

# INTERNATIONAL FENCING FEDERATION

## HANDBOOK OF SPECIFICATIONS

### GRAND PRIX COMPETITIONS

September 2005 Edition



Updated by

**Ioan POP**

Technical Director of the FIE

With the assistance of Sylvain BILLOT

# HANDBOOK OF SPECIFICATIONS

## Grand Prix Competitions

The Grand Prix competitions are our sport's shop-window.

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

This is the reason why the conditions described in this handbook of specifications are compulsory.

## Summary

<b>ADMINISTRATIVE AND LOGISTICS OBLIGATIONS.....</b>	<b>page 5</b>
- <b>Entry of fencers.....</b>	<b>page 6</b>
• participation.....	page 6
• entry.....	page 6
• entry fees.....	page 6
- <b>Designation and expenses of Referees.....</b>	<b>page 7</b>
• designation of Referees.....	page 7
• expenses of Referees.....	page 7
- <b>Transportation - Accommodation.....</b>	<b>page 8</b>
• transportation.....	page 8
• accommodation.....	page 8
 <b>INFRASTRUCTURES AND PREMISES.....</b>	 <b>page 9</b>
- <b>Competition Halls.....</b>	<b>page 10</b>
• hall of 4 coloured pistes.....	page 11
• drawing of 4 coloured pistes.....	page 12
• diagram of 4 coloured pistes (dimension).....	page 13
• hall for the final.....	page 14
• drawing of the hall of the final.....	page 16
• diagram of the hall of the final (dimension).....	page 17
• hall of (4 + 1) coloured pistes.....	page 18
• drawing of the hall of (4 + 1) coloured pistes.....	page 19
• diagram of the halls of (4 + 1) coloured pistes (dimension).....	page 20
• drawing of 4 other pistes.....	page 21
• diagram of 4 other pistes (dimension).....	page 22
- <b>The administrative offices.....</b>	<b>page 23</b>
• office for the Directoire Technique.....	page 23
• zone for the posting of results.....	page 23
• rooms for checking weapons and equipment.....	page 24
• rooms for medical services.....	page 24
• other rooms and spaces.....	page 24

<b>THE COMPETITION</b> .....	page 25
- Programme of the competition.....	page 26
• proposed schedule.....	page 26
- The Directoire Technique.....	page 27
• assigned staff.....	page 27
• functions.....	page 27
- The scoring staff.....	page 28
- The control of weapons and equipments.....	page 29
• general control.....	page 29
• verification during the pools and preliminary rounds of direct elimination ....	page 29
• verification during the table of 64 and the final.....	page 29
- The Final.....	page 30
• running of a final.....	page 30
• the commentator- speaker.....	page 31
• reserved zones in the gallery of the hall for the final.....	page 31
<b>MISCELLANEOUS</b> .....	page 32
- Public address system and internal communications.....	page 33
• general sound system.....	page 33
• sign-posting with arrows.....	page 33
- Publicity - Promotion - Partnerships.....	page 34
• press, radio and television.....	page 34
• partners and sponsors.....	page 34
• logo and flag of the FIE.....	page 34
- Several advices.....	page 35
• catering.....	page 35
• security guards, stewards and police services.....	page 35
<b>ANNEXES</b> .....	page 36
- Electronic scoring boards on each piste of direct elimination ...	page 37
- Other Handbook of specifications to be consulted.....	page 38

## ADMINISTRATIVE AND LOGISTIC OBLIGATIONS

## ENTRY OF FENCERS

### Participation

The participation to Grand Prix competitions is limited to a maximum of 8 fencers per weapon per nation. The Organising country shall enter 8 fencers, plus a maximum number of 12 fencers.

### Entry

The entries of fencers are to be made by National Federations, **directly and exclusively via the FIE Website**, in conformity with the current procedure, **15 days before the competition at the latest.**

### Entry fees

The amount of entry fees is to be consulted in the Administrative Rules of the FIE, available on the FIE Internet Website.

## DESIGNATION AND EXPENSES OF REFEREES

### Designation of Referees

12 Referees and 1 FIE Delegate are necessary for this competition, among whom :

- 7 international Referees and 1 Delegate to the Refereeing Commission are designated by the Executive Committee, upon proposition of the Refereeing Commission, taking into account the criteria of proximity with the organising country.
- 5 international Referees from the region will be brought by the organising country.

All the Referees nominated for the Grand Prix must attend the refereeing meetings to be held the day before the competitions. The organisers are responsible for the administrative and logistic organisation of these meetings. Their national referees are invited to participate in these refereeing meetings.

When the Grand Prix competition is organised together with a team competition, the Referees will officiate for both the individual and the team competitions and delegations will thus not have to bring Referees neither for the individual nor for the team competition.

### Expenses of Referees

Plane tickets, hotel rooms (including breakfast) and per diem (100 US dollar per day, including the travelling days) for the referees designated and refereeing commission delegate will have to be paid by the organisers of each Grand Prix competition. All referees must hold an FIE international licence valid for the current season.

