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 AND NATIONALITY

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

1.2 COMMITMENT

The national federations ordering an FIE licence confirm that the athletes who participate in FIE competitions undertake to:

1) abide by the provisions of the FIE Rules and Statutes ;

2) respect the FIE anti-doping Rules, use neither prohibited substances nor prohibited methods and agree to undergo any in competition and out-of competition testing;

3) transfer to the FIE, in FIE competitions, any individual or collective image rights and agree to be filmed (notably by the television), photographed, identified and registered in any way. The FIE undertakes to use these rights only in connection with the promotion and development of fencing on the aids below : publications and reviews, Internet website, audiovisual aids.

1.3 DELIVERY

All application for a licence or a renewal must be made by means of the FIE Internet Website and are only valid if the FIE has already been credited with the appropriate licence fee (in **Euro**/CHF) which is fixed by each Congress for the following season.

A licence is only issued if the following information is provided: family name, first name, nationality, date of birth, gender, personal address, right handed / left handed.

1.4 CHANGE OF NATIONALITY

Consult chapter 9.2 of the FIE Statutes.

As delegated by the Executive Committee, all "regular" change of nationality requests are decided by the Legal Commission's Executive Committee representative and by the CEO. The above mentioned persons are also designated to verify that the appropriate grounds for requesting the cancellation or reduction of the 3 year period were indeed presented. The Legal Commission's Executive Committee representative reports periodically on the changes examined.

The "non regular" change of nationality requests (for example a very high level athlete or the multiple transfer of athletes from a federation to another) are decided by the Executive Committee.

1.4.1 All athlete change of nationality requests must be made by the particular athlete's new federation.

1.4.2 Any change in country which a fencer represents is definitive; no further change can be authorised.

1.4.3 The federation requesting the change of nationality must forward the following documents to the FIE:

- a letter from the new federation accepting the transfer and requesting the cancellation or reduction of the 3 year period only for just reasons;
- a letter from the athlete requesting the change of nationality;
- a letter from the former federation accepting the transfer and requesting the cancellation or reduction of the 3 year period only for just reasons;
- a copy of the athlete's valid identity document (passport, ID national card,) indicating his/her new nationality;
- if the athlete is a minor, a letter from his/her parents requesting the change of nationality, and a photocopy of their passports;
- if the new nationality has been obtained by marriage, a copy of the marriage certificate and its official translation into English, or French or Spanish.

The FIE reserves the right to require any other documents and information it deems necessary in order to proceed with the study of the request for a change of nationality.

Any application for a change of nationality that does not contain all the information and documents required by the FIE will not be processed.

CHAPTER 2

INTERNATIONAL CALENDAR OF EVENTS

PREAMBLE

a) The official FIE calendar is composed of the competitions named as follows:

- Junior and Cadet World Championships
- Senior World Championships
- Veterans World Championships
- Cadet World Cup events
- Junior World Cup events (individual and team)
- Senior World Cup events (individual and team)
- Grand Prix competitions (individual)
- Satellite competitions
- Zonal Junior and Senior Championships (individual and team)
- Masters and Supermasters
- Qualifying events for the Olympic Games

The Olympic Games are organised under the banner of the IOC.

b) To the exclusion of the Olympic Games, the FIE owns all right, title and interest, including any intellectual property right, in and to the above mentioned competitions, as well as any competition or event organised under its banner (the **FIE Competitions**).

In particular, and unless otherwise agreed in writing, the FIE is the sole owner and/or holder of:

- the right to allocate, reallocate and/or supervise the organisation of FIE competitions;
- the right to name FIE competitions and use their denomination;
- any and all trademarks, logos and names of the FIE and the FIE Competitions;
- any and all marketing (including all by-products) and sponsorship rights;
- any and all audiovisual, recording, broadcasting and digital rights related to the FIE or FIE Competitions, as well as any licenses and authorisations thereof, as applicable.

These rights of the FIE can only be transferred by means of a written instrument signed by the FIE President, or the FIE Secretary General or CEO, if delegated by the President.

c) The organisation of FIE competitions shall only be awarded to Member Federations that undertake to issue invitations to all FIE Member Federations and guarantee the issuance of visas to all FIE Member Federations.

Consequently, when awarding its competitions, the FIE Executive Committee shall ensure that:

• The FIE receives all written contractual guarantees from the organiser and from the highest governmental authorities of the host country confirming that all eligible athletes, sports officials and teams can enter the host country and participate without any form of discrimination, including the right to be treated equally in accordance with the protocol applicable to all participants ;

• Such guarantees are effectively implemented by the organiser and the host country.

Failing this, the FIE shall take the appropriate measures, including, but not limited to, the postponement, relocation or cancellation of the competition.

2.1 OLYMPIC GAMES

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

Each international Federation recognised by the IOC is responsible for the control and technical organisation of its sport.

The technical liaison with the Organizing Committee is ensured by the technical delegates of the FIE.

2.2 THE SENIOR WORLD CHAMPIONSHIPS AND CADET/JUNIOR WORLD CHAMPIONSHIPS

Their dates are determined by the Statutes and the Executive Committee determines their date, at least two years in advance.

2.3 THE WORLD VETERAN CHAMPIONSHIPS

The World Veteran Championships are held under the auspices of the FIE every year. The date and place are decided by the Executive Committee of the FIE Individual competitions are held in four age categories and at all weapons - 40-49 years' old, 50-59 years' old, 60-69 years' old and 70+ respectively.

2.4 INTERNATIONAL COMPETITIONS

In principle, each national member federation has the right to organise international fencing competitions in the territory of its country without special permission from the Central Office or the Congress of the FIE being necessary.
However, any international event bringing together five countries or more requires the authorization of the FIE.
The national member federations must respect the Statutes and the Rules of the F.I.E. in everything concerning the conditions for the organisation of international events.

2.5 PRINCIPLES OF THE OFFICIAL FIE CALENDAR

2.5.1 The official FIE calendar includes: the World Cup competitions, both individual and team**,** the Grand Prix, the Satellite competitions, the World Championships, the Zonal Championships and the Olympic Games.

The calendar includes 6 weapons for cadets, juniors, seniors and veterans: women's épée, men's épée, women's foil, men's foil, women's sabre and men's sabre. The official FIE calendar will take account of the following:

2.5.1.1 Junior World Cup competitions are limited to **8** individual events per weapon and Cadet World Cup competitions are limited to **8** individual events per weapon.
Each Junior Individual World Cup is joined with a Cadet World Cup and a team Junior World Cup.

2.5.1.2 The senior competitions are limited to **8** events per weapon, consisting of **5** World Cups individual and team, and 3 Grand Prix individual competitions.

2.5.1.3 The number of satellite competitions is determined by the Executive Committee.

2.5.1.4 A member federation may only organise one Cadet and Junior World Cup per weapon and a maximum of 3 in total.

2.5.1.5 A member federation may only organise one senior World Cup or Grand Prix competition per weapon and a maximum of 3 in total.

2.5.1.6 Competitions in the same weapon (men's and women's), in the same town and on the same dates count as two competitions.

2.5.1.7 The Executive Committee determines dates and places of the cadet, junior, senior and satellite competitions for the next season. The Executive Committee may also determine the calendar for two consecutive seasons, to help the national federations and to stabilize the calendar for Olympic qualification.

In principle:

- Cadet and Junior World Cup competitions start in September.
- Senior competitions start in October.
- in each weapon of the senior calendar, competitions are separated by two weeks.
- Junior and Senior World Cup competitions include an individual competition and a team competition.
- Cadet World Cup competitions are organised in individual only and are coupled with junior World Cup competitions.
- If possible, two World Cup competitions (men and women) at the same weapon are held on the same dates in the same city.
- Grand Prix competitions include one men’s event and one women’s event at the same weapon.
- In each weapon of the cadet and junior calendar, two competitions must be separated by at least two weeks.

The junior Zonal Championships are held approximately 6 weeks before the cadet and junior World Championships.

The Senior Zonal Championships are held approximately 6 weeks before the senior World Championships.

2.5.1.8 The new World Cup and Grand Prix events and the competitions which were cancelled during the past season, must be filed together with financial (prices of hotels and transportation) and visa information.

2.5.1.9 If a federation wishes to change the venue of a competition already accepted in the official calendar, they must submit this change to the FIE Sport Department and prove that it will be under the same organisation and that all the criteria for World Cup competitions will be faithfully followed. Otherwise, it will be treated as a new World Cup competition.

2.6 PREPARATION OF THE OFFICIAL FIE CALENDAR

2.6.1 Each year, the FIE Sport Department develops a proposed calendar for the next season. It is submitted to the approval of the Executive Committee and published on the FIE website. The Executive Committee can issue a list of "back-up" competitions. These "back-

up" competitions are activated by the FIE Sport Department, after approval by the Executive Committee.

2.6.2 The Executive Committee determines the competitions included in the calendar based on the following criteria:

- respect of the Statutes, rules, administrative rules and handbook of regulations issued by the FIE, receipt of an official document guaranteeing the issuance of visas to all Member Federations, compliance with the obligations determined by the Executive Committee, supervisor's or Event Manager's report, reports from other designated officials, information received by the athletes and request for renewal of the competition the following season.

- A competition shall only be awarded once a tripartite agreement has been signed between the FIE, the organising Member Federation and the LOC, detailing the obligations of the parties.

- If a competition is not renewed the following year, the first back-up competition from the same continent will take the place of the competition which has not been renewed. If there is no back-up competition on the same continent, a call for applications will be made to the Confederations of the other continents.

2.6.3 Modification, cancellation

2.6.3.1 "Force majeure" is defined as follows: dissolution of the organizing federation, natural disaster, civil unrest, war, pandemic diseases.

2.6.3.2 Except in case of force majeure as defined in Article 2.6.3.1, any change of date or city of the competition less than four months prior to the scheduled date, will result in:

- The reimbursement by the organisers of the airfare tickets purchased by delegations where such tickets are non-refundable or non-modifiable, as well as hotel rooms and any other non-refundable expenses, upon presentation of the corresponding supporting documents.
- The competition being assigned to a different Member Federation the following year.

2.6.3.3 Except case of force majeure as defined by Article 2.6.3.1, any cancellation of the competition less than three months prior to the scheduled date will result in :

- The reimbursement by the organisers of the airfare tickets purchased by delegations where such tickets are non-refundable or non-modifiable, as well as hotel rooms and any other non-refundable expenses, upon presentation of the corresponding supporting documents.
- The reallocation of the competition concerned, as well as of any other competition awarded to the relevant federation, to other Member Federations in the following year.

2.6.3.4 Any cancellation must be immediately communicated to the FIE Sport Department which informs the Executive Committee and then the national federations.
The Executive Committee will then decide on the reassigning of the competition, after having:

- communicated with the federations of the same continent which have back-up competitions to allow them to become candidates and present financial (prices of hotels and transportation) and an official letter providing a guarantee for the issuance of visa to all Member Federations.

- If no other federation of the same continent is a candidate, then the FIE must communicate with the federations on the other continents which must then present financial (prices of hotels and transportation) and an official letter providing a guarantee for the issuance of visa to all Member Federations.
- The federation to which a competition is reassigned in this way only gets to organise it for the current season.

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

2.6.5 In case of force majeure, the Executive Committee may postpone or transfer the organisation of a tournament to another member federation, in which case all national federations are advised as soon as possible. In other circumstances, the Executive Committee may postpone or transfer the organisation of a tournament to another member federation.

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, B. All referees who do not figure on the list of international referees are the responsibility of their own national federation.

3.1.2 Candidates who have passed the international refereeing exams are given a B status by the FIE.

3.1.3 FIE licences for referees can only be paid to the FIE and ordered on the FIE website by national federations.

3.1.4 International referees must be at least 20 years of age. They remain on the FIE list until the end of the sports season (ending with the Veterans World Championships) in which they celebrate their 60th birthday.

In certain specific and exceptional cases, and on a case-by-case basis, derogations from the age limit of 60 may be granted by the FIE Executive Committee, upon recommendation by the FIE Refereeing Commission.

The FIE Refereeing commission can propose up to three (3) derogations per Olympic cycle, with a maximum of one proposal per weapon.

The rationale and justification for derogations must be detailed by the FIE Refereeing commission and will be assessed by the Executive Committee.

Any derogations granted by the FIE Executive Committee is valid until the end of the current Olympic cycle and cannot be extended.

The decision of the Executive Committee to grant or not a derogation is final and binding. The decision is not subject to any appeal.

3.1.5 An F.I.E. referee will be automatically removed from the list of international referees if she/he has not refereed at least once in an F.I.E. official competition during the last four seasons.

3.1.6 A referee who is removed from the list of international referees for the reason stated in 3.1.5 must take again the full examination in the weapon(s) concerned.

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.

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

3.2.4 Referees refereeing at an official F.I.E. competition may not fulfil any other function (trainer, fencing master, coach or head coach, head of delegation, etc.) for any delegation participating in that competition.

3.3 FENCING TERMINOLOGY IN FRENCH

3.3.1 The candidates must know and be able to use the refereeing terminology in French and speak (understand and be understood) one of the working languages of the FIE.

3.4 EXAMINATIONS FOR APPOINTING CATEGORY B REFEREES

The refereeing examinations take place in special events organized by the FIE in collaboration with host federations in September and October for each zone and consists of 3 parts: theoretical examination, video analysis and practical examination.
Only the candidates who passed the theoretical examination can take part in the video-analysis examination, and then will be allowed to continue with the practical examination.

3.4.1. There will be one FIE General Refereeing Examination per year per continent in 3 weapons organized during a competition.

The duration of the General Refereeing Examination for three weapons will be 4 days (maximum 2 days per weapon).
During the General Refereeing Examination the organising federation must provide:

- Theoretical examination: meeting room for 25 candidates and 5 persons exam panel
- Practical examination: at least 2 pistes fully equipped and minimum 14 fencers per weapon

Additional FIE General Refereeing Examinations may take place, upon the requests of Confederations, at their own costs.

3.4.2 The calendar (dates and places) of all FIE refereeing examinations is established by the Executive Committee under the proposal of the FIE Sport Department and Refereeing Commission.

3.4.3 The expenses of the members of the Exam Panel incurred in relation to the refereeing examinations are covered by the FIE (travel costs, 80 euros per day, local transportation and accommodation including breakfast and an indemnity of 25 euros for lunch and 25 euros for dinner).

3.4.4 The candidates are proposed by the national federations within the deadlines laid down in 3.4.5. The candidates must be at least 20 years of age.
The National Federations can only enter candidates chosen among their best national referees according to the criteria of experience and confirmed competences in the refereeing of national competitions. The candidates must have a perfect knowledge of the Rules and their application.
The National Federations and Confederations are responsible for preparation of the candidates for FIE examination.

3.4.4.1. The selection criteria of the General Refereeing Examinations are as follows:

Maximum places per weapon: 25

General examination :	**Host federation**	**Other federations from the same continent**
Total places if no women candidates	6	4
Maximum places per weapon	2	1-2
If women candidates then total of places	7-9	5
Maximum places per weapon if women candidates	2-3	1-2
Reserved by default	Yes	First come - first served basis
If change of candidate after the closure for entries	New candidate is included	New candidate is included
If the total number of candidates in one weapon is less than maximum number (see above the maximum number per weapon and per continent)	Can propose additional candidates, only if they had informed the FIE as indicated in step 1 b) of 3.4.4.3 below.	Can propose additional candidates, only if they had informed the FIE as indicated in step 1 b) of 3.4.4.3 below. The available quota will be distributed fairly among the national federations.

In case no General Refereeing Examination is organised during the year on one continent, then candidates from this continent can apply to the examination held on another continent, provided that the total number of the proposed candidates in that weapon is still under the number specified above for each continent.
These places are given on a first come – first served basis.

Otherwise a candidate cannot participate in an examination that takes place on another continent than his or hers.

3.4.4.2 The call (opening and closing) of the examinations is published on the FIE Website and is sent to all the National Federations of the continent concerned. Registrations open on the date the call is published. No candidatures/registration will be accepted before the call and after the deadline.

3.4.4.3 The process is as follows:
Step 1:

a) At the latest 30 days prior to the examinations, national federations must inform the FIE that they intend to send candidates to the examinations and provide their preliminary number.

b) In addition, and in case the total number of candidates in an examination session in one weapon would be less than the maximum authorized number, national federations will propose additional candidates

Step 2: At the latest 12 days prior to the examinations, national federations must confirm to the FIE their total number of candidates and register them on the FIE website.

Failure to confirm the number of candidates and/or to register them on the FIE website according to the deadline will result in the cancellation of the preliminary request of the national federation in step 1. No candidate will be authorized to participate in the examination if he/she has not been registered according to the deadline.

Step 3: At the latest 10 days prior to the examinations, the FIE must receive from national federations proofs of payment of the examination fees. If these proofs of payment have not been received by the FIE according to the deadline, applications will not be considered.

As an exception, federations which cannot make bank transfers must contact the FIE at the latest 10 days prior to the examinations in order to make payments on the spot, before the start of the Theoretical Examination.

3.4.5 Following the final date for receiving applications, the list of candidates shall be drafted taking into account their registration date.
The selection will be made according to the conditions outlined in paragraphs 3.4.4.1 and under the provisions of this paragraph.

