

PROCEDURES FOR THE FIE REFEREEING EXAMINATIONS 2005 - 2008

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1. THE FIE REFEREEING EXAMINATIONS

1.1. The Refereeing Examinations represent one of the activities of the Refereeing Commission as indicated in the « Table of activities of the FIE Refereeing Commission », which was approved by the Executive Committee (**annexe 1**).

1.2. The Executive Committee decides and announces the dates of the Refereeing Examinations according to the calendar. There will be a maximum of two examinations for the FIE referees candidates per continent and per year, as follows :

- one before the Zonal Championships (Continental).
- the other one, upon request of the Confederation to the FIE Bureau, to the national federation providing the largest number of advantages to the candidates.

1.3. The federations interested in organising a refereeing examination must present their candidature to the FIE head-office, before the 31st of May of the current year for the following season, or at least six months before the proposed dates of examinations. The candidature must indicate the advantages offered to the candidates.

1.4. The duties of the FIE and those of the national federations

1.4.1 Expenses of both FIE examiners will be covered by the FIE (travel costs, daily allowances, local transportation and accommodation) for refereeing examinations included in the FIE calendar.

1.4.2 Aid – with staff and material – can be supplied by the FIE to the federations of the candidates to help them settle appropriate « **Training Courses** » or « **Improvement Courses** » for referees.

1.4.3 A DVD or tape of the videos of the examinations of the precedent season will be sent to national federations and will also be available in the FIE shop.

1.4.4 The Organising Federation will take care of the expenses related to the organisation, in addition to the advantages proposed in its candidature.

1.4.5 The national federations must do their best to properly prepare their candidates, and ensure that they seriously train with the videos of competitions.

1.5 Preparatory Meeting of Referees Candidates

1.5.1 The sessions of FIE refereeing examinations are preceded of a « **Preparatory Meeting of Referees Candidates** », which aims to homogenise and improve the procedures for a better refereeing in the FIE official events.

1.5.2 The « **Preparatory Meeting of Candidates** » will last at least eight hours, divided in one or two sessions, and count a maximum of 15 referees candidates per day. The meeting will include theoretical exercises as well as practical trainings. Candidates will have the opportunity to clarify possible obscure points if necessary.

1.5.3 **A referee candidate who did not attend completely the « Preparatory Meeting of Referees Candidates » is not allowed to take part in the « Theoretical and Practical Examinations ».**

1.6. The maximum number of candidates per examination day is of 15. An examination can take place on several days depending on the number of registered candidates and available examiners. The priority will be given to the first candidates, who have been properly registered by their National Federations.

1.7. The FIE will directly communicate the results of the examinations to National Federations, which must order, to the FIE, the licences of B category referees for the candidates approved at the « **Theoretical and Practical Examinations** ».

1.8. A successful candidate to a FIE « **Refereeing Examination** » must be able to immediately referee in a FIE official event.

2. THE REFEREES CANDIDATES

2.1. A FIE referee candidate must :

- have a good « **feeling** » with fencing ;
- **know** perfectly **the Rules**;
- **systematically apply the Rules**.

2.2. The FIE referees candidates presented by National Federations to FIE category B « **Refereeing Examinations** » must :

- be holder of a national licence ;
- be at the top on a national level ;
- have good experience and competences, which were confirmed in national competitions, notably in respect of the acquaintance with the Rules, and in particular their applications on the pistes.

2.3. Inexperienced candidates, without confirmed competences on a national level must not be presented to « FIE Refereeing Examinations ».

2.4. The candidates must be perfectly acquainted with the **fencing refereeing words in French** and must be able to speak (understand and make them understood) in one of the working languages of the FIE (French, English or Spanish). They must also know and use properly the **signals** (gesture) and words of fencing refereeing.

2.5. The referees candidates must complete the « **Form for the Candidature to FIE Refereeing Examinations** » (**annexe 6**) in one of the FIE working languages. This form must be signed, stamped and sent by the National Federation of the candidate to the FIE head-office at least 60 days before the expected date of the « Examination ».

2.6. The National Federations of the candidates must pay the registration fees at the time the candidature is being sent.