## TRANSPORTATION - ACCOMMODATION

### Transportation

- shuttle buses will be provided between :
  - the hotels and the venue of the competition
  - the hotels and the train station
  - the hotels and the airport
- precise timetables (which must be adhered to) will be distributed and posted in the hall of each official Grand Prix hotel and at the venue of the competition.

### Accommodation

- The Responsible of the Organising Committee in charge of this mission must ensure that all the participants are adequately accommodated.
- the latter will have beforehand negotiated special rates.
- The concerned persons are:
  - the guests of the FIE
  - the delegations
  - the referees
  - the press
  - the equipment suppliers
  - other guests
  - others...



## INFRASTRUCTURES AND PREMISES

The halls intended for competitions must have the following facilities :

- temperature control
- non-dazzling lighting of pistes and others to comply with the television requirements
- sober and tasteful decoration
- cloakrooms, showers, bathrooms...

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

## COMPETITION HALLS

The International Fencing Federation proposes 4 different layout of the site of competition, with corresponding timetables of programmes, depending on the number of fencers entered :

- with a maximum of 128 fencers entered, the whole competition will take place on 5 pistes only :

! 1 hall with 4 coloured pistes and 1 hall for the final

or

! 1 hall with 5 coloured pistes, including the middle-one being used for the final

- with more than 128 fencers entered, the phase of round of pools and the table of 128 will take place on (8+1) pistes. From the table of 64, the competition will only take place on 4 pistes :

1 hall with 4 coloured pistes and 1 hall for the final + 4 other pistes

or

1 hall with 5 coloured pistes, the middle-one being used for the final + 4 other pistes

## Hall of 4 coloured pistes

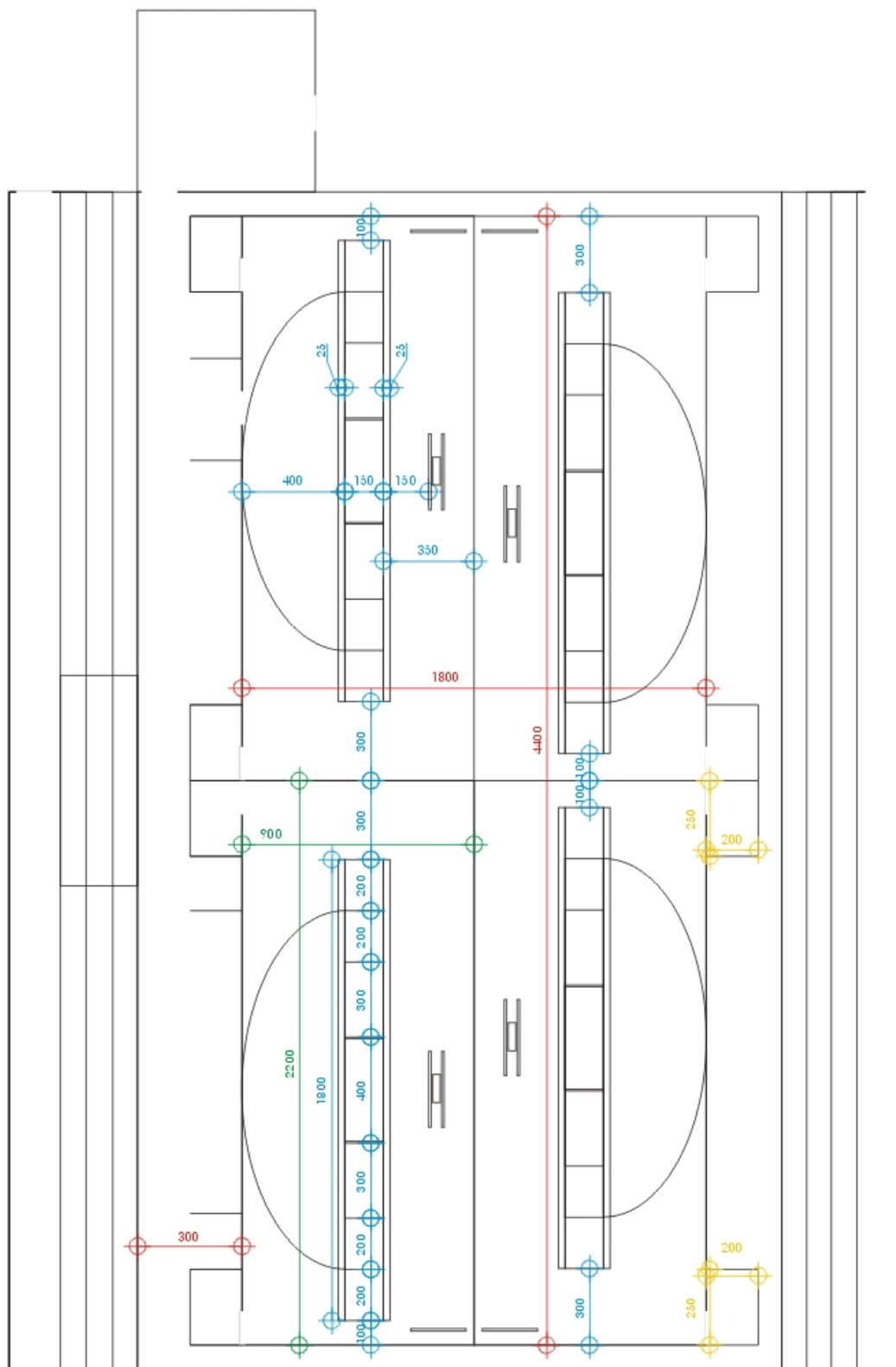
- 4 pistes, each set up on a carpet of different colours.
- Each one of the 4 coloured zones will have approximately a dimension of 22 meters in length by 9 meters in width.
- each piste will be equipped with the following, in accordance with the FIE norms :
  - a scoring hits apparatus including 2 reels.
  - an electronic scoring board, with two sides if tiers of seats are located on both sides, indicating the names and nationality of the fencers, the score, the rounds, the cards, the time, the priority (type KABCOM, see drawing in attachment page 37).
  - an electronic scoring board indicating the matches and timetable of the table of 32, see table of 64 (see drawing in attachment page 37).
  - spare scoring hits apparatus with reels must be arranged.
- a reserved zone with chairs for the fencers and their trainers will be set up at each end of the piste, outside from the fencing area.
- the refereeing zone will be at a minimum of 3m50 from the piste.
- the entire 4 fencing areas will be surrounded by fences.
- additional zones with tables and chairs will be set up for :
  - the representatives of the Directoire Technique
  - the FIE Delegates
  - the press
  - a medical service
  - the running of the scoring boards
- the installation of a public address system will be at disposal of the Directoire Technique.
- a security service will ensure the good circulation of the persons and make sure that the only ones in the fencing zone are the fencers in match and the referee, and that only authorised persons are present in the hall of competitions (officials, referees, technicians, photographers...)
- this hall must contain tiers of seats or gallery to welcome the expected number of spectators.
- the two following drawings present the layout of a hall of 4 pistes and the minimum distances to be respected.
- The room of appeal can be located inside the hall of competition but must be clearly delimited and its access controlled. It must contain an area for the control of weapons and chairs for the fencers and referees waiting. It would be preferable that this room of appeal be located next to the competition hall or in a hall adjacent to the hall of competition.