The list of accepted candidates will be published on the FIE Website.

3.4.6 The Exam Panel is composed of:

- minimum two and maximum four members of the Refereeing Commission of which 50% come from another continent than the one in which the exam takes place, and
- two members appointed by the FIE Bureau, coming from another continent than the one in which the exam takes place.

The exam panel must be approved by the Executive Committee.

No candidate may be examined by a member having the same nationality as the candidate.

3.4.7 The examiners in charge of the examinations must prepare the “Programme of the activities for the examinations” (theorical, video-refereeing and practical examinations), including the schedules, the activities and other instructions to the candidates. This document will be sent to the concerned National Federations 30 days prior to the examinations for onward transmission to their candidates.

3.4.8 Each FIE General Refereeing Examination is organized as follows:

For each weapon, the examination sessions are held during two days.

Day 1: Theoretical examination	**Day 2: Practical examination**

30 minutes of introductory explanations	Observation of the candidates while officiating as referee. Bouts are organised with high-level fencers provided by the host federation. Each candidate will be observed by at least two examiners.
Written exam: multiple choice questionnaire	
Correction of questionnaires	
Video-analysis examination	

3.4.9 Each candidate must have with him copy of application form for FIE refereeing examination and identification document, as well as the FIE Rules for competitions in force.

3.4.10 The results of the examinations are determined and validated by the examiners. The FIE head office will publish the results of the examinations on the FIE Website.

3.5 APPOINTMENT OF CATEGORY A REFEREES

Category A is proposed by the FIE Refereeing Commission to the FIE Executive Committee for referees on the category B list who have successfully performed the criteria for promotion to category A.

The criteria for promotion to category A are:

a) To have been a category B referee for at least 4 years, and to have featured on the „Observation and Evaluation List" for at least 2 years.

b) To be proposed by the Refereeing Commission based on the following considerations: the number of conducted semi-finals, third place matches or finals at Senior World Championships or Olympic Games as well as the objective evaluation points obtained at the same competitions.

3.6 MEETINGS FOR REFEREES

3.6.1 A meeting or a seminar of referees will be held before the Grand Prix competitions, the individual and team senior World Cup competitions and World Championships. The Referees and the Delegates of the Refereeing Commission, designated by the FIE, must attend these meetings.

3.6.2 The referees of the host country designated 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.

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 license valid for the current season.

3.7.2 It is compulsory for the FIE referees to wear a uniform at FIE competitions

This uniform consists of: Jacket, trousers or skirt, tie or scarf and shirt.
Jackets, trousers and skirts must be dark blue and shirt must be single-colored.

Ties and scarves are provided by the FIE to the referees participating in World Championships.

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 designated by the FIE in official competitions of the F.I.E. must agree to officiate, either as referees or as judges, or as video-referees, when requested by the Refereeing Commission delegates or by the Directoire Technique.

3.8.4 The Refereeing Commission of the F.I.E. must 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 and Senior World Cup competitions World Championships and at any other competition decided by the Executive Committee.

The score and the detailed and reasoned assessment awarded to the referee at each competition are provided by the member of the Refereeing Commission appointed by the Executive Committee for that competition.

3.8.6 At least once a year the Refereeing Commission must draw up the following statistics on referees:
- Number of assignments/competitions refereed.
- Detailed and reasoned evaluation of each referee in the annual masterlist and for each of the competition in which he/she officiated during the season.

The Executive Committee will be given a copy of these statistics at the end of each season and before the referees for the masterlist are proposed.

CHAPTER 4

ORGANISATION OF CONGRESSES AND PROTOCOL (ORDER OF PRECEDENCE)

The organisation of FIE 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. The Organising Federation must have received a written agreement from its national authorities guaranteeing the granting of visas to all the participants of the national member federations of the FIE.

Should these arrangements be contravened, the Bureau of the FIE is required to alert the FIE 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 SCHEDULE OVERVIEW

Day	Activity
From 5 days before the Congress	• FIE staff arrival.
2 days before the Congress	• Arrival of the Executive Committee Members. • Dinner of the Executive Committee Members.

1 day before the Congress	• Bureau & Executive Committee
	  ○ Bureau Meeting 10-12:30.
	  ○ Lunch.
	  ○ Executive Committee Meeting 14-18:00.
	  ○ Dinner of the Executive Committee.
	• Delegates:
	  ○ Arrival of the delegates.
	  ○ Registration of the delegates.
	  ○ Dinner of the delegates.
	• FIE Staff:
	  ○ Installation of the congress hall.
	  ○ Registration desk.

Congress Days 1 and 2 Congress Day 2	• Congress (inc. lunch + 2 coffee breaks during each day). • Dinner of the Congress.
1 day after the Congress	• Departure of all participants. • Only the year of the Elective Congress: Meeting of the Executive Committee.

4.1.2 Venues

The Head office of the FIE must supervise the following preparations:

4.1.2.1 A room for the Congress for two working days. This room, which needs to be a conference hall, must be big enough for around 300-350 participants. It must feature the following facilities and equipment:

- cabins and equipment for interpreters;
- back-projector: computer and giant screen;
- platform for 8 people, microphones for each person;
- one podium for speakers, microphone;
- 3 screens in front of the platform to show the electronic voting;
- At least 2 mobile microphones;
- 4 hostesses;
- extension cords with plugs for the devices of all the participants;
- tables and chairs to accommodate all the participants.
- 1 table next to the tribune for the technician in charge of electronic voting;
- audio recording of the Congress in its entirety;
- earphones for the participants;
- notice boards in the hotels + meeting venues;
- posting of information on the meeting + venues + transport

4.1.2.2 Meeting rooms for the Executive Committee the day preceding the Congress. The day after the Elective Congresses, a room for the meeting of the Executive Committee.

4.1.2.3 Organisation of a quick lunch and coffee breaks for participants of the meetings (Executive Committee, Congress) each day there is a meeting;

4.1.2.4 Organisation for the Congress' closing dinner. 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.

4.1.2.5 Interpreters for the simultaneous translation of the discussions of the Congress in their entirety (French, English, Spanish, Russian, Arabic).

4.1.2.6 Organise 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.

4.1.2.7 An office for the FIE staff, with high-speed internet connections, a fast photocopier, a computer and a printer.

4.1.3 Hotel reservations

Single and double rooms must be booked in one or two hotels for the meeting participants.

As early as possible the national member Federations and the members of the Executive Committee of the FIE must be advised of the arrangements made to allow them to book accommodation for themselves as well as any authorised delegates who may accompany them.

A deadline for reserving the hotel rooms, a cancellation policy and the contact details of the hotels must also be communicated.

4.1.4 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 evening: hotel to closing dinner, and return.

4.1.5 Accreditation
Authorised delegates duly registered who have confirmed they will attend will receive an accreditation badge upon arrival.

4.1.6 Participants' Documentation
The FIE shall provide each participant with the documentation for the meetings by electronic means. This documentation will include: the agenda of the Congress, the report of each commission, the proposals, the venues, dates and timetables of meetings, lunches, gala dinner, any receptions.

4.1.7 Voting
Electronic voting will be used.
The CEO will have available the list of federations presents as well as the list of proxies.

4.2 THE CONGRESS HALL

4.2.1 The hall entrance
Tables must be placed at the entrance of the Congress Hall for the registration of the participants and the handing out of the documentation for the Congress.
- The federations must be listed on an attendance sheet in alphabetical order of their acronym. This sheet must be signed legibly by all the Congress participants.

The sitting plan may be displayed on a screen at the entrance of the Congress Hall.

4.2.2 Bureau Platform
The members of the Bureau, the CEO and the Sport and Technical Director will be positioned on the platform facing the congressists.

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 FIE 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 and members of Commissions, Councils and Committees are placed in alphabetical order of the IOC acronyms of countries. The places will be indicated on the tables.

3) The other attendees (awards recipients and FIE invited guests) will be seated at the back of the hall, after the last row reserved to the delegates of each national federation.

4.3 CLOSING DINNER AND CONGRESS PHOTOGRAPH

4.3.1 Closing Dinner
For the official banquet, formal attire recommended.
At the banquet, the order of precedence of the FIE is followed (see 4.5).

4.3.2 Official photographer
The Administrative direction of the FIE must arrange for a photographer for the official photo of the Congress.

4.4 ADMINISTRATION

4.4.1 Proxies
Rules for proxies are to be found in the Statutes of the FIE Article 3.3.3.
The proxies must appear in the file of the CEO and are announced at the start of the Congress.

4.4.2 Secretariat
The Administrative direction of the FIE must provide one or two staff members who can write in the working languages to prepare any urgent documents. There must also be the means of copying these documents for distribution to the Congressists.

4.4.3 Summary of Congress Decisions
A summary of all the decisions taken must be compiled after the Congress. This summary must contain a summary list of all the modifications to the Statutes and the Rules that result from the decisions taken by the Congress.

4.4.4 Minutes
Minutes of the discussions must be prepared including a list of those present and represented, and a succinct summary of the debates and the decisions taken by the Congress. Annexes will contain the documents distributed to the delegates on which the debates were based, and the results of all votes as provided by the company in charge.

4.5 PROTOCOL – ORDER OF PRECEDENCE AT OFFICIAL FIE EVENTS

4.5.1 Order of precedence
For all official events of the FIE: Congress, World Championships (senior, 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 FIE;
2. Governments representatives and sport authorities;
3. The President(s) of Honour
4. Former FIE Presidents, according to the order in which they were elected;
5. The FIE Secretary General;
6. The FIE Secretary-Treasurer;
7. The FIE Vice-Presidents;
8. Other members of the FIE Executive Committee;
9. Members of Honour of the FIE, in the order of the dates of their nominations;
10. FIE Honorary Vice-Presidents;
11. Presidents of the National Federations;
12. Delegations leaders from the National Federations if they are not Presidents of their Federations;
13. The members of the Commissions, Councils and Committees.

4.5.2 Partners
The same order of precedence applies to partners if they were invited and are present.

4.6 EXPENSES DISTRIBUTION

The costs of the Congress is shared between the FIE and the Organising Committee as follows:

COVERED BY THE FIE	COVERED BY THE ORGANISERS
	5 days before the Congress and until the day after the Congress: office for FIE staff members (9 persons). Good internet connection (dedicated wifi or wired internet); photocopier /printer /scan; extension cords.
	2 days before the Congress: Welcome dinner for Executive Committee Members.
The visa, flight ticket, transportation, hotel rooms of Executive Committee members, staff, athletes ranking winners.	**1 day before the congress:** • Bureau Meeting: meeting room for max 10 pax + coffee break + tables and chairs. • Name tags for Bureau Members and Executive Committee Members. • Lunch for Executive Committee members (25 pax max). • Executive Committee Meeting: meeting room for max 25 pax + AV (detail)+ translators (French, English, Spanish), translator booths or remote translation and translators. • Welcome desk at the hotel. • Installation of the Congress Hall the day before • welcome dinner for all Congress participants (seated buffet).
Transportation airport/hotel and way back for all participants for the official dates of the event.	**The two Congress days** • Congress hall to accommodate approx. 300-350 people. Tables, chairs, plugs and extension cords. • Tribune for 8 people (tables, chairs, 8 microphones, TV screens). • Lectern with microphone. • If needed, transport for Congress members from hotel to Congress Hall and back. Other AV: standing microphones + audio record of the full Congress, big screen for projections, Full translation services in English, French, Spanish, Russian, Arabic (booths + interpreters) Meals (2 coffee breaks + lunch for approx. 300-350 pax).
The expenses for electronic voting company (flight ticket, room, visa, fees of the company).	• Branding (venue + Executive Committee meeting room + hotel).
System for the collection of accreditation data and equipment to scan the accreditation.	• Dinner for all Congress participants the evening of the Congress and, if needed, transportation from hotel to dinner location and back. • Printing of the accreditation based on the file provided by the FIE.

Country acronym tags.	• Hostesses or volunteers for the day of the congress, to assist with wireless microphones, wardrobe, distribution of electronic voting devices if needed.
Photographer, 2 media officers.	• Security for access control.
Trophies and medals to be awarded to ranking winners/Cup of nations winners and other trophies according to the Statutes.	
	Only the year of the Elective Congress, the day after the Congress: - Meeting room for 25 people from 9.00-12.00 (no translators) (Executive Committee Meeting).

Other costs not explicitly mentioned, must be the object of a written agreement between the FIE and the Organising Committee.

No other item is taken in charge by the FIE.

CHAPTER 5

THE EXECUTIVE COMMITTEE, THE SECRETARY GENERAL, THE CEO, THE COMMISSIONS AND COUNCILS

Preamble

During their first meeting, the newly elected or appointed members will benefit from an integration session enabling them to understand the functioning and the internal rules of the FIE.

5.1 THE EXECUTIVE COMMITTEE

5.1.1 Functions

The Executive Committee's principal functions are related to the FIE's current activities, to the commissions, to the World Championships and Olympic Games as well as to the President's representation.

5.1.1.1 Current activities

20 days prior to the last meeting of the current year, each Executive Committee member will send an "intention plan" to the FIE head office. The President will assign each member a work plan based on these documents, to be announced during the meeting.

5.1.1.2 Commissions

20 days prior to the last meeting if the current year, each Executive Committee member in question will send a work plan for their Commission (current work and meetings) to the FIE head office. The FIE President will assign each member in question a work plan based on these documents, to be announced during the meeting.

The Executive Committee representatives in the Commissions supervise the work of the Commissions. They will send the President and the Secretary General of the FIE a "state of progress" of the commissions' work (along with their remarks).

5.1.1.3 Presence of the members of the Executive Committee at Cadet, Junior and Senior World Championships and to the Olympic Games.

The members of the Executive Committee must be present, whenever possible, during the entire World Championships and Olympic Games.

Executive Committee members present will complete tasks given to them by the President, particularly concerning their corresponding Commissions.

5.1.1.4 Representation of the President

Executive Committee members only travel under this title with the consent and instructions of the President.

The President representation calendar is approved by the President at the beginning of the season. Each member of the Executive Committee appointed to represent the President will send a report on his/her visit to the President at the latest 7 days after getting back (maximum 1 page).

This report must also make mention of the proposals aimed at solving possible problems encountered during travel.

In the case of an Bureau/Executive Committee member traveling to a competition/event at their own cost, this person is not invested with any official authority, unless agreed to by the President.

When Working Groups including Executive Committee members are created, the President defines the authority of each person as well as their timeframe for the accomplishment of missions.

5.1.1.5 Role of the Executive Committee at Congresses
Each member of the Executive Committee must contribute to the organisation process of the Congresses. There is formal seating arrangement in the room for the members. They may express themselves on all items on the agenda, by asking the President if they may speak.

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

A strategic plan, directly related to the missions of the FIE will be established for each Olympic cycle. It will also include clear and measurable objectives in time.

A risk management process should be implemented and regularly updated.

5.1.2 Working Procedure of the Executive Committee
The purpose of this text is to increase the efficiency of the work of the FIE Executive Committee, both in terms of meetings and everyday matters.

5.1.2.1 Consultations
The consultations deal with matters relating to everyday running which fall within the competence of the Executive Committee, between two of its meetings. Each consultation states the time frame by which a response must be given. Each member of the Executive Committee may answer yes or no **or give a response that he/she judges to be appropriate.**

5.1.2.2 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 30 places must be provided, for the members of the Committee, the presidents of confederations and other persons who may attend.

At the end of each year, the Executive Committee sets the dates and places of the meetings of the following year.

The agenda of the meeting will reach each of the members of the Executive Committee at least 15 days before the meeting. In case of an emergency, the President may decide to add a point to the agenda at any time before the meeting.

Each member of the Executive Committee may make a request for an item to be on the agenda at the latest 12 days before the meeting.

If possible the points for discussion shall be accompanied by relevant documentation identifying potential risks so as to provide adequate information and thereby facilitate the discussion and enable well-informed decisions."

Regarding each item or document on the agenda, each member of the Executive Committee is free to send his/her comments 7 days before the meeting and send a copy to the other members if he/she so wishes.

5.1.2.3 Meeting Rules
Before each meeting, the procedure of the meeting will be announced. This includes:

- the order in which the points will be discussed
- the reporters for each of the points
- how long the report on each point will be
- the discussion time for each point

During the discussion of each point, any member of the Executive Committee may express his/her opinion at most twice and maximum three minutes each time. In any case, the members of the Executive Committee will follow the information given by the speaker. The discussions must be constructive and benevolent.

5.1.2.4 Confidentiality
All information, documents, discussions and opinions obtained or exchanged on the occasion of and during the meetings or consultations of the Executive Committee are confidential.

The responses and opinions of the members, the documents and the contents linked to the meetings and consultations must not be used or disclosed to third parties at any time and under no circumstances.

Decisions taken at meetings or consultations may only be communicated to third parties within the limits of the duty of confidentiality provided for in this article, and only after the FIE has officially communicated these decisions.

The provisions concerning confidentiality in the sense of the present chapter apply to all persons taking part in the meetings of the Executive Committee or in consultations, including to employees of the FIE and to interpreters.

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

5.1.3.1 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.

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

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

5.1.3.4 When the ballot is for the purpose of electing three vice-presidents, only voting papers containing at most the names of three candidates are valid.

