



ADMINISTRATIVE RULES

OF THE

FIE

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HISTORY

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

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

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

PRINCIPLES

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

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

CHAPTER 1

LICENCES

1.1 OBLIGATORY

1.1.1 The FIE licence is obligatory for all fencers taking part in any official competition of the FIE, including satellite competitions. No entry will be valid unless the name of the competitor is accompanied by the number of his FIE licence. The licence is valid for the current fencing season.

1.1.2 The licence is also obligatory for the following people:

- * The members of the Executive Committee and the Commissions of the FIE.
- * The officials designated for the World Championships and the Olympic Games and in general for all FIE events.
- * A and B grade referees of the FIE.

1.2 DELIVERY

1.2.1 Every licence is delivered by the F.I.E. to the person who has the right to it through his national member federation.

1.2.2 All application for a licence or a renewal must be made by means of the FIE Internet Web-site 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 *or* Annual General Assembly for the following season. A licence is only issued if the following information is provided: family name, first name, nationality, date of birth, gender and personal address.

1.3: PRESENTATION.

1.3.1 The organisers of all official FIE competitions must verify that a fencer is in possession of a valid FIE licence (appears on the list of those holding licences on the F.I.E. Internet Web-site) before accepting their entry.

1.3.2 Any organiser contravening rule 1.3.1 is liable to the penalties laid down in article o.54 of the FIE Rules for Competitions.

CHAPTER 2

INTERNATIONAL CALENDAR

2.1. Olympic Games

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

Each international Federation recognised by the I.O.C. 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 F.I.E.

2.2 The Open World Championships and Cadet/Junior World Championships

Their dates are determined by the Congress or General Assembly, at least two years in advance.

The Cadet/Junior World Championships are normally held over a 8 day period.

The Open World Championships are normally held over a 7 day period.

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 two age categories - 50-59 years' old and 60+ respectively and at all weapons (women's sabre from 2005).

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 F.I.E. 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 PREPARATION OF THE OFFICIAL FIE CALENDAR

2.5.1 The official FIE calendar includes: the World Cup competitions, both individual and team, the Satellite competitions, the World Championships and the

Zone Championships. It is established at the Calendar meeting held at the World Junior/Cadet World Championships, on the basis of the proposal of the Administrative Office of the F.I.E., which will take account of the following:

2.5.1.1 A member federation may only organise one individual open World Cup competition per weapon.

2.5.1.2 For competitions already accepted as World Cup competitions, requests for dates for the following season presented by the national federations at the latest by 31 January of each year.

2.5.1.3 For new World Cup competitions, candidatures arriving at the F.I.E. Office by January 1 of each year.

They must be accompanied by the appropriate presentation dossier conforming to the specification.

- The dossier must be examined by the Administrative Director, for her advice.

- Agreement to it must be given by the Executive Committee.

-The date will be fixed at the next Calendar meeting

2.5.1.4 That the senior individual competitions are limited to a circuit of 14 events per weapon, that is 9 World Cup competitions (4 in Europe, 2 in America, 2 in Asia/Oceania and 1 in Africa), and 5 Grand Prix (2 in Europe et 1 in each of the other 3 continents), which latter must include a team competition.

2.5.2 If a federation wishes to change the venue of a competition already accepted as a World Cup competition, 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.

2.5.3 When the official F.I.E. calendar has been established, the Executive Committee will choose the individual competitions which will win the title 'Grand Prix' and are required to be combined with a team World Cup, taking account of the agreement of the possible competition organizers and their commitment to respect the specification for Grand Prix and team World Cup competitions.

2.5.4 The calendar of the next season is approved definitively during the Executive Committee meeting which follows the calendar meeting. Except in case of force majeure (*e.g.*, catastrophies, national civil unrest, economic crisis....), any change of date or place or cancellation of the competition after this meeting will result in the cancellation of the competition for the following year.