2.7. The national category referees are not authorised to referee at FIE official competitions. Nevertheless, in conformity with the article t.35 of the Rules, those referees, who are officially candidates for « FIE Refereeing Examinations » are authorised to referee at Junior World Cup competitions, in the year preceding the date of their examination (Art. 3.2.2. Administrative Rules)

2.8. Only candidates who have received from the FIE head-office a specific invitation to participate in the examinations are allowed to sit for the « FIE Refereeing Examinations ».

3. COMMON GENERALITIES TO THE PRACTICAL AND THEORETICAL EXAMINATIONS

3.1. The examinations are confidential. Only the candidate and FIE official representatives are allowed to stay in the room of the « FIE Refereeing Examinations ». It is forbidden to any other person to enter the room during the examinations. It is forbidden to reveal to any other persons the questions, which were raised during the examination or make comments in this respect, before the presentation of all the candidates to the said examination.

3.2. The FIE examiners must establish and announce the order of presentation of candidates, the day before the examinations, after the « **Preparatory Meeting of Referees Candidates** ».

3.3. The FIE establishes :

- 3.3.1. for the sessions of « Practical Examinations » and « Theoretical Examinations » :
- a) the sequences of fencing phrases, frame of scenes or other events on video
 - b) the form with the correct answers
 - c) the « **Individual Sheets for Practical Examination** » (see annexe 3) and « **Individual Sheets for Theoretical Examination** » (see annexe 4) – with sufficient space to write down the incorrect answers and points of each candidate.
- 3.3.2. for the sessions of « Theoretical Examinations » :
- a) the sequences of questions on video or photos
 - b) the form with the correct answers
 - c) the « **Individual Sheets for Theoretical Examination** » (see annexe 4) – with sufficient space to write down the incorrect answers and the number of points obtained by each candidate.

These documents remain confidential until the examinations. The video sequences and/or photos can be different for each candidate.

3.4. The « **Individual Sheets for Practical Examination** », the « **Individual Sheets for Theoretical Examination** », and the video tapes of the examinations of each referee candidate can be analysed by the members of the FIE Refereeing Commission. These sheets and these videos will be archived in the FIE head-office until the end of the sporting season (end of the World Championships), then destroyed.

3.5. The National Federations will be informed by the FIE of the results of the « FIE Refereeing Examinations ». The content of the « **Form for the Results of FIE Refereeing Examinations** » of each candidate will be transmitted to the National Federations concerned for onward transmission to their candidates. The names of the successful candidates can be added to the list of FIE B Category referees.

3.6. The FIE examiners must exclude from the « **Practical and Theoretical Examinations** » candidates who present a lack of experience and demonstrate insufficient knowledge during the « **Preparatory Meeting of Referees Candidates** », the day before the examination, or during the examination.

3.7. The referee candidate who fails the « Theoretical Examination » can not sit for the « Practical Examination » and vice-versa.

3.8. The referee candidate must successfully pass the « Practical Examination » and the « Theoretical Examination », at one weapon, to receive the FIE B Category referee licence, at this same weapon.

4. THE FIE REFEREEING EXAMINATIONS : FOIL AND SABRE

The « FIE Refereeing Examinations » at foil and sabre are divided into 2 sessions : one Practical and the other one Theoretical.

4.1. THE SESSION OF THE « PRACTICAL EXAMINATION » AT FOIL AND SABRE

4.1.1. The session of the « Practical Examination » consists in refereeing 20 (minimum) to 25 fencing phrases recorded during competitions, and which are numbered and projected on a big screen (approx. 2m x 2m). The referees candidates, based on the projection, must referee as in a real competition, and this, in a room

appropriately prepared by the organisers in accordance with the instructions described in these **PROCEDURES FOR FIE REFEREEING EXAMINATIONS** and under the supervision of the FIE representatives at the examinations (**see annexe 2**).

4.1.2. The fencing phrases or other images are presented in numbered sequences.

The examiners must interrogate the referee candidate on actions and other events related to the refereeing.

The candidate must prove his good knowledge of the various Rules.

The questions concern elements that referees will be faced with in competition, such as :

- the common generalities to the three weapons and the weapon of the examination ;
- the material and the equipment ;
- the various types of offences and their penalties ;
- the organisation (score, fighting time, etc.)
- the Code of Publicity.

4.1.3. At the beginning of the « **Practical Examination** » the referee candidate will be placed in front of the screen and the video shall start.