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

a) If three candidates have received votes from more than 50% of the voting members validly voting, they are elected.

b) If only one candidate is elected, the next round of voting will take place, for the second and third positions, between the remaining candidates.

c) In any ballot, if no candidate is elected, then the person(s) with the fewest number of votes shall be eliminated before the next ballot takes place (on condition that there remains a number of candidates greater than the number of vice-presidents to be elected).

d) Should there be a tie in votes between all the candidates, an additional ballot will be held. If the tie is maintained, the President shall have the casting vote.

5.1.4 Approval of mask colours and designs

Two Executive Committee members including the Executive Committee representative to the SEMI Commission, approve mask colours and designs.

These colours and designs are approved according to the following criteria:

1) They must be in conformity with the competition rules of FIE;
2) The designs and colours cannot disturb the opponent during the competition;
3) Only one kind of drawing or colours for each national federation;
4) The content and size of the drawing or colours:
   - ✧ It can be the national flag of the country recognized by the IOC;
   - ✧ It can be the national drawing approved by the FIE;
   - ✧ The FIE approves the masks that are submitted by national federations, not the masks that are submitted by manufacturers;
   - ✧ These designs or colours cannot show any commercial or advertising signs;
   - ✧ Any propaganda of politics, religions and ethnicity will not be accepted;
   - ✧ The size of the drawing can cover the whole mask.

5.1.5 Hiring of the staff.

The candidates to the FIE positions should have professional competency and an impeccable professional history. The selection process should be based on objective criteria and should be set out clearly.

5.1.6 FUNCTIONS OF THE SECRETARY GENERAL

- Coordinating the work of the Promotion, Communication and Marketing Commission
- Coordinating the work of the Sports Department
- Coordinating projects and international relations with various organisations
- Coordinating the FIE website

5.2 THE CHIEF EXECUTIVE OFFICER (CEO)

In addition to the responsibilities set by the Statutes of the FIE, the Chief Executive Officer has the following duties:

- Direction of the FIE head office
- Supervision of the administration

- Direction of Human Resources and of specific service providers determined by the President
- Supervision of the Administrative and financial organisation of the FIE meetings, World Championships
- Implementation of the decisions of the Congress and the Executive Committee
- Receiving and sending of all official correspondence and convenings of the FIE
- Forwarding to the concerned bodies

All the duties of the Chief Executive Director are carried out under the direction of the President of the FIE and/or the Secretary General of the FIE acting in the name of and by delegation of the President.

To this end, the Chief Executive Officer receives from the President and/or the Secretary General all instructions which fall within the remit of these persons.

There shall be a reporting system of the staff, whether they are based in the FIE head office or outside. Staff shall report to the CEO on a regular basis. The CEO shall report to the President and Secretary General on a regular basis.

5.3 THE COMMISSIONS AND COUNCILS

5.3.1 The meetings of the Commissions/Councils are regulated by the Statutes.

5.3.2 For the meetings of the Commissions/Councils, a room with at least 12 places must be provided.

5.3.3 For the meetings, a file must be given to each attendee, containing all the documents necessary for the meeting. They will also be given sheets of paper and a pen.

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

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

5.3.6 When commission/council 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/councils give a verbal account of their conclusions to the Congress.

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

5.3.8 The members of Commissions/Councils must and may express themselves in one of the three languages of the FIE and the report of the meeting must be written in one of the three working languages.

CHAPTER 6

FEES TO BE PAID BY FEDERATIONS

The following amounts are established each year by each Congress for the next season, based on a proposal of the Executive Committee. They were determined as follows:

6.1 AMOUNTS TO BE PAID TO THE FIE

Subject	Euros	Deadline
Annual fee	375	Before March 30th of the current civil year
Organising fee **senior** A grade tournament **(except satellite)**	900	Before the 1st day of competition
Organising fee **junior** A grade tournament	550	Before the 1st day of competition
Organizing fee junior team A tournament	250	Before the 1st day of the competition
Organising fee **senior team** tournament	550	Before the 1st day of competition
FIE Licence (fencers, referees, coaches/trainers, members of the Executive Committee, Ethics Committee, Commissions and Councils)	25	At the beginning of the season
Participation in each **refereeing examination** (per weapon), FIE licence not included	60	Two months prior to the exam date

6.2 AMOUNTS TO BE PAID TO THE ORGANISERS

Subject	Euros
Entry fee **cadet** individual World Cup	30
Entry fee **junior** individual World Cup tournament	40
Entry fee **senior** individual World Cup tournament	80
Entry fee **GP** tournament	120
Entry fee junior team tournament	150
Entry fee **senior team** tournament	400
Individual entry fee Cadets, Juniors, Seniors, **World Championships**	55
Team entry fee Juniors, Seniors, **World Championship**	140
Individual entry fee Veterans **World Championships**	90
Team entry fee Veterans **World Championship**	185

APPLICATION: immediate for the new Cadet World Cup competitions and 1st January 2026 for the other competitions.

The amounts of the entry fees for the Zonal Championships are determined by the Confederations.

CHAPTER 7

TRAVEL COSTS AND FIE INSURANCE

Preamble

Rules a. and b. below apply to the following sections:

7.1 WORLD CHAMPIONSHIPS
7.1.1 Referees
7.1.2 Officials
7.3 OFFICIAL FIE SUPERVISORS
7.4 FIE OFFICIALS (REFEREES, DELEGATES AND PRESIDENTS OF DIRECTOIRE TECHNIQUE) DESIGNATED FOR WORLD CUP COMPETITIONS, GRAND PRIX, TEAM TOURNAMENTS AND ZONAL CHAMPIONSHIPS

a. Organisers are strongly advised to book only refundable tickets. If for force majeure circumstances, a referee or an official or a supervisor do not use the ticket provided and the organiser bought a non-refundable ticket, no compensation of costs will be provided by the FIE. In case of force majeure circumstances, the referee or the official are responsible for informing the organiser and the FIE Sport Department without any delay.

b. The organiser can refuse to cover any cost which was not announced to the organiser at the time of the organisation of the travel.

7.1 WORLD CHAMPIONSHIPS

7.1.1 Referees

7.1.1.1 No later than 20 days before the event, and after consulting the referee, the organiser's travel agency will send his/her prepaid economy class air ticket to the referee.

For the reservation of the plane ticket, the travel agency must take the following factors into account:
- the referee’s home location;
- the arrival and departure dates, as communicated by the FIE;
- direct flights are prioritised;
- if no direct flights are available, the itinerary must have the fewest possible connections, with reasonable connection time

The referee must have at least three days to answer to the travel agency's proposed itinerary.

No ticket can be issued (whether by the organisers or by the referee) without prior written consent of both parties.

The organiser and the referee **must** agree to the following **in writing and in advance**:
- the purchase, by the referee, of his/her plane ticket, as well as the amount (which cannot exceed the amount quoted by the organiser's travel agency) which is to be reimbursed to him/her at the competition;
- the cost of transportation by car;

- the parking cost;
- the transportation costs to and from the airport **exceeding 100 Euros**;
- other costs

7.1.1.2 Costs of tickets, visas, airport taxes (entrance, exit), 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 a single room, including breakfast, for the duration of the assignment. Extras will be paid for by the referee concerned. Lunch and refreshment during whole day of competition should be provided in the hall.

7.1.1.4 The referee will be granted an allowance equivalent to **100** Euros per day for the duration of the assignment (including, regardless of the duration of the trip, 1 travel day outward (day of arrival on site) and 1 travel day on return (day of departure).
If the referee leaves home the day before the meeting of referees, and arrives the day of the meeting, the day before the meeting counts as one travel day.
The payments must be made by the organiser within 24 hours of the arrival of the referee.

7.1.1.5 The evening meal which will be paid by the organiser, according to the decision of the latter, will be:

- Either held at the hotel of the referees or in a restaurant
- Either paid to the referees for an amount of 25 euros per meal and per day

The decision of the organizer will be implemented collectively and valid for all the referees concerned by the event.

7.1.2 Officials

7.1.2.1 No later than 20 days before the event, and after consulting the official, the organiser's travel agency will send his/her prepaid economy class air ticket to the official.

For the reservation of the plane ticket, the travel agency must take the following factors into account:
- the official’s home location;
- the arrival and departure dates, as communicated by the FIE;
- direct flights are prioritised;
- if no direct flights are available, the itinerary must have the fewest possible connections, with reasonable connection time

The official must have at least three days to answer to the travel agency's proposed itinerary.

No ticket can be issued (whether by the organisers or by the official) without prior written consent of both parties.

The organiser and the official **must** agree to the following **in writing and in advance**:
- the purchase, by the official, of his/her plane ticket, as well as the amount (which cannot exceed the amount quoted by the organiser's travel agency) which is to be reimbursed to him/her at the competition;
- the cost of transportation by car;
- the parking cost;
- the transportation costs to and from the airport **exceeding 100 Euros**;
- other costs

7.1.2.2 Costs of tickets, visas, airport taxes (entrance, exit), 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. Lunch and refreshment during whole day of competition should be provided in the hall.

7.1.2.4 The official will be granted an allowance equivalent to **100** Euros per day for the duration of the assignment (including, regardless of the duration of the trip, 1 travel day outward (day of arrival on site) and 1 travel day on return (day of departure).
If the official leaves home the day before the meeting of officials, and arrives the day of the meeting, the day before the meeting counts as one travel day.
The payments must be made by the organiser within 24 hours of the arrival of the official.

7.1.2.5 In order to ensure the smooth running of major FIE competitions, Technical delegates and DT presidents should be present on site at least 2 days before the start of the event.

7.1.2.6 The evening meal which will be paid by the organiser, according to the decision of the latter, will be:

- Either held at the hotel of the officials or in a restaurant
- Either paid to the officials for an amount of 25 euros per meal and per day

The decision of the organizer will be implemented collectively and valid for all the officials concerned by the event.

7.2 FIE MEETINGS (EXECUTIVE COMMITTEE, COMMISSIONS, COUNCILS)

For those meetings of the Commissions/Councils and the Executive Committee whose costs are borne by the FIE, the following rules apply:

7.2.1 An economy class air ticket will be sent by the FIE's travel agency to the e-mail 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 on the spot 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 members. During the days of meeting, the members will be accommodated in half board.

7.2.4 The Commission/Council member will be granted an allowance equivalent to **80** Euros per day, including the day of arrival and the day of departure. This amount also includes transport within the city itself. The payments must be made within 24 hours of the arrival of the attendee.

7.2.5 The Executive Committee member and the President of Zonal Confederation will be granted an allowance equivalent to **100** Euros per day, including the day of arrival and the day of departure. This amount also includes transport within the city itself. The payments must be made within 24 hours of the arrival of the attendee.

7.3 OFFICIAL FIE SUPERVISORS

The length of stay must be submitted to a prior agreement reached between the organiser of the competition and the supervisor.

In order to ensure the smooth running of competitions, the Supervisor should be present on site one day before the start of the event.

7.3.1 Transport

7.3.1.1 No later than 20 days before the event, and after consulting the supervisor, the organiser's travel agency will send to the supervisor either:

- a prepaid economy class air ticket or;
- a train ticket (for short distance travels)

7.3.1.2 For the reservation of the plane/train ticket, the travel agency must take the following factors into account:
- the supervisor’s home location;
- the arrival and departure dates, as communicated by the FIE;
- direct flights are prioritised;
- if no direct flights are available, the itinerary must have the fewest possible connections, with reasonable connection time

The supervisor must have at least three days to answer to the travel agency's proposed itinerary.

No ticket can be issued (whether by the organisers or by the supervisor) without prior written consent of both parties.

7.3.1.3 Costs of tickets, visas, airport taxes (entrance, exit), transport between home and airport, etc. will be repaid at the competition on presentation of original documents proving payment.

7.3.1.4 The organiser and the supervisor **must** agree to the following **in writing and in advance**:
- the purchase, by the supervisor, of his/her plane ticket, as well as the amount (which cannot exceed the amount quoted by the organiser's travel agency) which is to be reimbursed to him/her at the competition;
- the cost of transportation by car;
- the parking cost;
- the transportation costs to and from the airport **exceeding 100 Euros**;
- other costs

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

7.3.1.6 The evening meal which will be paid by the organiser, will be held either at the hotel of the supervisor or in a restaurant. In case the organiser is not able to arrange the evening meal, it will pay 25 euros per evening meal and per day to the supervisor.

7.3.2 Stay
The organiser is responsible for the supervisor's board and lodging costs (hotel and meals) from when the supervisor leaves home (for example in the case where a supervisor requires an overnight stay because of a plane connection).

7.3.2.1 The organiser will pay for a single room, including breakfast, for the duration of the assignment. The supervisor is responsible for his extras.

7.3.2.2 The supervisor will be granted an allowance equivalent to **100** Euros per day for the duration of the assignment (including, regardless of the duration of the trip, 1 travel day outward (day of arrival on site) and 1 travel day on return (day of departure).

The payments must be made by the organiser within 24 hours of the arrival of the supervisor.

7.4 FIE OFFICIALS (REFEREES, DELEGATES AND PRESIDENTS OF DIRECTOIRE TECHNIQUE) DESIGNATED FOR WORLD CUP COMPETITIONS, GRAND PRIX, TEAM TOURNAMENTS AND ZONAL CHAMPIONSHIPS

7.4.1 No later than 20 days before the event, and after consulting the FIE official, the organiser's travel agency will send his/her prepaid economy class air ticket to the FIE official.

For the reservation of the plane ticket, the travel agency must take the following factors into account:
- the FIE official's home location;
- the arrival and departure dates, as communicated by the FIE;
- direct flights are prioritised;
- if no direct flights are available, the itinerary must have the fewest possible connections, with reasonable connection time

The FIE official must have at least three days to answer to the travel agency's proposed itinerary.

No ticket can be issued (whether by the organisers or by the FIE official) without prior written consent of both parties.

The organiser and the FIE official **must** agree to the following **in writing and in advance**:
- the purchase, by the FIE official, of his/her plane ticket, as well as the amount (which cannot exceed the amount quoted by the organiser's travel agency) which is to be reimbursed to him/her at the competition;
- the cost of transportation by car;
- the parking cost;
- the transportation costs to and from the airport **exceeding 100 Euros**;
- other costs

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

7.4.3 Hotel single rooms for the FIE Officials (including breakfast) have to be paid by the organiser for the length of their mission**.** Lunch and refreshment during whole day of competition should be provided in the hall.

7.4.4 The FIE official will be granted an allowance equivalent to **100** Euros per day for the duration of the assignment (including, regardless of the duration of the trip, 1 travel day outward (day of arrival on site) and 1 travel day on return (day of departure).
The payments must be made by the organiser within 24 hours of the arrival of the official.

7.4.5 In order to ensure the smooth running of major FIE competitions, TDs and DT presidents should be present on site at least 2 days before the start of the event.

7.4.6 The evening meal will be arranged by the organiser. In case the organiser is not able to arrange the evening meal, it will pay 25 euros per evening meal and per day to the officials.

7.5 TRAVELS OF THE EXECUTIVE COMMITTEE

The members of the Bureau of the FIE attend the cadet, junior and senior World Championships and their expenses (as detailed below) are paid by the FIE.

The members of the Executive Committee of the FIE attend the senior World Championships and Olympic Games and their expenses (as detailed below) are paid by the FIE.

7.5.1 The airline tickets for Executive Committee members are issued by the FIE travel agency in economy class except for two trips per year for which business-class tickets are issued.
The airline tickets for the FIE President and Secretary General are issued in business class.

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) as quoted by the travel agency of the FIE.

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

7.5.3 The FIE will pay for a single room, including breakfast, for the duration of the stay. Extras will be paid for by the members.

7.5.4 The Executive Committee member will be granted an allowance equivalent to **100** Euros per day, including the day of arrival and the day of departure. The payments must be made within 24 hours of the arrival of the attendee.

7.6 FIE INSURANCE: SUMMARY OF THE ASSISTANCE INSURANCE POLICY TAKEN OUT BY THE FIE FROM CHUBB EUROPEAN GROUP SE

Who is covered?
• The members of the Executive Committee, members of the Commissions and Councils, referees appointed to international competitions as well as the personnel of the FIE when travelling outside their country of residence in connection with their participation in international competitions, committee meetings, congress or Executive Committee meetings.

Purpose of the insurance policy
• To cover the Insured against accidental bodily injuries sustained during the term of the contract.

Scope of the cover
• Cover applies **WORLDWIDE** exclusively during professional assignments or trips made by the Insured on behalf of the policy holder for **no longer than 180 consecutive days.**
• Cover applies from the moment the Insured leave their place of work or residence and terminates upon return to either of these places.
• The coverage is valid 24 hours a day during that period.

Insurance and Support Services
– Personal Support
This cover is valid abroad and in the country of residence of the Insured.
• Repatriation to the home of the Insured in case of accident or illness.
• Visit of a relative in case of hospital stay longer than 7 days: payment of the return transportation ticket.
• Repatriation of the body in case of death.
• Coffin expenses.
• Early return in case of the death of a relative.
– Information Support
• Visa Information Service.
• Vaccination Information Service.
• Medical advice over the phone.
– Medical expenses incurred abroad
This cover is valid only outside the country of residence.
• Advance payment of hospital expenses
• Reimbursement of medical expenses
• Dental care expenses

What you must do in case of accident:

WHEN REQUIRING ASSISTANCE FROM CHUBB ALWAYS PROVIDE
Policy number: FR32012213
Convention number: BX9
Organization insured: Fédération Internationale d'Escrime

YOU CAN CONTACT THE ASSISTANCE SERVICE 24 HOURS A DAY:
By telephone: +33 155 91 48 09
By fax: +33 147 88 45 10

7.7 HEALTH/MEDICAL INSURANCE OF DELEGATIONS

National federations must verify that all members of their official delegation (i.e athletes and officials) entered in FIE competitions hold a health/medical insurance valid in the country of the competitions.