### Accessibility

- |                              |  |
|------------------------------|--|
| • the officials              | • the referees                               |
| • the technicians            | • the enrolled fencers and their trainers    |
| • the staff of various media | • the trainers, doctors and physiotherapists |

[illegible]

Diagram of the hall of 4 coloured pistes (dimensions)



### Hall for the final

- **1 single piste** :
  - 1,50 m to 2 m in width.
  - 18 m in length.
  - on a podium raised by 30 to 50 cm with the necessary safety features at the end of the piste (a suitable slope).
- this hall must contain tiers of seats or gallery to welcome the expected number of spectators.
- the piste must be equipped with the following, to comply with the FIE norms :
  - a scoring hits apparatus including 2 reels.
  - an electronic scoring board with two sides (in case of tiers of seats on both sides) indicating the names and nationalities of the fencers, the score, the rounds, the cards, the time, the priority (type KABCOM, [see drawing in attachment page 37](#)).
  - 2 large stopwatches at the end of the pistes.
  - an adequate installation of several sets of extension lights will be settled to ensure a good vision for the referee and the public.
  - an electronic scoring board for the bouts of the table of 8, large enough to be read by the last rows of the public. ([see drawing in attachment page 37](#)).
- for team competitions, a reserved zone at each end of the piste, outside from the fencing zone, will be set up for fencers and trainers (with chairs).
- the **refereeing zone will be at a minimum of 4 meters** from the piste.
- a **location for the video refereeing** situated on the same side as the referee.
- zones with tables and chairs will be set up for :
  - the representatives of the Directoire Technique.
  - the FIE Delegates.
  - a medical service.
  - the running of the scoring board.
- a **public address system will be** installed :
  - a microphone for the Directoire Technique.
  - a wireless microphone for the referee.
  - a wireless microphone for the speaker.
  - the playing of national anthems and background music.
- a **security service** will ensure the good circulation of the persons and make sure that the only ones in the fencing zone are the fencers in match and the referee.



A new room for the appeal will be set up next to the finals hall, if the one of the 4 coloured pistes is too far away.

- **2 podiums :**

- a podium for the award ceremony of the individual competitions, with a large step able to welcome both third places.
- a special large podium on which the 4 team fencers can stand.

- a **mechanism for hoisting the 4 flags** of the nations represented on the podium.

- an **area** which is close but independent of the finals hall, for fencers **to warm up** while waiting for their match.