4.1.3.1. At each numbered frame the referee candidate will give the commands (with signals) to the fencers visible on the screen : « **On guard !** » → « **Ready ?** » → « **Play !** ».

4.1.3.2. The referee candidate must give the command of « **Halt** » when he thinks it is necessary.

The video will then make a « pause ».

Immediately, the referee candidate will give a full analysis of the fencing phrase, or the images viewed and will give his refereeing decision in the following manner :

1st) Each action of the fencing phrase which resulted in a command of « HALT ! » or other facts shall be fully analysed and the candidate must give his refereeing decision.

2nd) All the actions must be announced by the **signals and words of the FIE fencing refereeing** : on guard, ready, play, attack, halt, parade, riposte, counter-riposte, hit, point, halt, not valid, nothing, point in line, no, incorrect, etc. and also the offences and their penalties in conformity with the articles of the Technical, Organisation, Material Rules and the Publicity Code.

4.1.4. The two first fencing phrases will allow the candidate to adapt himself and will not be taken into account for the results.

4.1.5. During the examinations, candidates can ask to see again the images of fencing phrases or scenes, in slow motion, at 30 % of the normal speed, until the limit of 20 %.

4.1.6. Each fencing phrase has the value of 1 point.

4.1.6.1. The candidate shall lose :

- a) 1 point at each error in the final decision or non application of penalties against offences;
- b) 0,5 point at each error concerning the initial priority of a fencing phrase, even if the final decision is correct (for example : an attack does not touch, the stop touches and the candidate gives priority to the stop).
- c) 0,25 point at each error of analysis of an action during a fencing phrase (for example : a fencer executes a parade and the candidate says attack);

4.1.6.2. There is a maximum of 1 point lost per fencing phrase, even if the candidate commits other errors.

4.1.6.3. A candidate who loses 20 % of points, or more, on the total number of fencing phrases will not be accepted.

4.1.7. The sessions of « Practical Examinations » must be recorded (compulsory) on a video tape showing the candidate executing the refereeing signals as well as the screen showing the actions to be refereed.

Before starting the « Practical Examination » with the projection of the video, the candidate must indicate, in front of the camera, his name, first name and national federation, which will be recorded with his decisions.

4.1.8. Both FIE examiners are sit behind the candidate (at approximately 3 meters), one on the right and the other one on the left, diagonally 4 meters away. The video camera is located in the middle, at approximately one meter from the examiners. The examiners must be able to see the images on the screen and perfectly see and hear the candidate.

4.1.9. The sessions of « Practical Examinations » at foil and sabre are based on the refereeing of actions and facts visible on the video.

4.1.10. Each examiner must fill in an « **Individual Sheet for Practical Examination** » (**annexe 3**) for each referee candidate. This form must contain all the replies, it means the words and signals to be executed by the candidate, at each action of the fencing phrase.

4.1.11. At each fencing phrase, the examiners will write down the erroneous decisions of the candidate above the drawing of each signal / word of the referee.

Remark to write	Analysis of each action of the fencing phrase	The final decision (last signal)	The signal and words of each action of the fencing phrase	Lost points	Where to write in the rectangle of each signal / word of the phrase
1) O	correct	-----	correct	0	Right superior corner
2) N	correct	-----	wrong	0,25	Right inferior corner
3) N	INCORRECT	-----		0,25	On both diagonals
4) X	-----	INCORRECT		1,0	On both diagonals
5) None	NOT executed (not recognised)	-----	NOT executed	0,25	Nothing to write

4.1.12. At the end of the examinations, with the help of the « **Individual Sheet for Practical Examination** », for each candidate, the FIE examiners will execute the following tasks :

- compare and homogenise their notes with the video of the examination of each candidate ;
- calculate and write down the points corresponding to each fencing phrase and add the lost points ;
- write down the final result of the examination (« Approved » or « Not approved ») with remarks on each signal executed by the referee candidate, in conformity with the above table ;
- sign their own sheet and the one of the other examiner.

4.1.13. The results and comments on the individual performances must be presented to the FIE Refereeing Commission according to the « **Form for the Results of FIE Refereeing Examinations** » (**annexe 5**) with individual comments for each candidate, which will then be forwarded to the referees candidates through their National Federations.

