 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 an 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.**

**- For the junior World Cup competition, the Supervisor must send to the FIE office the computerised page of referees' activities (issued by the Directoire Technique of each competition).**

## **CHAPTER 10**

### **PROTOCOL**

#### **10.1 Olympic Games**

At the Olympic Games the opening and closing ceremonies in the main stadium are in the honour of all the sports on the Olympic programme.

In the main fencing hall, the Olympic flag is added to the flags of the F.I.E. and the competing countries. At the fencing protocol ceremony, the Olympic medals are handed to the winning fencers or teams by the President of the International Olympic Committee, or by a member of the I.O.C. appointed by him. The President of the F.I.E. or his delegate takes part in the ceremony and awards the prizes of the F.I.E. after the I.O.C. representative has awarded the Olympic medals.

#### **10.2 WORLD CHAMPIONSHIPS**

##### **10.2.1 Flags and emblems**

The flags of the F.I.E. and of the organizing country must be flown on centrally placed flagpoles in the hall in which the finals take place for the entire duration of the World Championships. They will be raised at the opening ceremony, and will be lowered at the end of the closing ceremony .

They must also be flown in the hall(s) for the eliminating rounds, where they are encircled by the flags of the nations participating in the Championships. If the Organising Committee cannot find the flag of a nation which has entered, it must notify the Federation concerned fifteen days before the competition. The Federation can then bring its flag to the competition or have it delivered by its embassy.

##### **10.2.2 Opening ceremony**

If an important personality of the country in which the Championships are taking place has been invited to open the World Fencing Championships, he will be welcomed at the entrance of the competition hall by the President of the National Federation and the President of the Organizing Committee, who will introduce him to the President of the F.I.E. (or his representative) and their colleagues.

The President of the F.I.E. and the President of the Organizing National Federation will then lead him and his accompanying guests to the stand of honour.

An optional interlude, in the form of a brief spectacle, can perhaps be presented to the public before the speeches opening the championships. It must be of short duration (20 minutes maximum).

Immediately afterwards, the parade of the flags of the participating countries will begin. The flags are borne by young fencers from the organizing country or by hostesses coached to do this.

Then the President of the organising Federation, or his representative, speaking with the help of a microphone from a podium, will welcome the competitors and the President of the F.I.E. or his delegate with a few appropriate words not exceeding two minutes.



The President of the F.I.E. or delegate will then say a few words of thanks (maximum of two minutes) and, if there is the guest of honour mentioned above, will add: "I have the honour of inviting ..... to announce the opening of the 20... World Fencing Championships".

The guest of honour will then say: "I declare the World Fencing Championships of 20... open". In the absence of a guest of honour, the President of the F.I.E. or his delegate declares the Championships open.

The national flag of the organizing country and the flag of the F.I.E. are then raised, the national anthem of the organizing country is played, and the parade leaves the competition hall by the shortest route to the sound of the music. This is the end of the ceremony.

The opening ceremony should not take longer than 45 minutes.

### **10.2.3 Presentation of finalists and giving of prizes**

At the beginning of each final the finalists are presented to the audience, their best achievements being announced. They must be dressed in fencing clothing, holding a weapon with which they salute the audience, raising the weapon guard to the chin. The referees for the final are also presented.

**10.2.3.1** At the end of each event, the Organizing Committee, announces the "Protocol Ceremony, World Fencing Championships 20..., ... event", and announces the results to the public.

**10.2.3.2** The prize-giving takes place in the following manner:

- The prize giving podium is located on or near the finals piste enclosure, the place for the winner (or the winning team) being slightly higher than that for the second, who is on their right, and for the third(s) who is(are) on their left.
- The teams or fencers ranked first, second and third, dressed in national tracksuits, march to behind the podium and stand each behind their respective place on the podium. As each is announced they step forward and mount the podium in the appropriate place.
- The medals and trophies will then be awarded by the President of the F.I.E. or his delegate, accompanied by a member of the Organizing Committee to congratulate the winning fencers or teams, beginning with the bronze medal(s), then the silver and finally the gold.
- After the official presentation, the organizers may plan the presentation, informally, of additional trophies or prizes.
- The national flag of the winner will be hoisted on the central flagpole, and those of the fencers or teams placed second and third will be hoisted on the two (or three) flagpoles to the right and to the left of the central flagpole, facing the official stand. While the national anthem (in its entirety) of the winning country is played, the four fencers or three teams and the spectators turn towards the flags. (The Organizing Committee may request in the invitation forms that each Federation brings a recording of its national anthem).

#### **10.2.4 Closing of the Championships**

1) The President of the F.I.E. or his delegate stands on the podium and declares the Championships to be closed, with a few appropriate words (maximum 2 minutes), and adds: "In the name of the International Fencing Federation, I bestow my deepest gratitude to the Organizing Committee of this competition, to the fencing Federation of ..., and to the people of the city of ... for their generous hospitality. I declare the World Fencing Championships 20... to be closed, and I invite the fencers of all the countries to meet next year in ... (in the case that the city has not yet been designated, the name of the city will be replaced by the words "at the place which will be chosen") to celebrate the World Fencing Championships 20...".