- a **medical service** with First Aid Station (see Medical Handbook of specifications available on the FIE Internet Web site).

- an appropriate location for the press and the television cameras (see **handbook of specifications for the television** on the FIE Internet Web site).

- a means of recording the whole final on videotape (to be presented to the FIE).

- a neat decoration of the hall :

- the FIE flag and the flag of the organiser's country, surrounded by the flags of all the participating countries.
- carpeting, flowers decoration...

- the location and the dimensions of advertisements must be submitted to the FIE and they must conform to its rules.

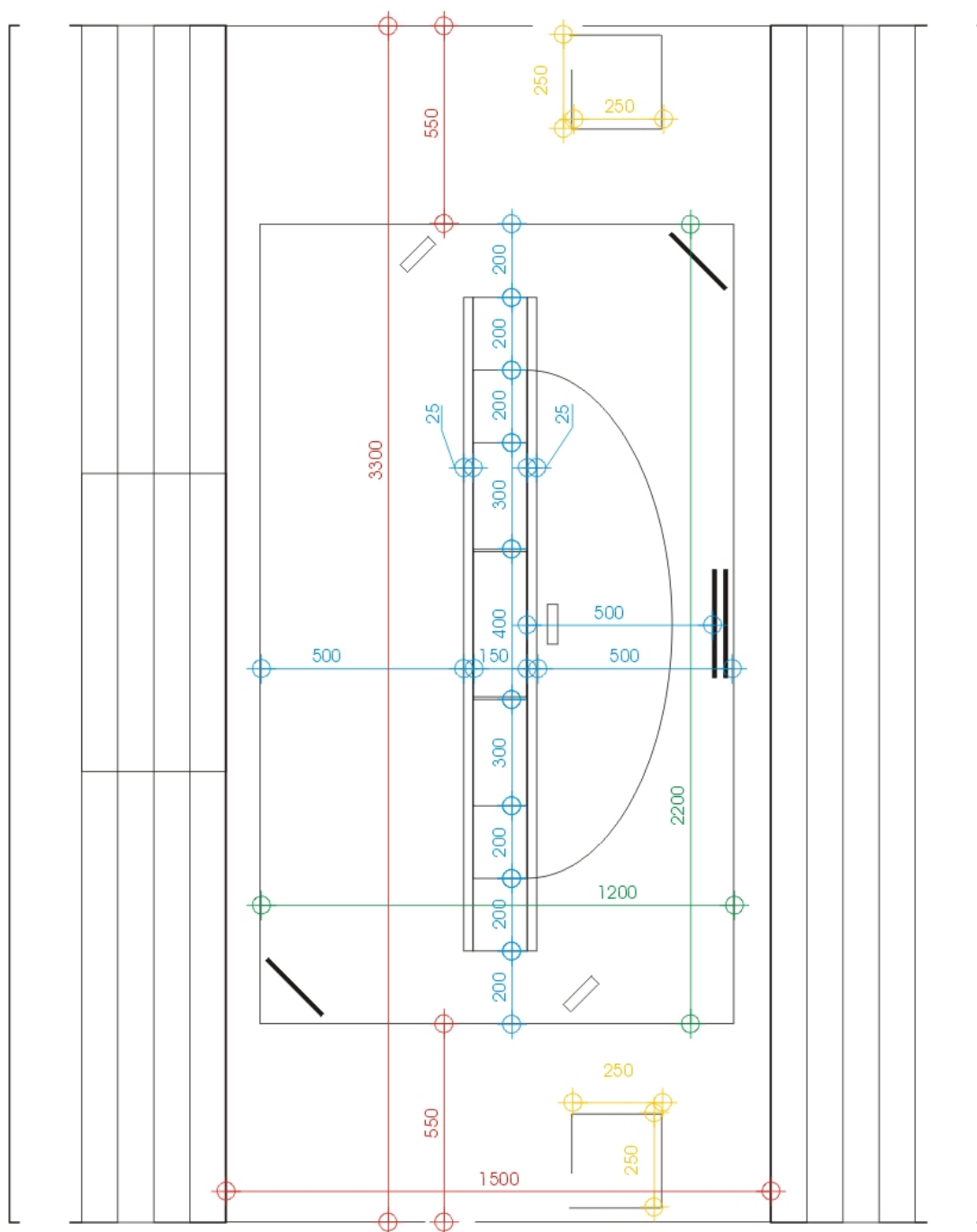
- the two following diagrams present the layout of the hall for the final with the **minimum distances to be respected**.