4.2. THE SESSION OF THE « THEORETICAL EXAMINATION » AT FOIL AND SABRE

4.2.1. The session of the « Theoretical Examination » at foil and sabre consists in answering orally questions, which are mostly based on videos or photos.

The referee candidate must give decisions and reply orally to questions raised by the FIE examiners, without giving a full analysis of the fencing phrases. He must be able to prove his good knowledge of the various Rules : Technical, Organisation, Material and Publicity Code.

4.2.2. The questions concern elements that referees will be faced with in competition, such as :

- the common generalities to the three weapons and the weapon of the examination ;
- the material and the equipment ;
- the various types of offences and their penalties ;
- the organisation (score, fighting time, etc.)
- the Code of Publicity.

4.2.3. The theoretical session is composed of **20** (minimum) to **40 questions**. The candidate will successfully pass the examination with a minimum of 75 % (seventy-five per cent) of correct answers.

4.2.4. The examiners are required to make a circle around each reply of the candidate (« YES » or « NO ») and note observations on the « **Individual Sheet for Theoretical Examination** » (**annexe 4**).

4.2.5. At the end of the « Theoretical Examinations », with the help of the « Individual Sheet for Theoretical Examinations », the FIE examiners must execute the following tasks :

- compare and homogenise their notes on the examination of each candidate ;
- calculate and write down the points ;

- write down the final result of the examination (« Approved » or « Not approved ») with remarks on each reply given by the referee candidate ;
- sign their own sheet and the one of the other examiner.

5. THE FIE REFEREEING EXAMINATIONS : EPEE

The « FIE Refereeing Examinations » at epee are divided into 2 sessions : one Practical and the other one Theoretical.

5.1. THE SESSION OF THE « PRACTICAL EXAMINATION » AT EPEE

5.1.1. The session of the « Practical Examination » consists in **refereeing 20 (minimum) to 25 frames of scenes (sequences of images)** recorded during competitions or not, and which are numbered and projected on a big screen (approx. 2m x 2m) in a room appropriately prepared by the organisers in accordance with the instructions described in these **PROCEDURES FOR FIE REFEREEING EXAMINATIONS** and under the supervision of the FIE representatives at the examinations (**see annexe 2**).

5.1.2. The fencing phrases or other images will be presented in numbered sequences by frame of scenes.

The examiners must interrogate the referee candidate on various actions and other events related to the refereeing at each frame of scenes.

The candidate must prove his good knowledge of the various Rules.

The questions concern elements that referees will be faced with in competition, such as :

- the common generalities to the three weapons and the weapon of the examination ;
- the material and the equipment ;
- the various types of offences and their penalties ;
- the organisation (score, fighting time, etc.)
- the Code of Publicity.

5.1.3. At the beginning of the « **Practical Examination** » at epee the referee candidate will be placed in front of the screen and the video shall start.

5.1.3.1. At each numbered frame the referee candidate will not give any command to the video which will start automatically. He will watch the images of each numbered frame – with images on the move or photos – and he must possibly give the command of « Halt » if necessary.

The video will then make a « pause ».

Immediately, the referee candidate (without analysing the fencing phrase) will give his refereeing decision in the following manner :

1st) Each action of the fencing phrase which resulted in a command of « HALT ! » or other facts shall be fully exposed and the candidate must give his refereeing decision.

2nd) All the actions and also offences and penalties must be announced by the **signals and words of the FIE fencing refereeing** in conformity with the articles of the Technical, Organisation, Material Rules and the Publicity Code.

5.1.3.1. At the end of each frame, the candidate must reply orally to questions raised by the FIE examiners, and/or give the refereeing decisions with the signals and words of the FIE fencing refereeing.

5.1.4. The two first frames of scenes will allow the candidate to adapt himself and will not be taken into account for the results.

5.1.5. During the examinations, candidates can ask to see again the images of fencing phrases or scenes, in slow motion, at 30 % of the normal speed, until the limit of 20 %.