2) The distribution of prizes and trophies are awarded at the end of the Competition, before the lowering of the flags, and is held in front of the seats of the participants.

3) Then a fanfare is sounded, and while the national anthem of the organizing country is played, the flags of the country and of the F.I.E. are slowly lowered.

The Championships concludes to the sound of the music.

#### **10.2.5 Prizes and trophies to be awarded**

i) The gold medal of the F.I.E. and the diploma of honour of the F.I.E. are awarded to the winners of the individual events and to each member of the winning teams of the World Championships and the Olympic Games.

ii) The Organizing Committee provides special silver-gilt or bronze-gilt medals for the winners of the events (one medal per individual winner, and one medal for each member of the winning team), as well as special medals in silver, or silver-plated bronze, and bronze for the second and third places.

#### **10.2.6 Results**

At the end of the Open Championships and World Junior/Cadet Championships, the organizing Federation must hand out to the delegations a file with the results of all the pools, direct elimination tables and the finals of all individual and team competitions

### **10.3 WORLD JUNIOR/CADET CHAMPIONSHIPS**

The World Junior/Cadet Championships are the second major event of the F.I.E. The protocol for this event is the same as that of the World Championships.

The following prizes will be awarded at the World Junior/Cadet Championships:

1) The F.I.E. gold medal and diploma of honour of the F.I.E. to the winners of the twelve individual events - male and female foil, épée and sabre for Juniors and Cadets respectively – and to each member of the winning teams in the six Junior team events.

2) Medals similar to those for the World Championships, given by the Organizing Committee for the first three places at each event, individual and team.

## 10.4 WORLD CUP COMPETITIONS

**10.4.1** The protocol for the presentation of finalists and the giving of prizes must be based on that of the World Championships (cf. 6.5.5). In particular, should the President, a member of the Central Office or a Member of Honour be present, he must be called upon to take part in the presentation of the first prize.

**10.4.2** At both Category A and Grand Prix competitions, the raising of the national flags of the medal winners and the playing of the national anthem of the winner are compulsory.

## 10.5 PROTOCOL CEREMONY FOR THE AWARD OF MEDALS AND TROPHIES

It will be awarded during a protocol ceremony organised by the FIE Executive Committee, once a year, 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 senior and junior « Grand Prix des Nations » ;

The FIE gold medal, the Grand Prix of Nations, is awarded each year to the federation which has obtained the best results at the Junior and Senior World Championships, according to the scale of points below. Strict count is kept of the total number of points won in all the individual and all the team events.

### Individual Championships:

1st place	32 points
2nd place	26 points
3rd place equal	20 points
5th to 8th places	14 points
9th to 16th places	8 points
17th to 32nd places	4 points
33rd to 64th places	2 points

### Team Championships:

1st place	32 points
2nd place	26 points
3rd place	20 points
4th place	18 points
5th place	16 points
6th place	14 points
7th place	12 points
8th place	10 points
9th to 16 <sup>th</sup> places	8 points
17th to 32nd places	4 points

33rd to 64th places                      2 points

When there is a tie for this "Grand Prix" award, the winner will be the Federation with the most gold medals. If both Federations have won the same number of gold medals then the award goes to the winner of the most silver medals, and if there is still a tie, to the winner of the most bronze medals.

Each year six silver cups of the F.I.E. are awarded respectively to the national team winning each of the six World Championship events: men's and women's foil, épée and sabre.

These trophies become the permanent property of any nation winning them five times, consecutively or not. In this event, the trophy is replaced immediately by the F.I.E.

## **10.6 MEDALS AT ZONAL CHAMPIONSHIPS**

**10.6.1** The diploma and gold medal of the FIE are awarded to the junior and senior winner of the individual zonal (big medal) and to the winning senior zonal team (a small medal to each member of the team).

**10.6.2** The Organizing Committee provides special medals for the winners of the events (one medal for the individual winner, and one medal for each member of the winning team), as well as special medals in silver, or silver-plated bronze, and bronze for the 2nd and 3rd places.

## **CHAPTER 11**

### **CONTINENTAL CONFEDERATIONS - ROLES AND RESPONSIBILITIES**

**11.1** 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.

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

**11.3** 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 FIE 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 must include in the handbook of specifications for its Zonal Championships that the continental refereeing exams are organised together with the Zonal Championships.

**e/** 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.

**f/** It informs the Technical Direction of the FIE of the training requests and needs of the coaches of its member federations. It actively collaborates with the International Technical Director to carry out the training projects developed by the FIE.

**g/** It proposes to the Executive Committee of the FIE the place and dates of its Zonal Championships, all age categories, as it has the status of co-organiser with the FIE.

**h/** It carries out itinerant missions on its continent entrusted to it by the FIE with a view to reinforcing the National Federations.

**i/** It is responsible for the application of the four-year plan of the Confederations adopted by the Executive Committee of the FIE.

**j/** It verifies that the various aids granted by the FIE are used properly.

**k/** Each year it presents 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.