Accessibility
<ul style="list-style-type: none"><li>• the officials</li><li>• the referees</li><li>• the technicians</li><li>• the enrolled fencers</li><li>• the trainers during the minute of break of the individual competition</li><li>• the fencers and trainers during the team competition</li><li>• the doctors and physiotherapists of each delegation</li><li>• the press photographers</li></ul>





Diagram of the hall for the final (dimensions)

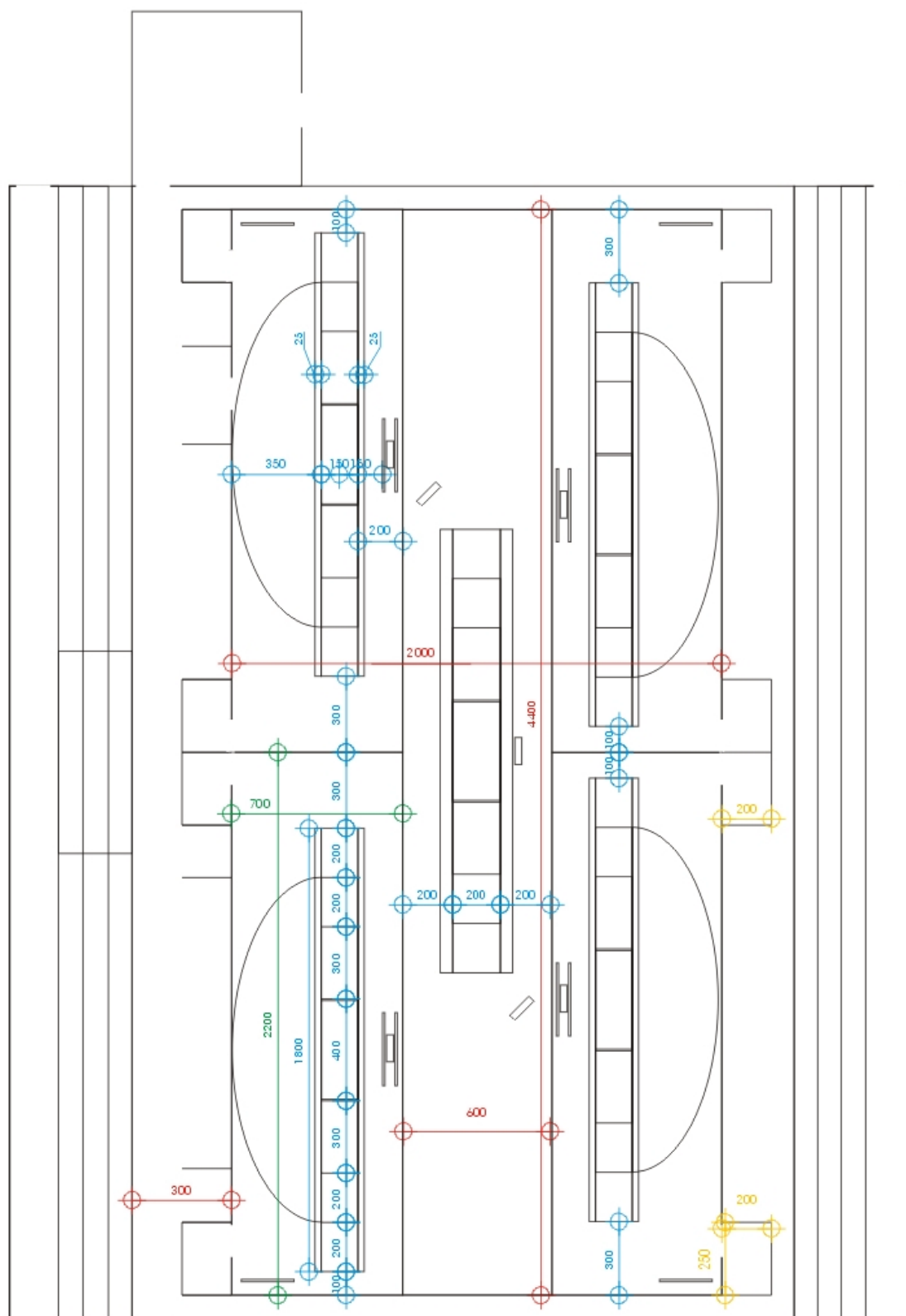


### Hall of (4 + 1) coloured pistes

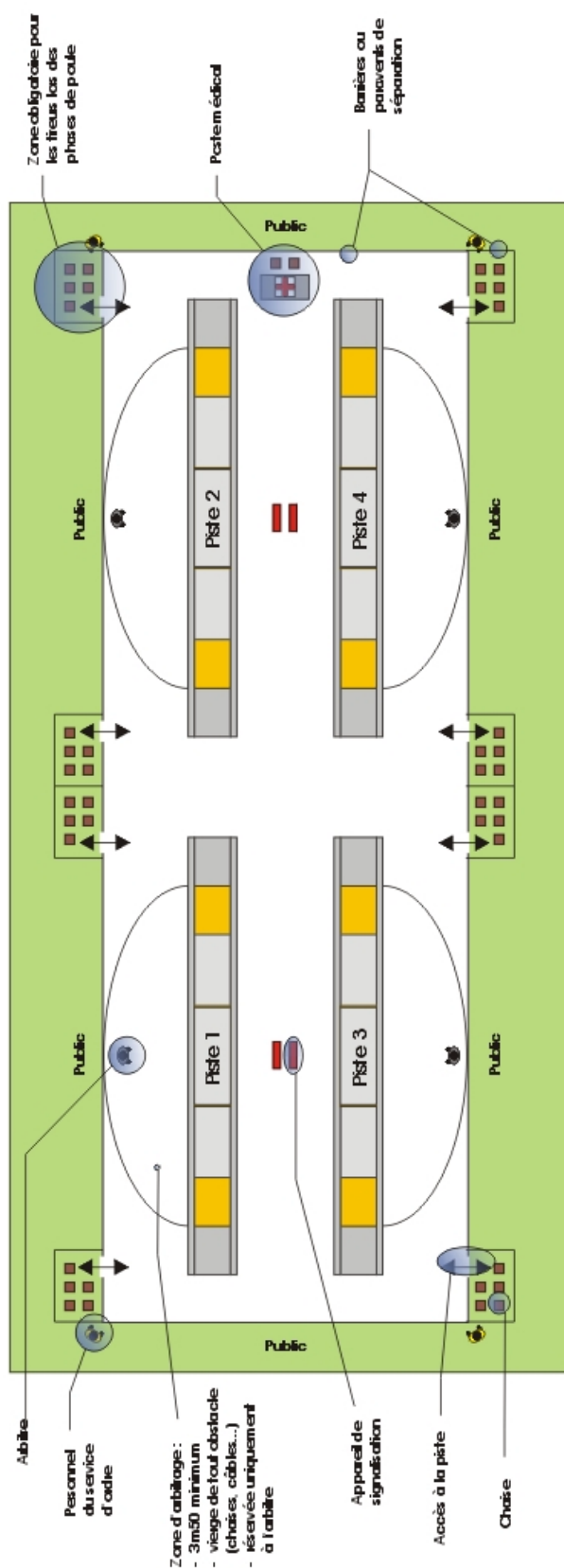
- 5 pistes, each set up on a carpet of different colours, with 1 piste for the final raised on a podium in the middle of these 4 pistes.
- 4 coloured zones will approximately have a dimension of 22 meters in length by 7 meters in width.
- 1 zone of different colour of about 44 meters in length by 6 meters in width will come in between the coloured pistes to welcome the podium for the final (as presented in the following diagram).
- the necessary equipment and the configuration of this hall includes the separated directives previously described for the hall of 4 coloured pistes and the final.
- before the finals, the equipment unnecessary for the good process of the finals will be removed to ensure a better visibility of the fencing zone.
- the two following diagrams present the disposition of a hall of (4 + 1) pistes and the minimum distances to be respected.

[illegible]

Diagram of a Hall of (4 + 1) coloured pistes (dimensions)



## Drawing of the 4 other pistes



[illegible]

## THE OTHER PREMICES

### Office for the Directoire Technique

- minimum surface : 30 m<sup>2</sup>.
- at least 3 tables of 2 m. in length with chairs.
- 1 computer to run the competition with 1 printer (if possible laser).
- 1 computer with printer, with text and table softwares.
- 1 access to internet.
- 1 fast photocopier.
- 1 telephone and 1 fax machine.