5.1.6. Each fencing phrase has the value of 1 point.

5.1.6.1. The candidate shall lose :

- 1 point at each error of decision which changes or does not give a hit, or non application of penalties against offences;
- 0,5 point at each error concerning the initial priority of the Rules during the fight, that does not give a hit or a penalty to the fencer or the team (for example : start the fight on the lateral side of the piste or not being properly on guard, allow the intervention of a person non authorised on the piste)

- c) 0,25 point at each error of procedure – before and during the match (for example : incorrect control of the material or equipment) – that does not give a hit, or a penalty to the fencer or the team

5.1.6.2. There is a maximum of 1 point lost per frame of scenes, even if the referee candidate commits other errors.

5.1.6.3. A candidate who loses 20 % of points, or more, on the total number of frames of scenes will not be accepted.

5.1.7. The sessions of « Practical Examinations » must be recorded (compulsory) on a video tape showing the candidate executing the refereeing signals as well as the screen showing the actions to be refereed and their replies to the questions raised by the FIE examiners.

5.1.8. Both FIE examiners are sit behind the candidate (at approximately 3 meters), one on the right and the other one on the left, diagonally 4 meters away. The video camera is located in the middle, at approximately one meter from the examiners. The examiners must be able to see the images on the screen and perfectly see and hear the candidate.

5.1.9. The sessions of « Practical Examinations » at epee are based on the refereeing of actions and facts visible on the video.

A form with the correct answers or the words and gestures which must be given by the candidate for each situation presented must be available for these examinations.

5.1.10. Each examiner must fill in an « **Individual Sheet for Practical Examination** » (see annexe 4) for each referee candidate, on which the examiner will note the erroneous replies (decisions) of the candidate next to the number of the corresponding question.

5.1.11. At the end of the examinations, with the help of the « **Individual Sheet for Practical Examination** », for each candidate, the FIE examiners will execute the following tasks :

- compare and homogenise their notes with the video of the examination of each candidate, if necessary ;
- calculate and write down the points corresponding to each frame of scenes and add the lost points ;
- write down the final result of the examination (« Approved » or « Not approved ») with remarks on each reply or decision given by the referee candidate;
- sign their own sheet and the one of the other examiner.

5.1.12. The results and comments on the individual performances will be presented to the FIE Refereeing Commission in accordance with the model « **Form for the Results of FIE Refereeing Examinations** » (annexe 5), with personalised comments for each candidate, which will then be transmitted to the referees candidates via their national federations.

5.2. THE SESSION OF THE « THEORETICAL EXAMINATION » AT EPEE

5.2.1. The session of the « Theoretical Examination » at epee consists in answering orally questions, which are mostly based on videos or photos.

The referee candidate must give decisions and reply orally to questions raised by the FIE examiners, without giving a full analysis of the fencing phrases. He must be able to prove his good knowledge of the various Rules : Technical, Organisation, Material and Publicity Code.

5.2.2. The questions concern elements that referees will be faced with in competition, such as :

- the common generalities to the three weapons and the weapon of the examination ;
- the material and the equipment ;
- the various types of offences and their penalties ;
- the organisation (score, fighting time, etc.)
- the Code of Publicity.

5.2.3. The theoretical session is composed of **20 (minimum) to 40 questions**. The candidate will successfully pass the examination with a minimum of 75 % (seventy-five per cent) of correct answers.

5.2.4. The examiners are required to make a circle around each reply of the candidate (« YES » or « NO ») and note observations on the « **Individual Sheet for Theoretical Examination** » (see annexe 4).

5.2.5. At the end of the « Theoretical Examinations », with the help of the « Individual Sheet for Theoretical Examinations », the FIE examiners must execute the following tasks :

- compare and homogenise their notes on the examination of each candidate ;
- calculate and write down the points ;
- write down the final result of the examination (« Approved » or « Not approved ») with remarks on each reply given by the referee candidate ;
- sign their own sheet and the one of the other examiner.

6. THE REGISTRATIONS TO EXAMINATIONS

6.1. Only national federations are competent to register referees candidates to FIE Refereeing Examinations.

6.2. The referees candidates, whose competences were confirmed in national events, must complete the « **Form for the candidature to FIE Refereeing Examinations** » (annexe 6) available on the FIE website, in the menu « FIE official », sub-menu « Refereeing ».

6.3. The « Form for the candidature to FIE Refereeing Examinations » dully completed must be sent by the national federation of the referee candidate, to the FIE head-office in Lausanne, and reach the FIE at least 60 days prior the examinations.