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 The Statutes of the federation, which must mention that the federation and its members commit to complying with, and ensuring in all circumstances compliance with, the Statutes, Rules, Administrative Rules, Anti-Doping Code of the FIE as well as any other rule enacted by the FIE. These Statutes will be reviewed by FIE's Legal Commission, which may request any change necessary to align the Federation Statutes with FIE's rules;

8.3 If available, the Safeguarding Policy and Ethics Code of the federation;

8.4 The actual number of nationally licenced fencers, fencing masters, coaches, fencing halls, and clubs in the country of the federation. The Executive Committee requires a minimum of 12 licenced fencers and 1 coach.

8.5 The composition of the federation's Executive Committee and the photograph of the President and General Secretary ;

8.6 The contact details of the federation (address, telephone/fax numbers, e-mail, website) and the logo of the federation;

8.7 The reports of activities already organised by the Federation at the national level;

8.8 Upon receipt of these documents, the FIE Executive Committee shall be consulted. Prior to taking a decision, it shall have the opportunity to ask for any additional information it will deem necessary. It will delegate two of its members (one of whom will be from a different continent as the one of the federation seeking affiliation) to visit the federation requesting affiliation, and to meet the sport authorities. Subsequently, the Executive Committee will make a decision regarding the provisional affiliation of the federation, to be subsequently submitted for ratification by the FIE Congress. Any federation receiving provisional affiliation is also granted full rights and obligations in relation to the FIE.

8.9 Newly affiliated federations are exempted from paying their annual fee to the FIE for a period of 3 years starting from the announcement of their final affiliation to the FIE.

8.10 After each Elective Congress or Elective General Assembly renewing the governing bodies of a Member Federation, the latter must provide to the FIE a full report on the elections and attendance figures, together with:
- the full names of the President and, where appropriate, the Secretary General.

CHAPTER 9

FIE COMPETITIONS - GENERAL

PROTOCOL
All protocol questions are regulated by the Specifications of the Protocol Handbook which the application is compulsory for all the organizers of the FIE competitions

PARTICIPATION
Open World Championships, Junior/Cadet World Championships and other official FIE events are only assigned to National Member Federations who ensure free access to competitors and officials and commit to send invitations to all the FIE Member Federations to ensure that visas are granted to all FIE member federations.

Should these arrangements be contravened, the Bureau of the FIE is required to alert the FIE Member Federations immediately and shall take appropriate measures, including, but not limited to, the transfer of the responsibility of organising these events to another country.

ANTI-DOPING TESTING
Anti-doping testing will be conducted in accordance with Article 5 of the FIE Anti-Doping Regulations and the FIE's anti-doping operational instructions.

OFFICIALS
The restrictions contained into the following articles must be taken into account for the designations of officials in competitions:

Members of the Directoire technique and other FIE delegates: see article o.15.2 of the Rules.

Referees: see article 3.2.4 of the Administrative rules, FIE Ethics code/FIE family.

Refereeing delegates: see article 4.4.2 of the Statutes and the following provisions:

Refereeing delegates who are fencing masters or coaches/head coaches or trainers for any national federation will not be designated to officiate in FIE competitions or Olympic Games.

9.1 OLYMPIC GAMES AND REGIONAL GAMES

9.1.1 Olympic Games

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

9.1.1.2 Technical officials at the Olympic Games

9.1.1.3 Officials at the Olympic Games
Articles 38 and 46 of the General Rules of the Olympic Games stipulate that the organising 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.

Refereeing delegates

The following must be represented during assignment:
- all weapons
- each of the 4 FIE zones, if possible
- each gender for at least 20%

Referees

The following must be represented during assignment:

- all weapons, with at least 6 specialised referees for each weapon
- each of the 4 FIE zones (Europe, America, Asia-Oceania, Africa), if possible as follows:
    - Minimum 55% and maximum 60% for Europe
    - 20% for Asia-Oceania
    - Minimum 10% and maximum 15% for America
    - 10% for Africa
- a single referee per country (except for referees of the host country's nationality)
- at least 30% of referees of each gender

9.1.2 Regional Games

9.1.2.1 The organisation formula for the Regional Games are established by the Executive Committee, with the approval of the IOC.

9.1.2.2 The technical delegate will be designated in line with article o.13.

9.1.2.3 Officials and referees will be designated in line with article o.54. At most one referee per country can be designated and all weapons and genders must be represented.

9.2 WORLD CHAMPIONSHIPS

Venues designated for competitions must be air-conditioned when World Championships take place during the hot season in the country where they are held. A temperature of 20 degrees Celsius must be maintained in the competition halls.

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	25 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	60 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.

9.2.1.4 Refereeing delegates
When the delegates are nominated the following must be represented:
- all weapons
- each of the 4 FIE zones
- each gender for at least 20%

9.2.1.5 Referees
When the referees are nominated the following must be represented:
- all weapons, with at least 9 specialised referees for each weapon
- each of the 4 FIE zones (Europe, America, Asia-Oceania, Africa), if possible as follows:
  - Minimum 55% and maximum 60% for Europe
  - 20% for Asia/Oceania
  - Minimum 10% and maximum 15% for America
  - 10% for Africa
- a single referee per country (except for referees of the host country's nationality)
- at least 30% of referees of each gender

9.2.2 Veteran World Championships
The formulas for organising the Veteran World Championships are established in conformity with those for the other FIE events, on the advice of the Executive Committee.

When the referees are nominated, the following must be represented:

- all weapons, with at least 6 specialised referees for each weapon
- each of the 4 FIE zones (Europe, America, Asia-Oceania, Africa), if possible as follows:
  - Minimum 55% and maximum 60% for Europe
  - 20% for Asia/Oceania
  - Minimum 10% and maximum 15% for America
  - 10% for Africa
- a single referee per country (except for referees of the host country's nationality)
- at least 30% of referees of each gender

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 Satellite points applies:

1st	8 points
2nd	6 points
3rd	5 points
5th-8th	3 points
9th-16th	2 points
17th-32th	1 point
33rd – 64th	0,50 point

Application: season 2026-2027

9.4 ZONAL CHAMPIONSHIPS

After completion of the evaluation of each candidature by the Executive Committee of the Confederation, an evaluation report for each of the candidatures approved by the Confederation (maximum one page per candidature) will be presented to the FIE Executive Committee. The FIE Executive Committee will review these evaluations either during its next meeting or by consultation) and will inform the Confederation of any objection to the candidatures proposed.

The organiser will ensure that all participants be able to receive visas.

There will be reasonable access to the host city (national or international airport).

So that the Zonal Championships can be taken into account in the FIE ranking, the following criteria must be respected:

9.4.1 Halls

The fencing halls planned for the competitions must be equipped with air-conditioning if the Zonal Championships are being held during a period when the weather is hot in the host country. A temperature of 20 degrees Celsius must be maintained in the competition halls.

9.4.2 Entries

Cf. article o.60 of the Organisation rules.

9.4.3 Formula of competitions

a) no exempted fencers
b) use of the FIE ranking for the individual and team events, in particular articles o.100, o.101 and o.102 (o.102.1 first sentence and o.102.2) of the Organisation Rules.Teams without FIE ranking will occupy the last places in the table and based on the final ranking in the individual competition of the 3 best fencers belonging to the teams.
c) 1 round of pools to eliminate 20 to 30 % of fencers, then direct elimination table
d) two medals for the third place in the individual competitions

The points of all **Senior** zonal championships are taken into account in the FIE official ranking when the last senior zonal championships have been held.
The points of all **Junior** zonal championships are taken into account in the FIE official ranking when the last junior championships has been held.

9.4.4 Equipment
The material and equipment of fencers must comply with the FIE norms.

The video-refereeing is optional at the **Junior** Zonal Championships and mandatory at **Senior** Zonal Championships.

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

9.4.5 Officials
The payment of expense for the officials and referees is subject to a preliminary common decision between each Confederation and each organizer.

1) Are designated by the FIE and taken care by the organisers, in compliance with the financial norms stated in the FIE Administrative Rules:

a) the President of the Directoire Technique, whose name can be proposed by the Confederation to the FIE Executive Committee.
b) 2 delegates of the FIE Refereeing Commission, whose names can be proposed by the Confederation to the FIE Executive Committee.
c) 1 delegate of the Confederation SEMI Commission, whose name can be proposed by the Confederation to the FIE Executive Committee, and who may come from the same continent as the organiser.
d) 1 delegate of the Confederation Medical Commission, whose name can be proposed by the Confederation to the FIE Executive Committee, and who may come from the same continent as the organiser.

The Confederation is responsible for checking with the proposed officials that they are available for the concerned event.

At **Junior Zonal Championships, the delegate to the Refereeing Commission** must come from a different continent than the one of the organiser.

At **Senior Zonal Championships, the delegate to the Refereeing Commission** must come from a different continent than the one of the organiser.

2) Referees

At Junior and Senior Zonal Championships, the referees, the full list of referees (including the referees from the host country) will be proposed to the FIE Executive Committee by the FIE Refereeing Commission according to the following criteria:

- one referee per country (except for referees of the host country's nationality)
- a sufficient number of referees coming from the same continent as the organiser
- a sufficient number of referees from other continents ('neutral' referees)
- at least 30% of referees of each gender

The Confederation is also entitled to propose to the FIE Refereeing Commission a list of referees. The list will then be submitted to the approval of the FIE Executive Committee.
Concerning the taking care of referees, the confederation will be free either to ask that they are brought at the expense of the national federations or taken care by the organiser against payment of a higher entry fee.

3) An FIE representative, who also officiates as a supervisor, is appointed by the President of the FIE. His/her expenses are covered by the FIE.

9.5 SUPERVISORS OF COMPETITIONS

9.5.1 World Cup competitions are observed by and official FIE supervisor.
The supervisor, who must be of a different nationality from that of the organising country, is chosen by the Executive Committee in accordance with Article o.22 of the Rules for Competitions.

9.5.2 The organisers of the satellite circuits are invited to suggest to the F.I.E. which competitions should be assigned a supervisor, and the names of possible supervisors.
Each year, F.I.E. supervisors must be assigned to at least one third of the competitions in each satellite circuit (each competition must receive a supervisor at least once every three years).

9.5.3 Supervisors' role

The supervisor has authority for:
- The application and the interpretation of the Rules, the Statutes and the Administrative rules;
- Issues whether they are provided for in these documents or not.

By accepting his designation as supervisor, the latter formally accepts the following role:
- Be the Chief of Protocol
- Establish that each fencer, coach and international referee are FIE licensees for the current season.
- Check the conformity of apparatuses, make sure that the equipment of the fencers conforms with the regulations (name on the back of the jacket and where required, fencing clothes with national colours) and that the organiser designated a person in charge of the checking of material.
- Sanction with a fine the federations that did not bring the required number of referees.
- Ensure that anti-doping tests are carried out in accordance with the FIE's anti-doping operational instructions, that anti-doping control forms are submitted in accordance with FIE rules, and that the organiser uses WADA-accredited laboratories.
- Make sure that the results (XML transfer files) are sent on the FIE Internet Web site at the end of the tournament.
- Fill in and validate the supervisor report on the FIE Internet Web site within 8 days after the competition. A copy of this report must be provided to the organizer.
- For the senior individual and team World Cup competitions and the Grand Prix competitions, the refereeing delegate appointed by the FIE is in charge of refereeing.
- At the Junior World Cups and Satellite Competitions, the FIE Supervisor acts as Safeguarding Officer.

9.5.4 Role of FIE Event Managers

Senior World Cups and Grand Prix events are managed and supervised by FIE Event Managers appointed by the FIE Executive Committee.

At Senior World Cups and Grand Prix events, the FIE Event Manager acts as the Safeguarding Officer.

CHAPTER 10

PROTOCOL CEREMONY FOR THE AWARD OF MEDALS AND TROPHIES

It will be awarded during a protocol ceremony organised by the FIE Executive Committee, at a place and date it will determine:

1) The medal to the winner of the cadet, junior and senior FIE official ranking of the year concerned ;

2) The Challenge Chevalier Feyerick;

3) The medal to the fencer of the year.

4) The medal for the cadet, junior, senior and veterans' « Grand Prix des Nations ».

CHAPTER 11

PROCEDURE FOR AWARDING WORLD CHAMPIONSHIPS

by the FIE executive committee according to article 10.2.1 f) and g) of the Statutes

10.2.1 f) Should the Ordinary Congress two years before the year of the event be unable to decide by the above process which member federation will organise the World Championships, because no Completed Candidatures have been presented, the Executive Committee of the F.I.E. may itself decide which member federation will organise these Championships, if it receives one or more Completed Candidatures after the Congress has taken place pursuant to procedures to be outlined in the Administrative Rules.

10.2.1 g) The Executive Committee of the F.I.E. will have the same powers should the member federation to whom the organisation was entrusted by the Congress withdraw or in the event of any discriminatory act by the organising federation.

The application must contain:

- A letter requesting to host the championships from the applicant Federation
- A fully completed application form in compliance with the FIE requirements
- Plans for the installations
- The written undertaking to comply with the FIE handbook of regulations
- The required governmental and/or other financial guarantees

The application file will be examined by the Evaluation Committee in order to make sure that all the information required has been provided. The Evaluation Committee shall then inform the Executive Committee of its opinion. In this respect, it is advisable to bear in mind that the Evaluation Committee may request any other details it considers necessary.

Candidature Evaluation Committee

The Candidature Evaluation Committee has a key role to play in evaluating how successfully the cities can host the World Championships.

In the first instance it has to analyse the files submitted by the applicant cities and, secondly, carry out inspections in the field.

This committee consists of the Secretary General of the FIE, a member of the Executive Committee appointed by the President of the FIE whose nationality must not be the same as any of the applicants, the Sports Director and the CEO.

Before choosing the host city, the Committee will spend two days in each applicant city: it will meet the applicant committee several times to discuss the 14 topics covered by the applicant file and visits the proposed sites.

Topics for evaluating candidatures

- National and regional characteristics of the applicant city

- Organising committee and volunteers
- Finances
- Immigration and customs formalities
- Safety
- Sites
- Technology and equipment
- Accommodation
- Transport
- Health / Security system (including medical and anti-doping)
- Environmental protection
- Media and communication
- Sponsoring and Marketing
- Guarantees

After this process, the Evaluation Committee:

1) If it approves the application, confirming that all the information supplied is in fact correct, the application then becomes official and the city is then an official candidate;
2) Prepares an evaluation report for the Executive Committee and issues its recommendations.

Evaluation Report

Before the Executive Committee meets to select the host city, the Committee submits its report, providing a technical evaluation of the applicant cities.

This report helps the members of the Executive Committee gain a better understanding of the applications from the cities and proves useful when they are voting to choose the host city.

Vote of the Executive Committee

On the day the selection is made, each applicant city presents to the Executive Committee meeting a 20-minute presentation. This presentation is followed by a question and answer session. After the completion of all the presentations and Q&A sessions, the vote takes place and the host city will be selected.

When making its choice the Executive Committee must take into account the following aspects:

- The best conditions offered in relation to the 14 topics listed above
- For the purposes of universality, and, if the geography of the candidatures allows this, rotation around the continents holding these championships in the course of the Olympic cycle.

The members of the Executive Committee vote in a secret ballot. After each round of voting, the city which obtains the fewest votes is eliminated. The rounds of the ballot continue until one city obtains the absolute majority of the votes cast. If there is an absolute tie between the last two candidates, the President, if s/he is present will cast the deciding vote. If s/he is not present, the Secretary General shall cast the deciding vote.

The final result is announced by the President of the FIE. The announcement may be transmitted directly on TV.

CHAPTER 12

FIE Officials Code of Ethics

Everyone participating in FIE tournaments, whether as organiser, official either designated or invited, is an official. These are the referees, tournament directors, delegates, members of the FIE Executive Committee, representatives of the FIE President and employees or officers of the FIE.

Relations between these officials are regulated by the FIE Official Rules and Competition Handbook of Specifications.

It is imperative that the concerned officials answer their FIE letter of invitation within the deadline indicated, in order to allow for potential replacements.

Before every competition, the referees and tournament directors must find out about the latest modifications, additions and communications relative to the Rules and their application.

Referees must attend all the technical meetings scheduled the day before or the morning of the competition, together with the DT and the refereeing delegates.

Referees and tournament directors must commit to fulfill with complete impartiality their roles in respect of:

- the FIE Rules;
- the instructions of this Code of Ethics;
- the guidelines given by the Bureau of the FIE

Tournament directors work as a team and are obliged to respect the spirit of team work. All decisions, whether unanimous or adopted by a majority, are team decisions. All members of the team must avoid issuing comments or information, whether collectively or individually, outside of the working group.