- 1 microphone to supply information on the entire site of the competition.
- 1 space reserved for the FIE Refereeing Delegate .

► The zone for the display of results will be close to.

#### Accessibility

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

### Zone for the posting of results

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

### Rooms for checking weapons and equipment

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

#### Accessibility

- the assigned staff
- the fencers

- a room adjacent to the precedent one with the necessary equipment to check the weapons and equipments, in conformity with the FIE norms.

#### Accessibility

- the authorised staff only
- the SEMI Delegates

- ▶ This room must be operational and **open 24 hours before the beginning of the event**.  
1 control station for the weapons will be installed in the room of appeal (2 stations).

### Rooms for medical services

- 1 room to welcome the **First Aid Station**.
- 1 **room for the anti-doping control**, incorporating waiting room and adjoining toilets.

- ▶ The **medical handbook of specifications** is to be consulted on the **FIE Internet Website**.

### Other rooms and spaces

- **1 workshop for weapon repair**, provided with two work benches with vices and necessary tools for assembling weapons to be put at disposition of the delegations before the competition, and throughout its duration.
- **1 rest room for the referees**.



## THE COMPETITION

## PROGRAMME OF THE COMPETITION

It will include :

- the day before the beginning of the events :
  - meeting of the Referees
  - meeting of the Directoire Technique
  - meeting of the Heads of Delegations
- the programme of the two days of competition

### Proposed schedule

Taking into account that entries will be final 15 days before the competition, the organiser of Grand Prix competitions, must send to the FIE the composition of pools, the Wednesday preceding the beginning of the competition.