2.5.5 Any change of date or place without the authorisation of the F.I.E. will result in the competition for the following year no longer be classed as a World Cup competition.

2.5.6 Except in cases of force majeure (*e.g.*, catastrophies, national civil unrest, economic crisis...), any cancellation of a competition less than 2 months before its date in the calendar will result in the cancellation of the competition for the following year and a fine of CHF 7,500.

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 performed satisfactorily and who have fulfilled 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 Junior World Cup competitions, in the year preceding the date of their exam.

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

3.2.4 Referees refereeing at official F.I.E. competitions may not fulfill any other function (trainer, fencing master, head of delegation, etc.) for their participating delegation.

3.3 FENCING TERMINOLOGY IN FRENCH

To appear on the lists of international Referees, it is necessary for the person concerned to know the fencing terms in French in order to analyse the fencing phrase and deliver his decision in French.

3.4 EXAMINATIONS FOR APPOINTING CATEGORY B REFEREES.

3.4.1 The candidate for the B list will be examined by a minimum of two members of the Refereeing Commission in the following fashion :

- a written examination consisting of a multiple choice question paper in one of the three working languages of the FIE or in his maternal language.
- a practical test

3.4.2 The multiple choice questions (MCQ) will be drawn up by the Refereeing Commission

3.4.3 The candidates will be examined at competitions by a panel designated for this purpose by the Executive Committee on the proposal of the Refereeing Commission.

3.5 APPOINTMENT OF CATEGORY A REFEREES

The criteria for promotion to cat. A are:

- a) To have been a category B referee for at least 2 years, and to have featured on the 'Observation and Evaluation List' for at least one year.
- b) To have refereed at least ten ¼ final, semi-final or final bouts at which a member of the Refereeing Commission was present.
- 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 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 power 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 if they are present, 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.

3.9 VIDEO-TAPES OF FINALS

3.9.1 The video tapes of the finals will be used in particular by the Refereeing Commission for their seminars.

3.9.2 These tapes will later be made available to all the national Federations that ask for a copy, at their own cost, after a lapse of 2 months.

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 150 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;
- voting urns and cabins;
- audio recording of the Congress in its entirety onto cassettes;
- 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 (2 per national member federation).

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 Cards

The 1st representative of each delegation (or the recipient of a proxy) who is authorized to vote will receive 3 voting cards: a green card marked 'OUI' ('YES'), a red card marked 'NON' ('NO') and a white card marked 'ABSTENTION' ('ABSTAIN').

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 Administrative Director and the International Technical Director will be positioned on the platform facing the Congressists.

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

He will maintain up-to-date the voting sheets, arranged as follows:

PAYS	OUI	NON	ABSTENTION
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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 Office 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 Office 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 Administrative Director, and are announced at the start of the Congress.

4.4.2 Secretariat

The Administrative Office 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.

4.4.2 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 Honorary President(s)
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 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 two 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 two vice-presidents, only voting papers containing at most the names of two candidates are valid.

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

a) If two 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 remaining position, 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.

5.2 THE COMMISSIONS

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

5.2.2 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.

5.2.3 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.

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

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

5.2.6 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.

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

5.2.8 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 or annual General Assembly for the next season, based on a proposal of the Executive Committee. For the 2004-2005 season, they were determined as follows:

6.1 Amounts to be paid to the FIE :

Subject	CHF	Euros	<u>Deadline</u>
Annual fee	550	375	Before March 15th of the current civil year
Organising fee senior A grade tournament	1350	900	Before the 1 st day of competition
Organising fee junior A grade tournament	800	550	Before the 1 st day of competition
Organising fee team tournament	800	550	Before the 1 st day of competition
Licences fencers, referees, members	35	25	At the beginning of the season
Participation in refereeing exam	50	35	Two months prior to the exam date (this amount also includes the licence price)

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 CH06 0076 7001 U091 9913 1
Euros : H 972. 26.83 / IBAN CH19 0076 7001 H097 2268 3
Code SWIFT : BCVLCH2L**

6.2 Amounts to be paid to the organisers :

Subject	CHF	Euros
Entry fee junior A grade tournament	12.50	10
Entry fee senior A grade tournament (per person)	25	20
Entry fee GP tournament	100	60
Entry fee team tournament	600	400
Individual entry fee World Championships	80	55
Team entry fee World Championship	210	140

CHAPTER 7

TRAVEL COSTS

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 of 50 Euros (or equivalent) 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 50 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 born 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.