During the whole competition period, and even outside the fencing gym and sport environment, FIE competition officials must demonstrate behaviour and attire which suit the role with which they have been entrusted.

FIE competitions' officials must respect the work of all officials and avoid denigrating the organizers, the referees or the officials, whether in public or while communicating with any delegation.

This attitude must not only prevail when the officials are working, but also when attending an FIE event as a spectator.

When communicating with the press or the media, the officials must avoid any critical or denigrating comment relative to the athletes, the delegations, the managing entities, and the work of other officials.

Anybody infringing this Code of Ethics will be subject to the sanctions stipulated in the FIE Disciplinary Code.

CHAPTER 13

CONTINENTAL CONFEDERATIONS - ROLES AND RESPONSIBILITIES

13.1 The essential role of the Confederation is to coordinate between the National Federations of its continent, continuously and through all contacts necessary, in order to develop and promote the practice of fencing as extensively as possible on its territory.

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

13.3 Insofar as the tasks are carried out within the statutory framework of the FIE, the responsibilities of the Zonal Confederation can be defined as follows:

a) It proposes measures to the Executive Committee that it deems useful for the development and consolidation of fencing on its continent and works towards the creation of new National Federations.

b) It establishes, sets and proposes means of promotion likely to have the best impact.

c) It acts as a coordinator for the initiatives of the National Federations.

d) It reports to the CEO of the FIE any problems or administrative dysfunctions within the Confederation and/or its member federations. It actively collaborates with the CEO to carry out administration training projects.

e) It informs the Sport Department the FIE of the training requests and needs of the coaches of its member federations. It actively collaborates with the Sport Department to carry out the training projects developed by the FIE.

f) Six months before the following season, it proposes to the Executive Committee of the FIE the place and dates of its Zonal Championships, all age categories.

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

h) It is responsible for the application of the four-year plan of the Confederations adopted by the Executive Committee of the FIE.

i) It verifies that the various aids granted by the FIE are used properly.

j) Each year it presents to the Secretary General beforehand and then to the Executive Committee of the FIE a report on its activities and a progress report on the four-year plan of the confederations, as well as a financial report and a draft budget.

k) At least 3 months in advance, it invites the President or the Secretary General of the FIE to attend the Confederation Congress. The agenda and any documents relative to the Congress are sent at least one month before the Congress.

CHAPTER 14

SAFEGUARDING PROCEDURES

Chapter 14 of the Administrative Rules details the safeguarding procedures mentioned in the Safeguarding Policy (Chapter XIII, FIE Statutes).

14.1 World Championships

The FIE Safeguarding Officers are appointed by the Executive Committee for the World Championships. At **World Championships**, the FIE Safeguarding Officers are responsible for coordinating and over-seeing the Safeguarding requirements of the competition (in liaison with the Directoire Technique and LOC).

14.1.1 In preparation for the event, the FIE Safeguarding Officers will be put in contact with the LOC in order to acquire information on the local legal framework and the existence of a safeguarding policy at national / local level.

14.1.2 They will hold meetings with officials, referees, heads of delegation and volunteers in order to draw attention to the FIE Safeguarding policy and procedures.

14.1.3 The FIE Safeguarding Officers at the World Championships will wear a badge identifying them as FIE Safeguarding Officers. They will be located at the Safeguarding stand or be walking around the competition area or venue. At any time at least one FIE Safeguarding Officer will be contactable outside of competition hours for the duration of the Championships. A safeguarding mobile phone will be issued for such purposes.

14.1.4 The FIE Safeguarding Officers must be contacted immediately should a safeguarding issue be identified. They will assess the situation and organise appropriate action.

14.1.5 The FIE Safeguarding Officers will be issued a tablet for the duration of the event. They will receive access to the address safeguarding@fie.ch in order to report. For internal reporting, all reports should be completed on the tablet, saved to a folder, and a copy of the report emailed using the account set up on that tablet to the address safeguarding@fie.ch, with no one in cc or bcc. Before returning the tablets, for reasons of confidentiality, the Safeguarding Officers will delete any sensitive data registered on the tablet, including, but not limited to, phone numbers, messages and e-mails.

14.1.6 At the end of the event, after a debriefing, the FIE Safeguarding Officers shall issue a report containing general information about the number and type of incidents occurred, without disclosing any personal information that can lead to the identification of the alleged victim and perpetrators. The report may contain recommendations to minimize the risk of incidents and update the FIE Safeguarding Procedures and Policy, should the case require it.

14.2 Complaint procedures

14.2.1 Informal Resolution or Mediation

14.2.1.1 Informal resolution applies in order to resolve safeguarding disputes that arise as a result of misunderstanding in communication and relationships. These kind of situations do

not require a more formal and protracted approach, which is designed to manage complex or more serious safeguarding concerns and cases.

Informal resolution can be achieved without a formal complaint, consent is not required (although the complainant may wish to have their identity protected) and it may be that the identity of alleged perpetrators is not necessarily known or known only as a group. Informal resolution may include any one or a number of:

a) educating participants over acceptable behaviour and gaining commitment to adhere to policy;
b) working with the organisers/bureau to ensure alleged victim(s)/potential victim(s) not exposed to further issues;
c) working with NF representatives to support alleged victim(s).

14.2.1.2 In a **Mediation Process** the Safeguarding Officer assists both parties to reach a definitive settlement agreement. To activate a **mediation process** a formal complaint and the consent of the complainant is necessary. That implies that he/she discloses the identity of the alleged perpetrator. Once the consent of the complainant is obtained, the Safeguarding Officers informs the alleged perpetrator, by conversation followed up by message or email.

Depending on the situation, different procedures applies:

a) If the alleged perpetrator is still on site and agrees to a meeting with the Safeguarding Officer, who will also meet separately with the complainant to clarify their positions, a joint meeting may be held if the Safeguarding Officer feels it appropriate after speaking separately with the two parties.
   - Time and place will be agreed, taking into account the logistic constraints (before they fly back home).
   - The Safeguarding Officer room can be used for an informal meeting.
   - An agreement is reached (clarification of misunderstanding, apologies)

b) If the alleged perpetrator is still on site and refuses to meet or meets and denies any wrongdoing.
   The complainant has to decide if s/he wishes to undertake another more formal step. They can do so after the alleged perpetrator has denied wrongdoing, within 60 days following the incriminating acts or the date of their discovery. Disciplinary Panel complaints are subject to the Disciplinary Code. Direct appeals to the Bureau at the Championships should be made as soon as possible to avoid repeat occurrences.

c) If the Safeguarding Officer is unable to contact the alleged perpetrator (he/she might no longer be on site), the Safeguarding Officer may contact him/her by phone or email to discuss. If the Safeguarding Officer is unable to locate the alleged perpetrator after a diligent try, the Safeguarding Officer will discuss with complainant their remaining choices.

   The complainant has to decide if s/he wishes to take additional action, within the time limits specified in the Disciplinary Code.

14.2.1.3 Where informal resolution is not reached or mediation turns out to be inappropriate or a settlement cannot be agreed to, there is nothing to prevent a return to a more formal process.

14.2.1.4 In case a breach of the informal resolution agreement or mediation settlement occurs, the complainant can present a request for interim administrative measures from the Bureau present at the World Championships and/or file a disciplinary complaint if immediate action is not required. Such complaint shall be filed pursuant to the timelines in the Disciplinary Code.

14.2.2. Complaint to the Disciplinary Panel.

Chapter 7 (Discipline) and Chapter 13 (Safeguarding Policy) of the FIE Statutes apply.

14.2.3 Referral to law enforcement agencies (e.g. Police)

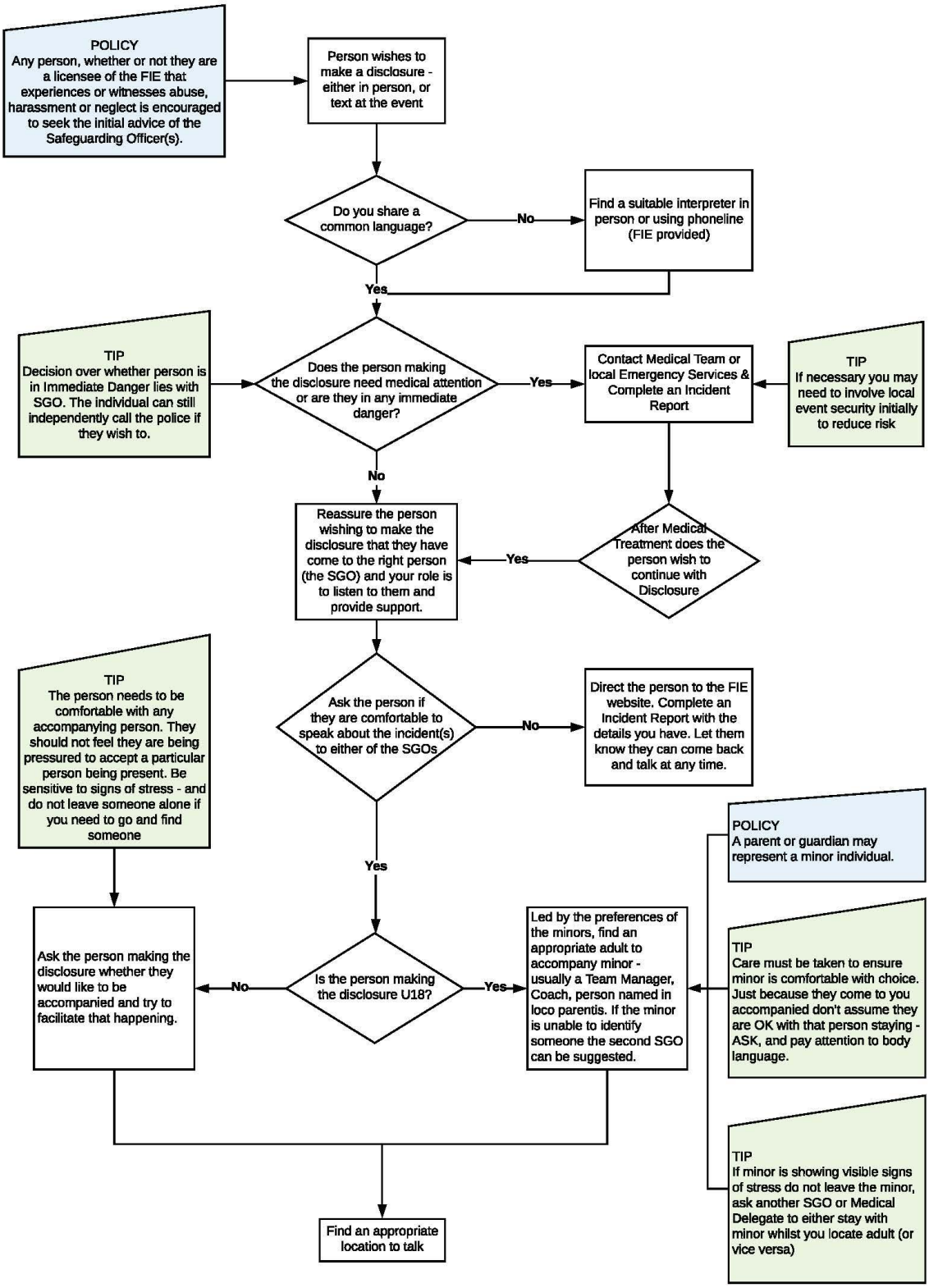
In case of a crime in the host country, the complainant can refer the matter to a law enforcement agency (e.g. Police). If requested to do so, the Safeguarding Officer may accompany the complainant.

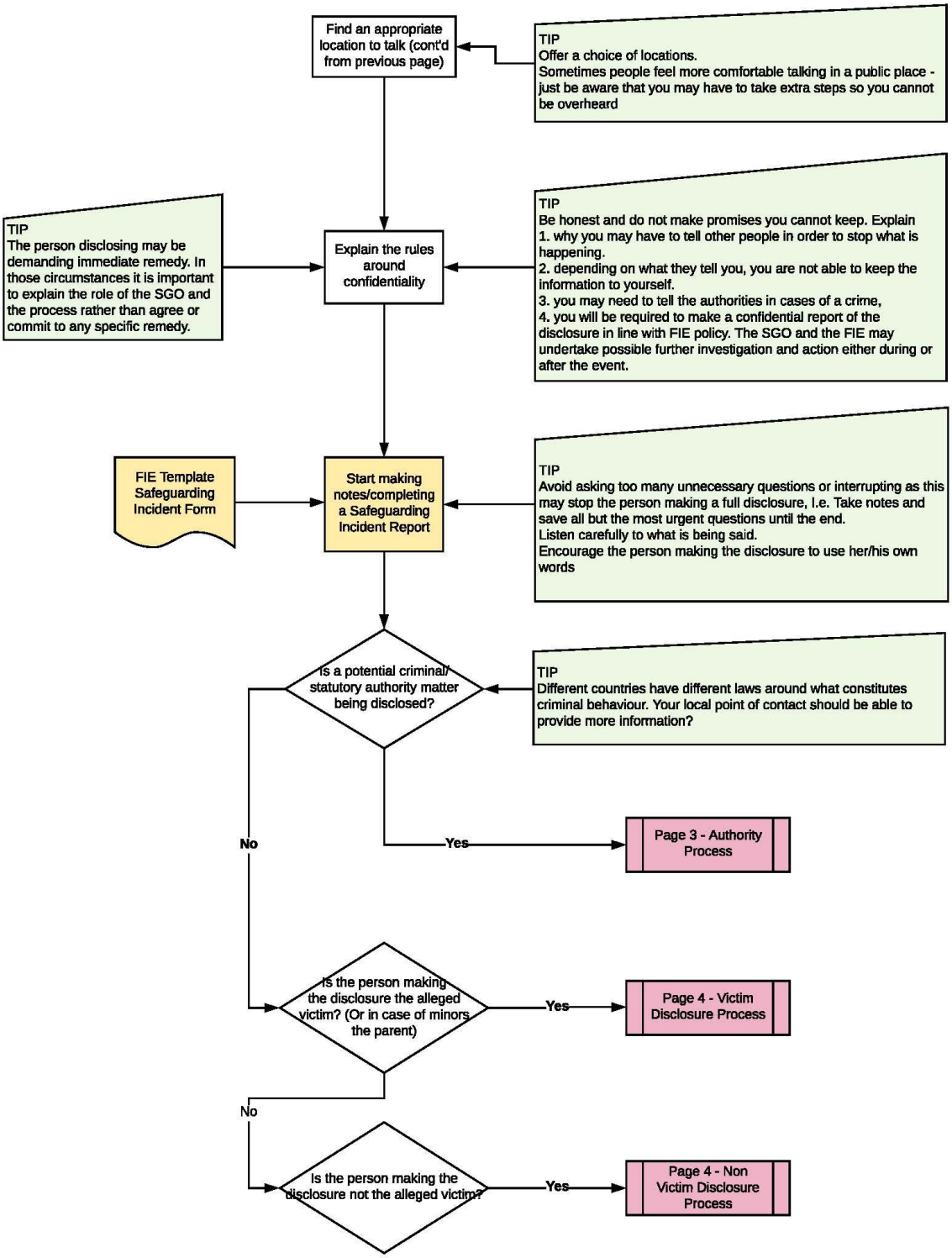
14.2.4 World Cups and Grand Prix

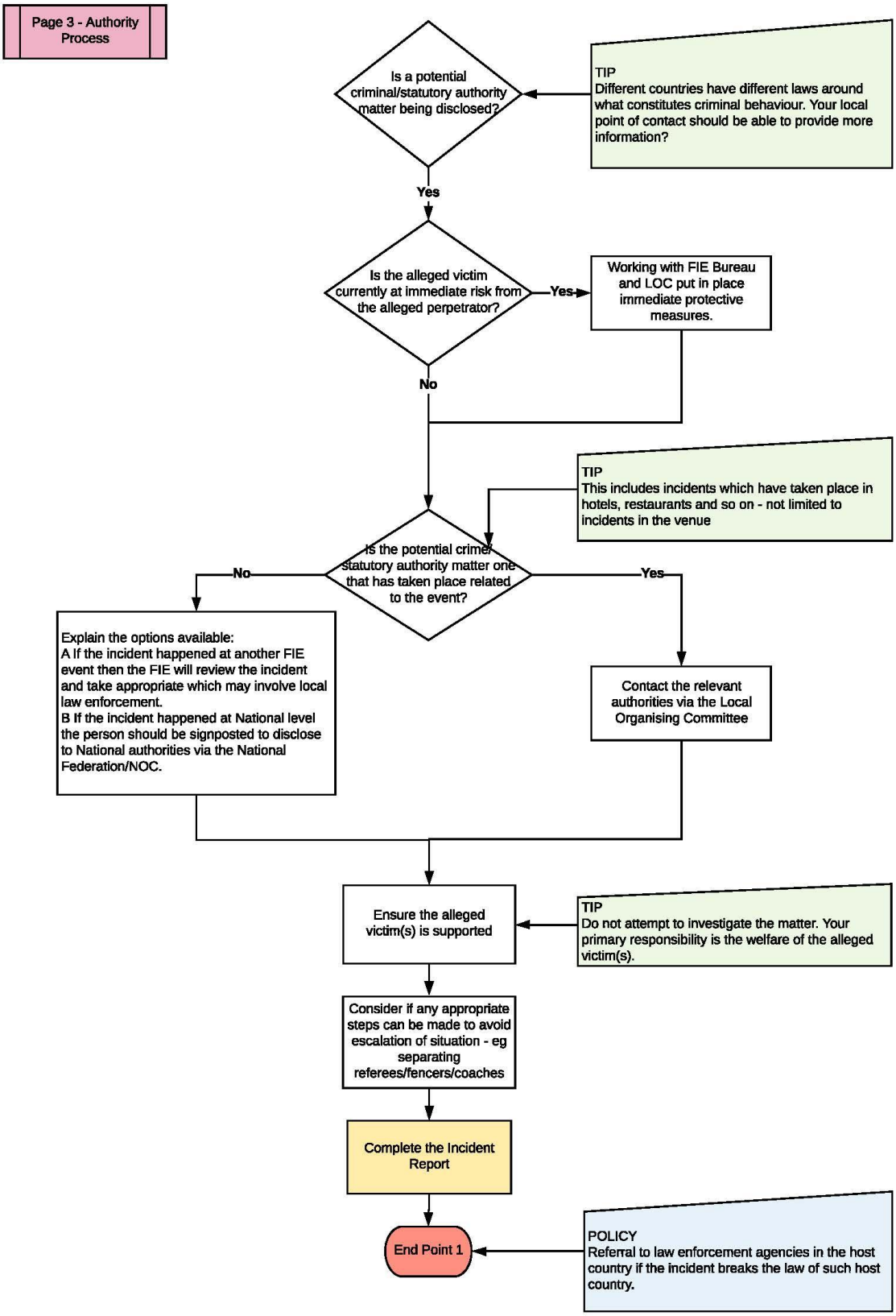
At the World Cups and Grand Prix, the FIE Supervisor acts as Safeguarding Officer.
He/she reports safeguarding incidents and concerns through the Internal Incident Report, according to the procedure flow-chart for the FIE Supervisor at World Cups and Grand Prix competitions, supported by a Local Safeguarding Officer (where one exists) and in consultation with other FIE delegates and DT as appropriate.