6.4. The FIE head-office shall send to the responsible examiners a copy of each « Form for the Candidature », at least 50 days prior the examinations.

6.5. The responsible examiners must prepare the « programme of activities for the examinations » (preparatory meeting for the referees, practical and theoretical examinations), with time tables, activities and other useful information for the candidates. This document must be received by the national federations concerned at least 30 days before the examinations, for onward transmission to their referees candidates.

7. THE TASKS, THE MATERIAL AND THE NECESSARY EQUIPMENT FOR THE ACTIVITIES

7.1. The organisers must provide :

- 7.1.1.** a spacious room, with a good soundproofing (door and windows shut), and possibility to set (adjust) the light.
- 7.1.2.** individual chair and table for each referee candidate.
- 7.1.3.** 2 screens (approx. 2m x 2m) for the simultaneous projection of video and transparencies.
- 7.1.4.** 1 overhead projector for transparencies with a spare lamp.
- 7.1.5.** 3 tables (or 1 big and 1 small table) to set up the overhead projectors, the lap-top and the video-recorder and 3 chairs for the FIE examiners.
- 7.1.6.** the room must be equipped with plugs to allow the connection of electric devices.
- 7.1.7.** drinks and snacks must be available at the venue of the examination.
- 7.1.8.** local transportation for the examiners and referees candidates.
- 7.1.9.** a photocopier or a photocopy service, a printer and a computer if necessary.
- 7.1.10.** the material of control below :
 - 7.1.10.1.** 2 weapons (one with a straight handle and the other one with an anatomical handle)
 - 7.1.10.2.** the weights of 750 g and 500 g.
 - 7.1.10.3.** the gauges to check the travels.
 - 7.1.10.4.** the parallelepiped to check the fleche of the curve of the blades.
 - 7.1.10.5.** a table of control to check the assembly of weapons and their flexibilities.

7.2. Each referee candidate must :

- 7.2.1.** have read the rules for the FIE events, edition for the referees (the French text can be sent by e-mail to organisers upon request).
- 7.2.2.** have read the documents sent by the examiners.
- 7.2.3.** be very well prepared on the theory and the practice of fencing refereeing.

7.3. The examiners are responsible for the following :

- 7.3.1.** based on the « Forms for Candidatures » received at least 50 days before the examinations, prepare the « list of referees candidates », the « programme of activities for the examinations » (preparatory meeting of referees, practical and theoretical examinations), with schedules, activities and other useful information for the candidates and send them to the FIE for onward transmission to the national federations concerned.
- 7.3.2.** prepare (print) and bring the following documents :
 - « Individual Sheet for the Practical Examination » ; for foil and sabre
 - « Individual Sheet for the Practical Examination at epee or Theoretical at the 3 weapons » ;
 - « Forms for the results of the FIE Refereeing Examinations ».
- 7.3.3.** bring the transparencies, the video tapes, the CD and/or DVD player necessary for the examinations and any other didactic document prepared by the FIE for the candidates.
- 7.3.4.** bring the day before the exams, a lap-top, a video-recorder, a camera with tripod, the video-projector / computer with cables.
- 7.3.5.** bring mini DV tapes to video-record the practical examinations and, if necessary, the theoretical examinations.
- 7.3.6.** to ensure, the day before the « preparatory meeting of referees candidates », that all installations are in place and equipment ready.
- 7.3.7.** do the « preparatory meeting of referees candidates » and proceed to the examinations according to the established procedures.
- 7.3.8.** present to the Refereeing Commission and FIE Executive Committee the documents with the results of the examinations for verification and approval.

8. THE CALENDAR FOR THE SESSIONS OF THE FIE REFEREEING EXAMINATIONS

8.1. The calendar of activities for the FIE Refereeing Examinations will be established by the Executive Committee in taking into account :

- the available dates in the calendar and existing requests ;
- the annual programme of the FIE ;
- dates and cut-off dates stated in this document for :
 - preliminary measures for each examination;
 - realise the examination ;
 - announce the results.

8.2. The calendar of activities for FIE Refereeing Examinations can be changed in the course of the sporting season as soon as new examinations are introduced or for reasons of force-majeure.

8.3. The annual calendar of examinations must indicate the dates, venues and weapons of the examinations, the cut-off dates to send the « Forms for Candidatures », as well as the names of the examiners in charge.