The day preceding the competition, at 18 hours, the timetable of each round of pool, with the composition of each pool of fencers present, will be posted in the official Grand Prix hotels. No modification concerning the 16 exempted fencers previously communicated, can be done.

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

#### First day :

- 08h00 : beginning of the rounds of pools
- followed by : preliminary table of 128

#### Second day :

- 08h00 - 10h00 : table of 64
- 10h30 - 13h00 : table of 32
- 14h30 : final

## THE DIRECTOIRE TECHNIQUE

### Assigned staff

Specialised staff :

- the Directoire Technique will be composed as specified in article 0.85 of the Rules
- 2 computer operators specialised in the software programme processing the data of the competition, in conformity with the FIE Rules.

Other staff :

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

### Functions

- **control of the fencers entered**, at 18 pm the day before the start of the event.
  - posting of the formula of the competition (number of participants, number of pools, number of eliminated after the pools ...).
  - composition of pools and **posting of pools**.
  - **posting of results after the pools** and of the **ranking of qualified**.
  - posting of direct elimination tables (with timetables of the bouts) and updating of the results.
  - **drawing lots of referees** and **establishment of the bout sheets**.
- **The Directoire Technique must send the results and the whole file of the competition in XML format one hour after the end of the competition the latest.**

## THE SCORING STAFF

Each fencing area (one piste) must have 2 persons :

- 1 timekeeper.
- 1 person to look after the pool or bout sheet, to be signed by the Referee, the fencers or the team captains.

- possible training for this staff.
- punctuality for each of them.
- a uniform for all (t-shirt and trousers).

### Distribution of results

#### Central notice board

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

#### Posting of the pool sheets at the end of the piste

- panels of 1,50 m x 0,75 m. on stand
- heading : name of the event, weapon
- the large pool sheet posted on the panel will be up-dated by the scoring staff of each piste with the help of the pool sheet issued by the Directoire Technique

## THE CONTROL OF WEAPONS AND EQUIPEMENT

This control must take place in three stages during the competition, to comply with the FIE Rules, as follows :

- general weapon control before the competition.
- verification during the pools and preliminary rounds of direct elimination.
- further verification before each bout of the table of 64 and of the final.

### General control

- Receipt of equipment :
  - labelling and provision of receipt
  - storage of fencing bags
  - indication of the time when equipment is ready for collection
- Control of equipment :
  - blades
  - masks
  - breeches
  - jackets
  - plastrons
  - body wires
- Pick-up of equipment.
  - ▶ A suitable method of marking must be in place.

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

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

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

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

## THE FINAL

### Running of a final

#### 1 - presentation of the finalists :

- announcement of their respective sporting achievements (the 2 best significant results)
- they must be dressed in fencing clothes, or in their official track-suit, with a weapon in their hand. They must salute the public, coquille to the chin.

► The sporting achievements will have been collected beforehand .

#### 2 - presentation of referees.

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

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

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

#### 4 - the final bout will take place 10 minutes after the last semi-final, if there is only one final. In the event of two finals in the evening, the four semi-finals will begin immediately after, followed without break by the 2 finals.

#### 5 - the awarding of prizes must take place quickly after the final bout.

► Televisions crews must have the opportunity to interview the finalists « in the heat of the moment ». A certain degree of liberty should therefore be given.

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

### **The commentator - speaker**

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

- Animation :
  - sober.
  - in French, then in the language of the organising country.
  - without intervention during the bouts.

► Slack periods will be filled (entertainment, exhibition, back-ground music ...).

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

Groups of seats will be reserved for :

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

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

# MISCELLANEOUS



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

### **General sound system**

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

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

Taking into account the large number of people attending the events, it is necessary to organise the flow of circulation of participants and spectators and facilitate the location of the places with a wide sign-posting system with numerous arrows.

## PUBLICITY - PROMOTION - PARTNERSHIPS

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

This action, particularly important for our sport, will be dealt in close collaboration with the President of the Promotion and Publicity Commission of the FIE.

### Press, radio and television

- In order to be granted the title of « Grand Prix », it is necessary that there should be an agreement with national television to show at least the final and to produce a 5 minutes cassette to be remitted to the EBU for transmission on Eurovision.

### Partners and sponsors

All sponsorship projects must be submitted to the FIE President in order to take cognisance of contracts and exclusive rights already existing within the FIE.

**The billboards**, in the competition halls, should preferably be **monochrome and of standard sizes**, and placed in a way which does not interfere with the view of the television cameras. This is **compulsory in the finals hall**.