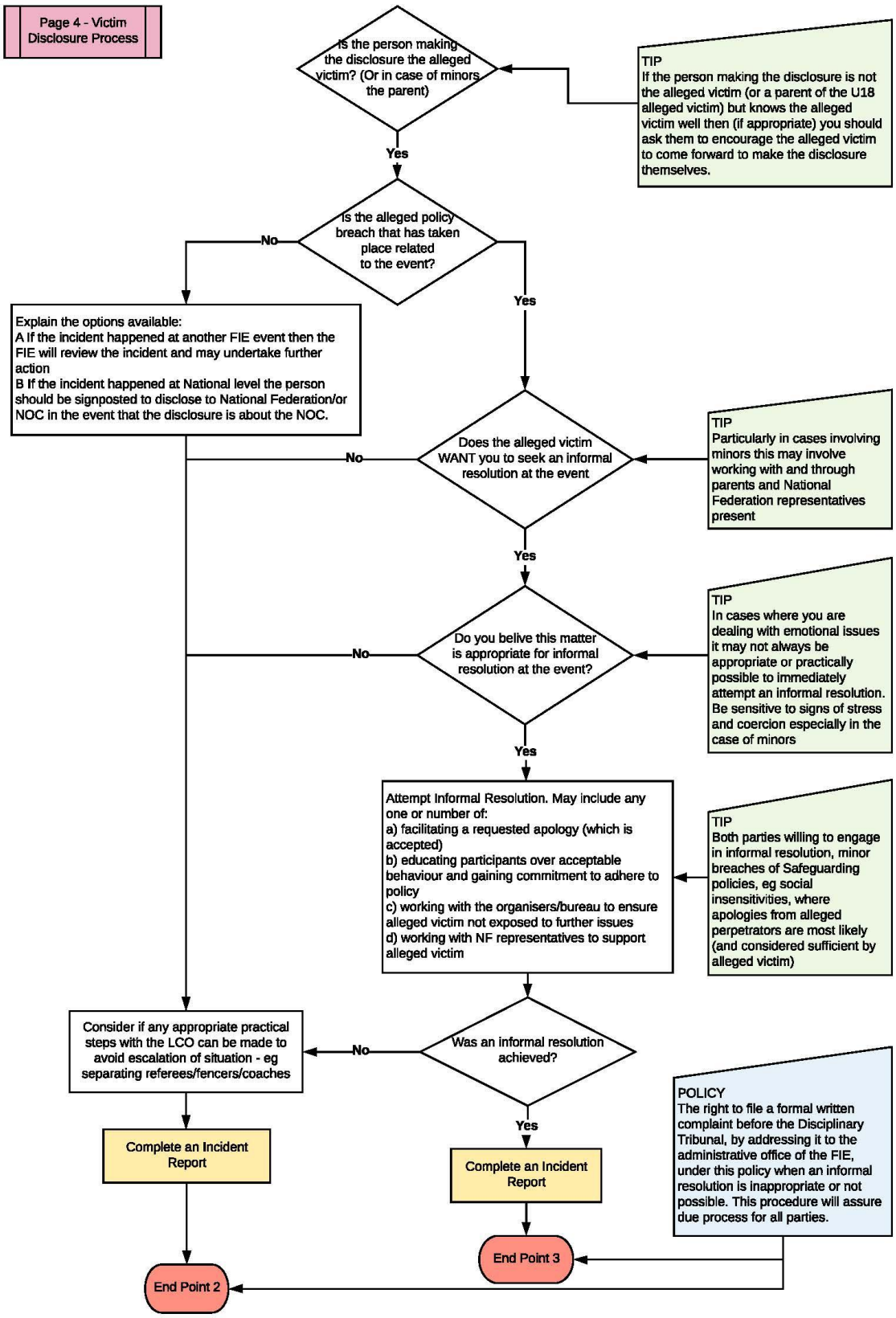
ANNEXES TO CHAPTER 14

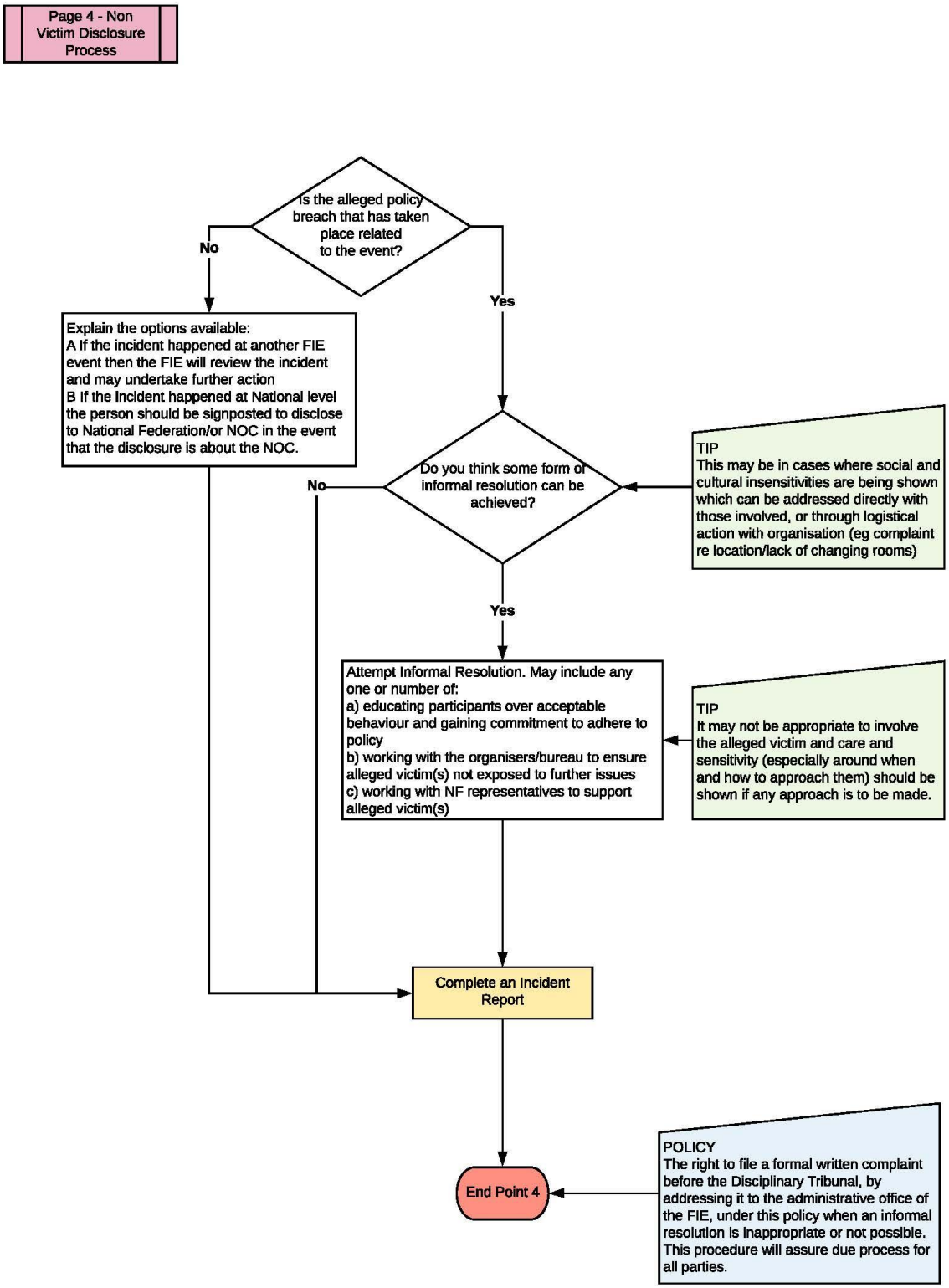
- Flow-chart for the FIE Safeguarding Officer at the World Championships
- Incident report form for Safeguarding Concerns at the World Championships
- Flow-chart for the FIE Supervisor at World Cups and Grand Prix competitions.
- Incident report form for Safeguarding Concerns at World Cups and Grand Prix competitions.
- Codes of conduct


POLICY
Any person, whether or not they are a licensee of the FIE that experiences or witnesses abuse, harassment or neglect is encouraged to seek the initial advice of the Safeguarding Officer(s).
Person wishes to make a disclosure - either in person, or text at the event
Do you share a common language?
No
Find a suitable interpreter in person or using phoneline (FIE provided)
Yes
TIP
Decision over whether person is in Immediate Danger lies with SGO. The individual can still independently call the police if they wish to.
Does the person making the disclosure need medical attention or are they in any immediate danger?
Yes
Contact Medical Team or local Emergency Services & Complete an Incident Report
TIP
If necessary you may need to involve local event security initially to reduce risk
No
Reassure the person wishing to make the disclosure that they have come to the right person (the SGO) and your role is to listen to them and provide support.
Yes
After Medical Treatment does the person wish to continue with Disclosure
TIP
The person needs to be comfortable with any accompanying person. They should not feel they are being pressured to accept a particular person being present. Be sensitive to signs of stress - and do not leave someone alone if you need to go and find someone
Ask the person if they are comfortable to speak about the incident(s) to either of the SGOs
No
Direct the person to the FIE website. Complete an Incident Report with the details you have. Let them know they can come back and talk at any time.
Yes
POLICY
A parent or guardian may represent a minor individual.
Ask the person making the disclosure whether they would like to be accompanied and try to facilitate that happening.
No
Is the person making the disclosure U18?
Yes
Led by the preferences of the minors, find an appropriate adult to accompany minor - usually a Team Manager, Coach, person named in loco parentis. If the minor is unable to identify someone the second SGO can be suggested.
TIP
Care must be taken to ensure minor is comfortable with choice. Just because they come to you accompanied don't assume they are OK with that person staying - ASK, and pay attention to body language.
TIP
If minor is showing visible signs of stress do not leave the minor, ask another SGO or Medical Delegate to either stay with minor whilst you locate adult (or vice versa)
Find an appropriate location to talk


Find an appropriate location to talk (cont'd from previous page)
TIP
Offer a choice of locations.
Sometimes people feel more comfortable talking in a public place - just be aware that you may have to take extra steps so you cannot be overheard
TIP
The person disclosing may be demanding immediate remedy. In those circumstances it is important to explain the role of the SGO and the process rather than agree or commit to any specific remedy.
Explain the rules around confidentiality
TIP
Be honest and do not make promises you cannot keep. Explain
1. why you may have to tell other people in order to stop what is happening.
2. depending on what they tell you, you are not able to keep the information to yourself.
3. you may need to tell the authorities in cases of a crime,
4. you will be required to make a confidential report of the disclosure in line with FIE policy. The SGO and the FIE may undertake possible further investigation and action either during or after the event.
FIE Template Safeguarding Incident Form
Start making notes/completing a Safeguarding Incident Report
TIP
Avoid asking too many unnecessary questions or interrupting as this may stop the person making a full disclosure, I.e. Take notes and save all but the most urgent questions until the end.
Listen carefully to what is being said.
Encourage the person making the disclosure to use her/his own words
Is a potential criminal/ statutory authority matter being disclosed?
TIP
Different countries have different laws around what constitutes criminal behaviour. Your local point of contact should be able to provide more information?
Yes
Page 3 - Authority Process
No
Is the person making the disclosure the alleged victim? (Or in case of minors the parent)
Yes
Page 4 - Victim Disclosure Process
No
Is the person making the disclosure not the alleged victim?
Yes
Page 4 - Non Victim Disclosure Process


Page 3 - Authority Process
Is a potential criminal/statutory authority matter being disclosed?
TIP
Different countries have different laws around what constitutes criminal behaviour. Your local point of contact should be able to provide more information?
Yes
Is the alleged victim currently at immediate risk from the alleged perpetrator?
Yes
Working with FIE Bureau and LOC put in place immediate protective measures.
No
TIP
This includes incidents which have taken place in hotels, restaurants and so on - not limited to incidents in the venue
Is the potential criminal/statutory authority matter one that has taken place related to the event?
No
Yes
Explain the options available:
A If the incident happened at another FIE event then the FIE will review the incident and take appropriate which may involve local law enforcement.
B If the incident happened at National level the person should be signposted to disclose to National authorities via the National Federation/NOC.
Contact the relevant authorities via the Local Organising Committee
Ensure the alleged victim(s) is supported
TIP
Do not attempt to investigate the matter. Your primary responsibility is the welfare of the alleged victim(s).
Consider if any appropriate steps can be made to avoid escalation of situation - eg separating referees/fencers/coaches
Complete the Incident Report
End Point 1
POLICY
Referral to law enforcement agencies in the host country if the incident breaks the law of such host country.


Page 4 - Victim Disclosure Process
Is the person making the disclosure the alleged victim? (Or in case of minors the parent)
TIP
If the person making the disclosure is not the alleged victim (or a parent of the U18 alleged victim) but knows the alleged victim well then (if appropriate) you should ask them to encourage the alleged victim to come forward to make the disclosure themselves.
Yes
Is the alleged policy breach that has taken place related to the event?
No
Yes
Explain the options available:
A If the incident happened at another FIE event then the FIE will review the incident and may undertake further action
B If the incident happened at National level the person should be signposted to disclose to National Federation/or NOC in the event that the disclosure is about the NOC.
Does the alleged victim WANT you to seek an informal resolution at the event
No
TIP
Particularly in cases involving minors this may involve working with and through parents and National Federation representatives present
Yes
Do you belive this matter is appropriate for informal resolution at the event?
No
TIP
In cases where you are dealing with emotional issues it may not always be appropriate or practically possible to immediately attempt an informal resolution. Be sensitive to signs of stress and coercion especially in the case of minors
Yes
Attempt Informal Resolution. May include any one or number of:
a) facilitating a requested apology (which is accepted)
b) educating participants over acceptable behaviour and gaining commitment to adhere to policy
c) working with the organisers/bureau to ensure alleged victim not exposed to further issues
d) working with NF representatives to support alleged victim
TIP
Both parties willing to engage in informal resolution, minor breaches of Safeguarding policies, eg social insensitivities, where apologies from alleged perpetrators are most likely (and considered sufficient by alleged victim)
Was an informal resolution achieved?
No
Consider if any appropriate practical steps with the LCO can be made to avoid escalation of situation - eg separating referees/fencers/coaches
Yes
POLICY
The right to file a formal written complaint before the Disciplinary Tribunal, by addressing it to the administrative office of the FIE, under this policy when an informal resolution is inappropriate or not possible. This procedure will assure due process for all parties.
Complete an Incident Report
Complete an Incident Report
End Point 3
End Point 2


Page 4 - Non Victim Disclosure Process
Is the alleged policy breach that has taken place related to the event?
No
Yes
Explain the options available:
A If the incident happened at another FIE event then the FIE will review the incident and may undertake further action
B If the incident happened at National level the person should be signposted to disclose to National Federation/or NOC in the event that the disclosure is about the NOC.
Do you think some form of informal resolution can be achieved?
No
Yes
TIP
This may be in cases where social and cultural insensitivities are being shown which can be addressed directly with those involved, or through logistical action with organisation (eg complaint re location/lack of changing rooms)
Attempt Informal Resolution. May include any one or number of:
a) educating participants over acceptable behaviour and gaining commitment to adhere to policy
b) working with the organisers/bureau to ensure alleged victim(s) not exposed to further issues
c) working with NF representatives to support alleged victim(s)
TIP
It may not be appropriate to involve the alleged victim and care and sensitivity (especially around when and how to approach them) should be shown if any approach is to be made.
Complete an Incident Report
End Point 4
POLICY
The right to file a formal written complaint before the Disciplinary Tribunal, by addressing it to the administrative office of the FIE, under this policy when an informal resolution is inappropriate or not possible. This procedure will assure due process for all parties.