7.2.4 The attendee will be granted an allowance of 50 Euros (or equivalent) 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 Observers for World Cup Competitions

The length of stay must be the object of a prior agreement reached between the organiser of the competition and the observer.

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 observer, or bought by the observer, 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 observer, or bought by the observer, 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 observer.

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 observer's board and lodging costs (hotel and meals) from when the observer leaves home (for example in the case where an observer 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 observer is responsible for his extras.

7.3.2.2 The observer will be granted an allowance of 50 Euros (or equivalent) 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 observer.

7.4 Referees designated for World Cup competitions (Grand Prix and team tournaments)

7.4.1 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.

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

7.4.3 The organiser will pay for one room, including breakfast, for the duration of the assignment. Extras will be paid for by the referee concerned.

7.4.4 The referee will be granted an allowance of 50 Euros (or equivalent) 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.

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 certifying that the federation is the only acknowledged body governing fencing in the country of the federation;

8.3 The Statutes of the federation;

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 (+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 An annual membership fee must be paid by the national federation to the FIE when the provisional affiliation is pronounced.

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 F.I.E 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 rd	2 points
5th-8th	1 point

The Official FIE ranking may only take account of a maximum of 2 satellite competitions, even if the fencer has obtained no points in a World Cup competition. If the fencer has obtained points in a World Cup competition, the points of only one satellite competition may be taken into account for the official ranking. If the fencer has obtained points in two World Cup competitions, the points of no satellite competition may be taken into account for the official ranking.

9.4 OBSERVERS OF COMPETITIONS

9.4.1 World Cup competitions are observed by and official F.I.E observer.

The observer, who must be of a different nationality from that of the organising country, is chosen by the Executive Committee in accordance with Article 0.84 of the Rules for Competitions.

9.4.2 The organisers of the satellite circuits are invited to suggest to the F.I.E. which competitions should be assigned an observer, and the names of possible observers, before the F.I.E. calendar meeting

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

9.4.3 Observers' role

The observer has the position of a supervisor 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 observer, the latter formally accepts the following role :

- Check that the referees are drawn by lots.
- Send to the FIE office the computerised page of referees' activities (issued by the Directoire Technique of each competition).

- Establish that each fencer and international referee holds a valid FIE international licence or has made an application on the FIE Internet Web site.
- 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).
- Sanction with a fine the federations that did not bring the required number of referees.
- Hand over a copy of the report and of the activity of the referees to the organiser.
- Send to the FIE office a copy of the doping control forms 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 observer has to request to the organiser that a digital camera be made available.
- Fill in and validate the observer report on the FIE Internet Web site within 8 days after the 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.

Any medal of the World Cup for the year concerned is also presented to the winner at this point.

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).

The "Grand Prix des Nations" is awarded on the podium by the President of the F.I.E. or his delegate to the President of the winning Federation (or his representative).

10.2.4 Closing ceremony

The closing ceremony takes place immediately after the prize-giving of the last event. The distribution of prizes, trophies and "Grand Prix des Nations" 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.

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...".

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 flag of the F.I.E. is given by a representative of the organizing committee to the President of the F.I.E. who entrusts it to the representative of the organizing committee for the championships of the following year.

The ceremony 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.

iii) The F.I.E. gold medal for the "Grand Prix of Nations" is awarded to the country with the best overall results according to the following table:

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 th 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.

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.
- 3) The medal for the country winning the junior Grand Prix of Nations.

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.