### Logo and flag of the FIE

**The FIE logo** : respect of the « Charte Graphique », which will be forwarded by the FIE office on request.

**The FIE flag** will be hoisted or hung in the competition hall.

## SUGGESTIONS

### Catering

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

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

### Security guards - Stewards - Police services

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

# ANNEXES

Electronic scoring boards present on each piste of direct elimination

Table of match :

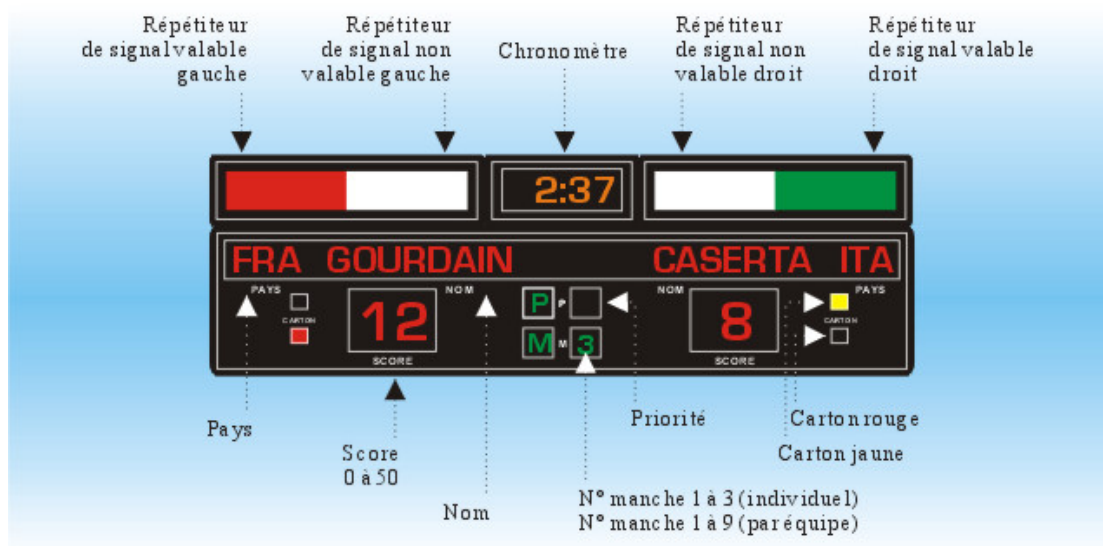
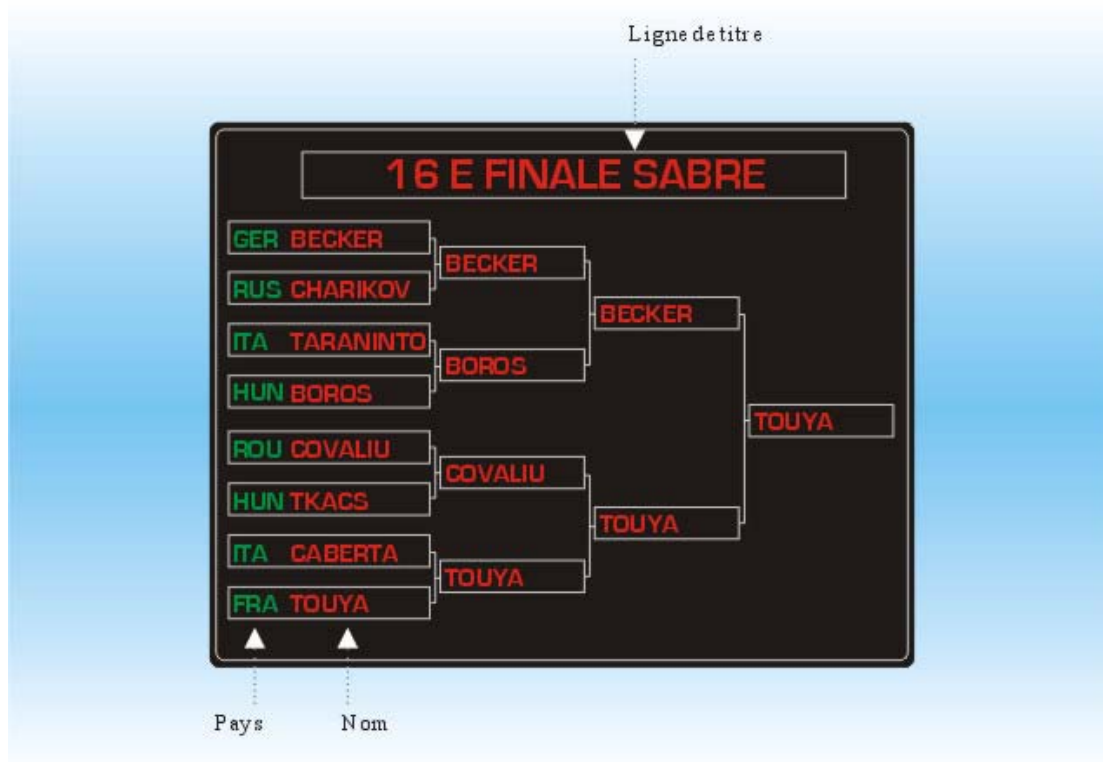


Table (tree) of direct elimination :



## Other handbook of specifications to be consulted

► **Medical handbook of specifications.**

This handbook of specifications is compulsory and can be consulted on the FIE Internet Web site.