INCIDENT REPORT FORM for Safeguarding Concerns / World Championships

Have you?

- Ensured the participant is not in any immediate physical danger (if they are you should call the Emergency Services) or requires urgent medical assistance (if they do you should contact the Medical team)
- Reassured the athlete / participant.
- Found a suitable interpreter (that the participant is comfortable with) if required.
- Asked them:
  - If they are comfortable to speak
  - Do they wish to be accompanied - if the athlete/participant is U18 the preference (unless the athlete objects) is that a coach/team manager/parent/in loco parentis is present
  - Where would they like to speak – offer locations
- Been honest and not made promises you cannot keep. Let the person know that you have to file a confidential report of the disclosure in line with FIE policy.
- Explained why you **may** have to tell other people in order to stop what is happening

NB It is important that you do not speak to the person about whom the allegations have been made until you have recorded as much detail as possible and assessed whether that is an appropriate course of action.

Instructions for completion.

Complete as factually accurate as possible. You are not expected to complete all the fields, and care and judgement should be exercised with regards to any information gathering other than that which is being reported to you as part of the incident.

Avoid asking too many questions or interrupting as this may stop the person making a full disclosure, i.e. take notes and save all but the most urgent questions until the end.

Listen carefully to what is being said, try to record what has actually been said, not your interpretation.

Encourage the athlete / participant (or person making the report) to use their own words

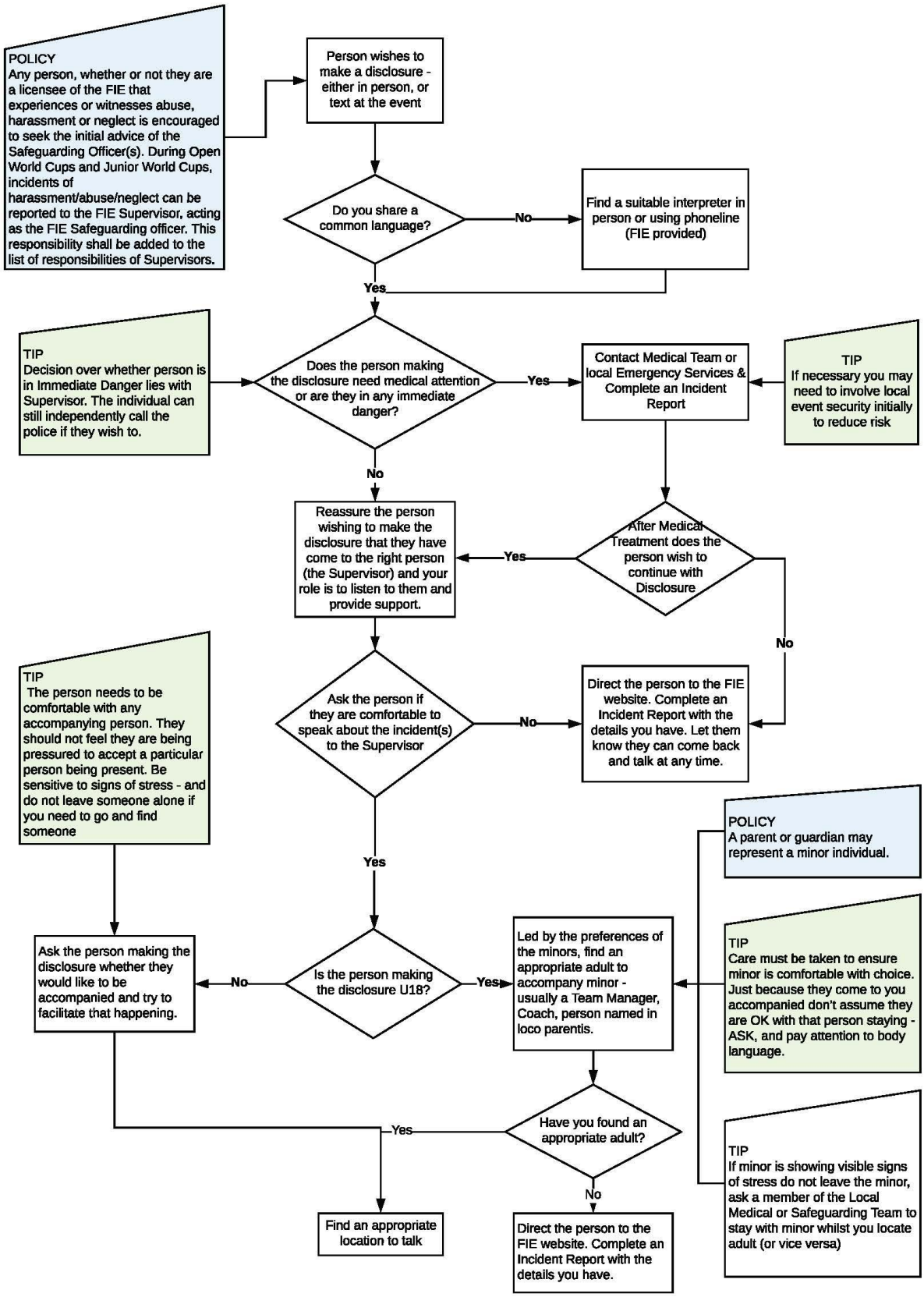
Name of athlete / participant	
Age / date of birth	
Affiliated National Federation (if known)	
Address of athlete / participant	
Participant Type	Fencer/Athlete Referee or Official Coach Other – please specify (eg Volunteer, Spectator)
Parent/coach/carer's details Name Address Telephone Email	
Date and time of incident(s)	
Category of incident(s)	(delete as applicable) Psychological Abuse Sexual Harassment Physical Abuse Sexual Abuse Neglect Other/Unknown
Details of incident / concern	
Additional factors, if any (Ethnicity, Gender, LGBT, Religion, Disability etc)	
Location of incident(s)	
Any visible physical signs (e.g. bruising)	

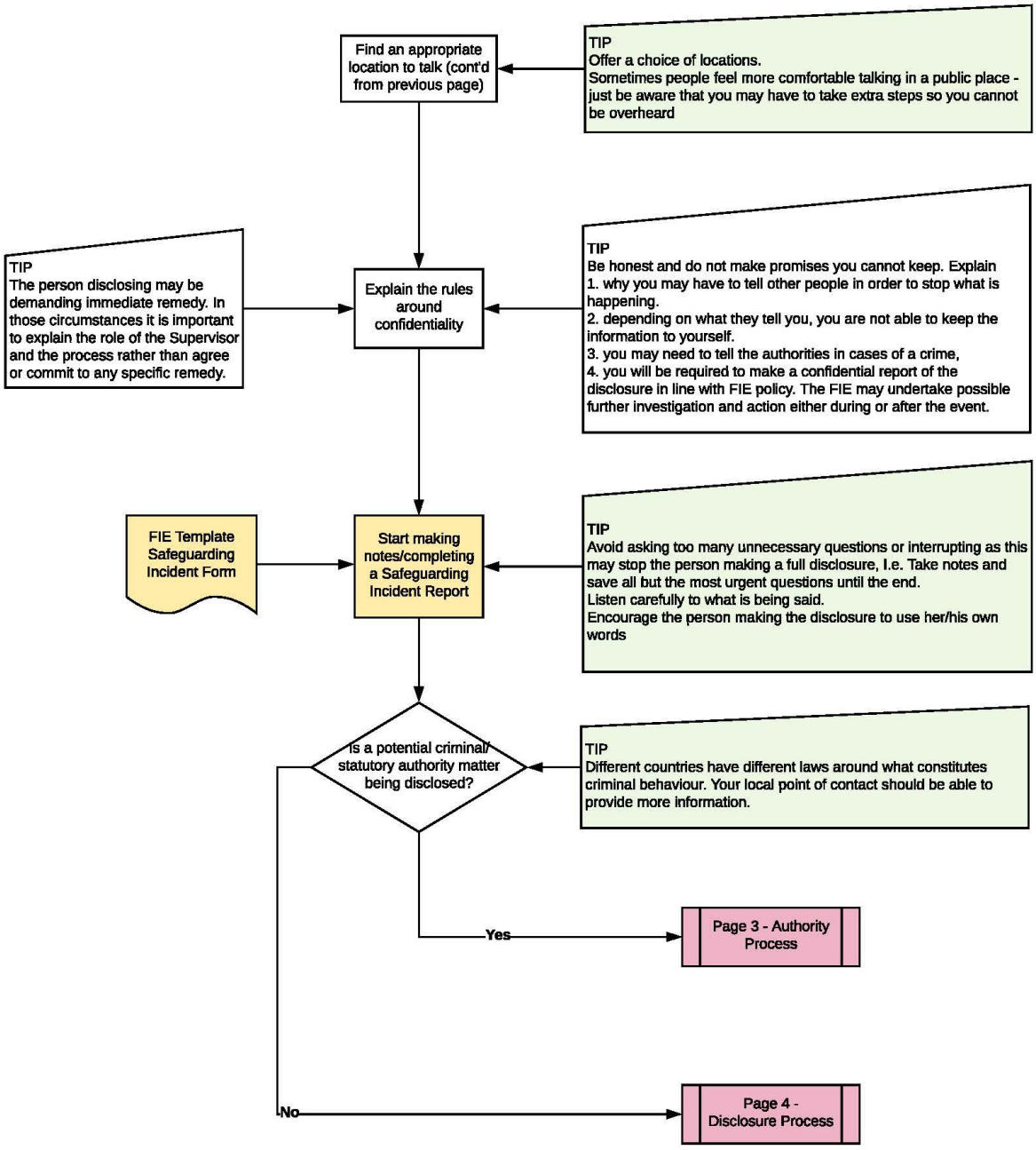
Have you spoken to the athlete / participant?	**Yes / No**
If **Yes**, what exactly did they say?	
Have you spoken to coach/team leader or next of kin?	**Yes / No**
If **Yes**, did they make any comments?	
Have you informed Medical Services?	**Yes / No**
If **Yes**, please provide details of referral (name and contact details for medical services)	
Have you informed Statutory services? Police? Social Services?	Statutory services - **Yes / No** Police - **Yes / No** Social Services - **Yes / No**
If **Yes** to any of these, please provide full name and contact details for the appropriate contact person	
Did they take any action?	**Yes / No**
If **Yes**, please give full details:	
Details of any action you intend to take during the Championships	
Details of witnesses: Name(s): Comments:	
Details of person alleged to have committed the abuse/offence: Name Address Telephone Email	

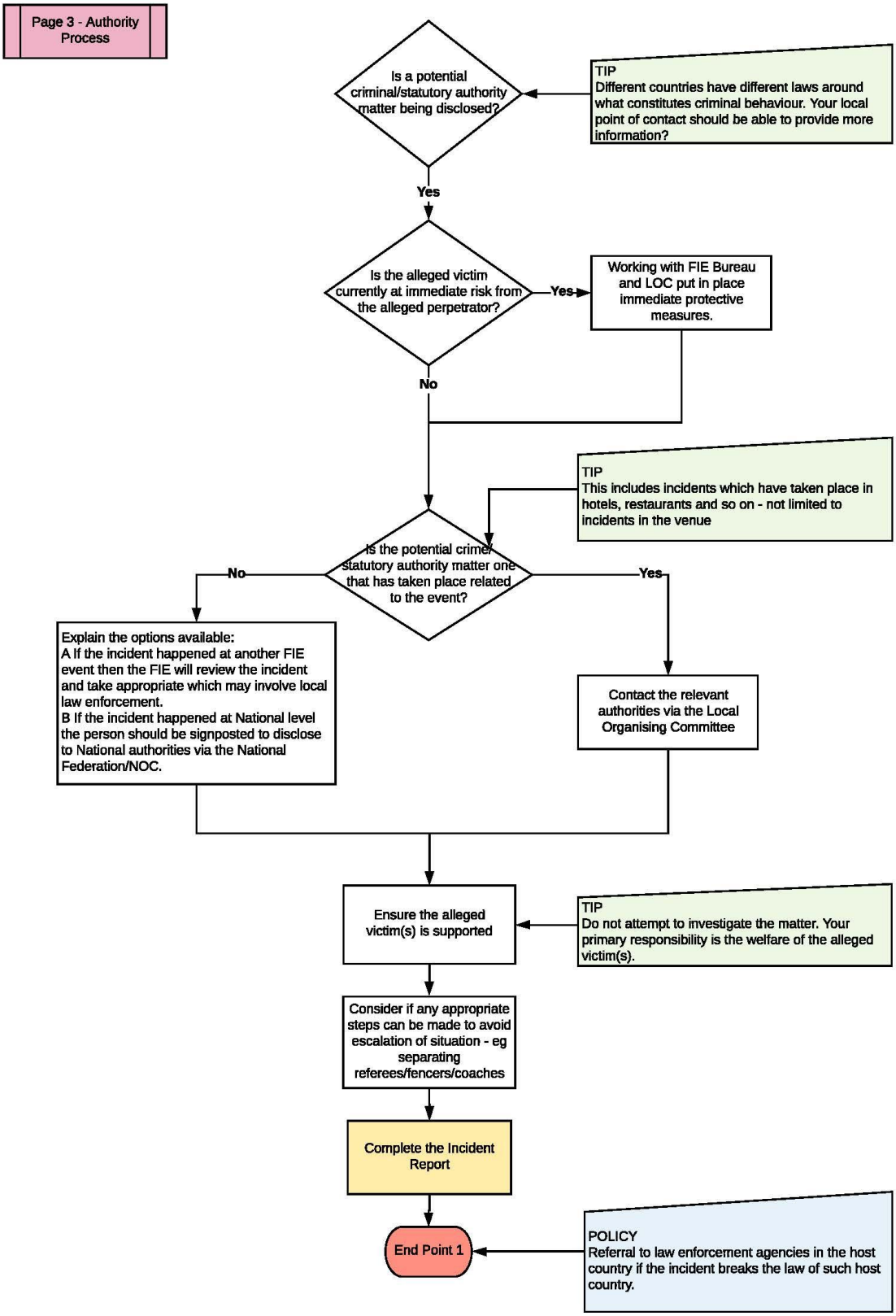
Details of person(s) reporting the concern: Name Address Telephone Email	
Signature of person reporting the concern:	
Details of person completing the form: Name Address Telephone contact Email	*This will in most instances be the Safeguarding Officer*
Please specify how you were approached (in person, by phone, by email):	
Signed:	*By the person completing the form – in most instances the Safeguarding Officer*
Date report completed:	

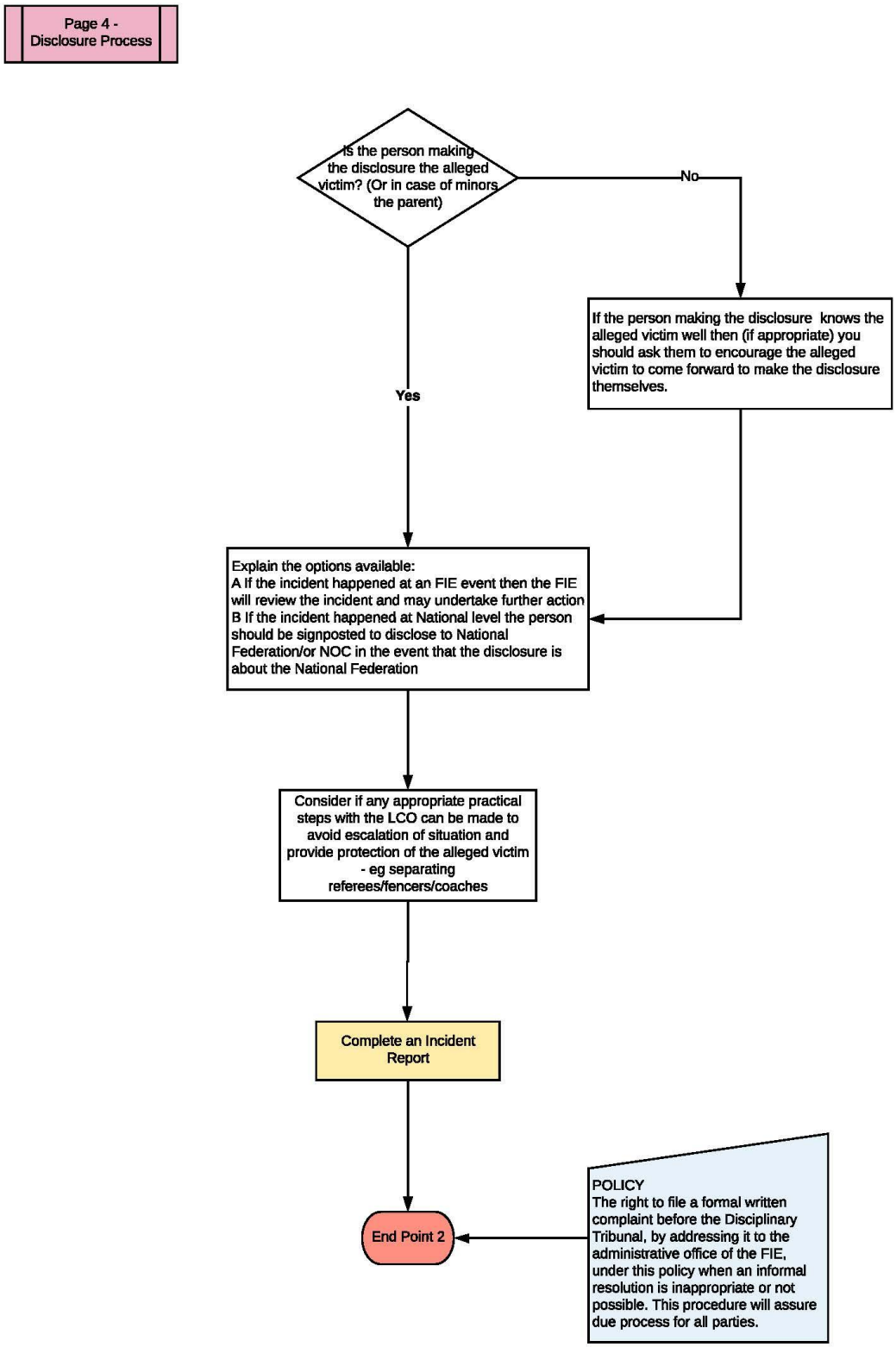
Remember to maintain confidentiality. Do not discuss with anyone other than those who need to know.

Contact the FIE Lead Safeguarding Officer and report all concerns.


POLICY
Any person, whether or not they are a licensee of the FIE that experiences or witnesses abuse, harassment or neglect is encouraged to seek the initial advice of the Safeguarding Officer(s). During Open World Cups and Junior World Cups, incidents of harassment/abuse/neglect can be reported to the FIE Supervisor, acting as the FIE Safeguarding officer. This responsibility shall be added to the list of responsibilities of Supervisors.
Person wishes to make a disclosure - either in person, or text at the event
Do you share a common language?
No
Find a suitable interpreter in person or using phoneline (FIE provided)
Yes
TIP
Decision over whether person is in Immediate Danger lies with Supervisor. The individual can still independently call the police if they wish to.
Does the person making the disclosure need medical attention or are they in any immediate danger?
Yes
Contact Medical Team or local Emergency Services & Complete an Incident Report
TIP
If necessary you may need to involve local event security initially to reduce risk
No
Reassure the person wishing to make the disclosure that they have come to the right person (the Supervisor) and your role is to listen to them and provide support.
Yes
After Medical Treatment does the person wish to continue with Disclosure
No
TIP
The person needs to be comfortable with any accompanying person. They should not feel they are being pressured to accept a particular person being present. Be sensitive to signs of stress - and do not leave someone alone if you need to go and find someone
Ask the person if they are comfortable to speak about the incident(s) to the Supervisor
No
Direct the person to the FIE website. Complete an Incident Report with the details you have. Let them know they can come back and talk at any time.
Yes
POLICY
A parent or guardian may represent a minor individual.
Ask the person making the disclosure whether they would like to be accompanied and try to facilitate that happening.
No
Is the person making the disclosure U18?
Yes
Led by the preferences of the minors, find an appropriate adult to accompany minor - usually a Team Manager, Coach, person named in loco parentis.
TIP
Care must be taken to ensure minor is comfortable with choice. Just because they come to you accompanied don't assume they are OK with that person staying - ASK, and pay attention to body language.
Yes
Have you found an appropriate adult?
No
TIP
If minor is showing visible signs of stress do not leave the minor, ask a member of the Local Medical or Safeguarding Team to stay with minor whilst you locate adult (or vice versa)
Find an appropriate location to talk
Direct the person to the FIE website. Complete an Incident Report with the details you have.


Find an appropriate location to talk (cont'd from previous page)
TIP
Offer a choice of locations.
Sometimes people feel more comfortable talking in a public place - just be aware that you may have to take extra steps so you cannot be overheard
TIP
The person disclosing may be demanding immediate remedy. In those circumstances it is important to explain the role of the Supervisor and the process rather than agree or commit to any specific remedy.
Explain the rules around confidentiality
TIP
Be honest and do not make promises you cannot keep. Explain
1. why you may have to tell other people in order to stop what is happening.
2. depending on what they tell you, you are not able to keep the information to yourself.
3. you may need to tell the authorities in cases of a crime,
4. you will be required to make a confidential report of the disclosure in line with FIE policy. The FIE may undertake possible further investigation and action either during or after the event.
FIE Template Safeguarding Incident Form
Start making notes/completing a Safeguarding Incident Report
TIP
Avoid asking too many unnecessary questions or interrupting as this may stop the person making a full disclosure, I.e. Take notes and save all but the most urgent questions until the end.
Listen carefully to what is being said.
Encourage the person making the disclosure to use her/his own words
Is a potential criminal/ statutory authority matter being disclosed?
TIP
Different countries have different laws around what constitutes criminal behaviour. Your local point of contact should be able to provide more information.
Yes
Page 3 - Authority Process
No
Page 4 - Disclosure Process


Page 3 - Authority Process
Is a potential criminal/statutory authority matter being disclosed?
TIP
Different countries have different laws around what constitutes criminal behaviour. Your local point of contact should be able to provide more information?
Yes
Is the alleged victim currently at immediate risk from the alleged perpetrator?
Yes
Working with FIE Bureau and LOC put in place immediate protective measures.
No
TIP
This includes incidents which have taken place in hotels, restaurants and so on - not limited to incidents in the venue
Is the potential criminal/statutory authority matter one that has taken place related to the event?
No
Yes
Explain the options available:
A If the incident happened at another FIE event then the FIE will review the incident and take appropriate which may involve local law enforcement.
B If the incident happened at National level the person should be signposted to disclose to National authorities via the National Federation/NOC.
Contact the relevant authorities via the Local Organising Committee
Ensure the alleged victim(s) is supported
TIP
Do not attempt to investigate the matter. Your primary responsibility is the welfare of the alleged victim(s).
Consider if any appropriate steps can be made to avoid escalation of situation - eg separating referees/fencers/coaches
Complete the Incident Report
End Point 1
POLICY
Referral to law enforcement agencies in the host country if the incident breaks the law of such host country.


Page 4 -
Disclosure Process
Is the person making the disclosure the alleged victim? (Or in case of minors the parent)
No
Yes
If the person making the disclosure knows the alleged victim well then (if appropriate) you should ask them to encourage the alleged victim to come forward to make the disclosure themselves.
Explain the options available:
A If the incident happened at an FIE event then the FIE will review the incident and may undertake further action
B If the incident happened at National level the person should be signposted to disclose to National Federation/or NOC in the event that the disclosure is about the National Federation
Consider if any appropriate practical steps with the LCO can be made to avoid escalation of situation and provide protection of the alleged victim - eg separating referees/fencers/coaches
Complete an Incident Report
End Point 2
POLICY
The right to file a formal written complaint before the Disciplinary Tribunal, by addressing it to the administrative office of the FIE, under this policy when an informal resolution is inappropriate or not possible. This procedure will assure due process for all parties.

INCIDENT REPORT FORM for Safeguarding Concerns /World Cups, Grand Prix

Have you?

- Ensured the participant is not in any immediate physical danger (if they are you should call the Emergency Services) or requires urgent medical assistance (if they do you should contact the Medical team)
- Reassured the athlete / participant.
- Found a suitable interpreter (that the participant is comfortable with) if required.
- Asked them:
  - If they are comfortable to speak
  - Do they wish to be accompanied - if the athlete/participant is U18 the preference (unless the athlete objects) is that a coach/team manager/parent/in loco parentis is present
  - Where would they like to speak – offer locations
- Been honest and not made promises you cannot keep. Let the person know that you have to file a confidential report of the disclosure in line with FIE policy.

NB It is important that you do not speak to the person about whom the allegations have been made. This will be part of the ongoing investigation.

Instructions for completion.

Complete as factually accurate as possible. You are not expected to complete all the fields, and care and judgement should be exercised with regards to any information gathering other than that which is being reported to you as part of the incident.

Avoid asking too many questions or interrupting as this may stop the person making a full disclosure, i.e. take notes and save all but the most urgent questions until the end.

Listen carefully to what is being said, try to record what has actually been said, not your interpretation.

Encourage the athlete / participant (or person making the report) to use their own words

Name of athlete / participant	
Age / date of birth	
Affiliated National Federation (if known)	
Address of athlete / participant	
Participant Type	Fencer/Athlete Referee or Official Coach Other – please specify (Volunteer, Spectator,…)
Parent/coach/carer's details Name Address Telephone Email	
Date and time of incident(s)	
Details of incident / concern	
Category of incident(s)	(delete as applicable) Psychological Abuse Sexual Harassment Physical Abuse Sexual Abuse Neglect Other/Unknown
Additional factors, if any (ethnicity, gender, LGBT, Religion, Disability,…)	
Location of incident	
Any visible physical signs (e.g. bruising)	
Have you spoken to the athlete / participant?	**Yes / No**
If **Yes**, what exactly did they say?	

Have you spoken to coach/team leader or next of kin?	**Yes / No**
If **Yes**, did they make any comments?	
Have you informed Medical Services?	**Yes / No**
If **Yes**, please provide details of referral (name and contact details for medical services)	
Have you passed this onto the Local Police or Social Services **through the LOC**	Statutory services - **Yes / No** Police - **Yes / No** Social Services - **Yes / No**
Details of witnesses: Name(s): Comments:	
Details of person alleged to have committed the abuse / offence: Name Address Telephone contact Email	
Details of person(s) reporting the concern: Name Address Telephone Email	
Signature of person reporting the concern:	
Details of person completing the form: Name Address Telephone Email	
Please specify how you were approached (in person, by phone, by mail):	
Signed	

Date report completed	

Remember to maintain confidentiality. Do not discuss with anyone other than those who need to know.

Contact the FIE Lead Safeguarding Officer and report all concerns.

THE FIE CODES OF CONDUCT

DETAILS

1. This code lays out the Safeguarding principles of conduct for all Persons and Organisations involved in FIE Competitions, whether as participants or organisers.

SUMMARY

2. Every person has a responsibility to play a part in ensuring that the sport environment is an environment free of any form of harassment, abuse, or discrimination. Each individual, athlete or non-athlete, has the right to be treated with respect and dignity and to be protected from all forms of harassment and abuse.

	REPORT	The FIE encourages all incidents to be reported. To report a witnessed incident of harassment/ abuse/ neglect, the online form on the Safe Sport page of the FIE website www.fie.org can be used, a message can be left at safeguarding@fie.ch or the competition FIE Safeguarding Officer.

		Definition	More Information
	ABUSE OF POWER	Improper use of position of influence, power or authority by an individual against another person.	
	PSYCHOLOGICAL ABUSE	Any **unwelcome act** which may diminish the sense of identity, dignity and self-worth or result in significant emotional upset.	Acts include: **Confinement**, **isolation**, **verbal assault**, **humiliation**, **intimidation**, **infantilisation**. Mechanisms may include: verbal and digital eg Email, Social Media
	SEXUAL HARASSMENT	Any **unwanted and unwelcome conduct** of a sexual nature, whether verbal, non-verbal or physical that does not constitute sexual abuse.	**Inappropriate touching** may be considered either harassment or abuse.
	PHYSICAL ABUSE	Any **deliberate and unwelcome act**- for example punching, beating, kicking, biting, burning or use of undue force - that causes **physical trauma** or injury.	Such act can also consist of forced or inappropriate physical activity (e.g. age- or, physique- inappropriate training loads; or when injured or in pain) forced alcohol consumption, or forced doping practices
	SEXUAL ABUSE	Any **conduct of a sexual nature**, whether non-contact, contact or penetrative, where **consent is coerced / manipulated, is not, or cannot be given**.	
	NEGLECT	The failure of a coach or another person with a **duty of care** towards the athlete or non-athlete to provide a minimum level of care, which results in harm or potential harm.	

PRINCIPLES

3. This Code of Conduct is issued by the Federation Internationale d'Escrime (FIE), the world governing body of the sport of fencing.

4. **Who is covered by this Code of Conduct?** This Code of Conduct applies to all Persons participating and associated with FIE Competitions, including "all fencers, all those who are supporting fencers including parents, coaches, officials, volunteers,

spectators, when engaging or participating in or with fencing on or off the piste at FIE Competitions.

5. **What is the purpose of this Code of Conduct?** The purpose is to set out the standards of conduct that are expected and required of all those involved in the FIE Fencing Competitions. It recognises the additional duty of care that exists towards children, persons under the age of 18. These standards reflect FIE's commitment to providing competition environments free from harassment and abuse, our desire to grow fencing for young people across the World, as well as reflecting generally recognised standards of discipline and good sporting behaviour.

6. **What behaviours are covered by this Code of Conduct?** All behaviours are covered, conduct whether in person, in writing or using any form of electronic and social media communication channels.

7. **Which standards apply to me?** This Code of Conduct is arranged so that the standards which apply to every Person (irrespective of their role or participation in fencing) are set out first and then, for certain groups, additional more specific standards are set out which are applicable to that particular group.

8. **What are the consequences of not complying?** Failure to comply with any one or more of the standards set out in this Code of Conduct, may constitute a breach of the FIE Safeguarding Policy and may result in the FIE bringing disciplinary proceedings or taking other action.

CODE FOR ALL PERSONS & ORGANISATIONS

9. All National Federations, Clubs and Persons must:

9.1 Respect the duty of care that they have towards all other participants.
9.2 Respect the enhanced duty of care that they have towards children.
9.3 Follow the principles of good safeguarding for children and report any concerns.
9.4 Accept the positive obligation to report safeguarding concerns for children.

10. All National Federations, Clubs and Persons must never:

10.1 Abuse (physically or verbally), threaten or intimidate a Person whether on or off the piste;
10.2 Use crude or abusive language or gestures towards a Person;
10.3 Do anything which is likely to intimidate, offend, harass, insult, humiliate or discriminate against any other Person;
10.4 Discriminate against any other Person on the ground of their protected characteristics including religion, race, colour or national or ethnic origin.

ADDITIONAL CODE FOR COACHES, REFEREES, VOLUNTEERS, OTHER OFFICIALS

11. All coaches, referees, volunteers and other officials in addition must:

11.1 Respect every Person particularly children in their care as individuals and treat them equitably and with dignity at all times.
11.2 Discharge their responsibilities in a manner free form any sort of harassment or abuse (emotional, physical, sexual, bullying, neglect etc).
11.3 Recognise their additional responsibilities and duty of care towards children.
11.4 Recognise their individual and collective responsibility to create environments where all fencers can perform/compete free from harassment and abuse.
11.5 Strive to be positive role models displaying high standards of personal behaviour.
11.6 Report any safeguarding incident in line with FIE procedures.

12. All coaches, referees, volunteers and other officials should never:

12.1 Abuse their position of power or trust.
12.2 Bully (or encourage others to bully) anyone either physically or verbally, nor reduce anyone to tears as a form of control.
12.3 Neglect their responsibility for any child under their care at any time.
12.4 Allow or engage in any form of inappropriate touching, eg hitting, slapping, kicking.
12.5 Circumvent or attempt to circumvent procedures put in place to protect children and adults-at-risk (vulnerable adults).

12.6 Use exercise as a form of punishment.
12.7 Embarrass, humiliate or undermine any individual or cause them to lose self-esteem.
12.8 Engage or attempt to engage in a sexual relationship with a child or person for whom they are responsible, where they hold a position of trust or imbalance of authority.
12.9 Encourage or allow a child or adult at risk to attend a non-public premises (eg a private home), hotel room or secluded place when they will be alone with that person.
12.10 Share a bedroom with a child (other than their own child). Engage in rough, physical or sexually provocative games.
12.11 Make sexually suggestive remarks to children even in fun.
12.12 Allow the use of inappropriate language to go unchallenged.
12.13 Do things of a personal nature for another Person that they can do for themselves unless specifically requested to do so and then with the utmost discretion.
12.14 Allow safeguarding allegations to go unchallenged, unrecorded or not acted upon.
12.15 Purchase for or provide any child with alcohol.
12.16 Create exploitative relationships or unhealthy dependencies with anyone involved with fencing or their families and close associates.

PARENTS, CARERS, GUARDIANS – ADDITIONAL CODES

National Federations are required to ensure that parents accompanying athletes to FIE Events are educated on the FIE Parent Code of Conduct in advance of travel.

Failure to comply with the FIE Parent Code of Conduct may result in the FIE taking further Safeguarding or Disciplinary action in accordance with their procedures.

Sanctions can include future requests for tickets, passes or accreditation at FIE events being denied.

In competitions, DT (with advice from Safeguarding Officers) has the right to remove parent tickets, passes, accreditations or put in place restrictions to manage breaches of the Parent Code of Conduct (see t.111).

13. In relation to the fencer that they support, parents, carers and guardians should:

13.1 Never force them to take part in sport.
13.2 Never verbally or physically abuse them for failure.
13.3 Set a good example by being a good role model; recognising fair play, accepting official's judgements and applauding good performance of all.
13.4 Encourage them to learn the rules and play within them, discouraging unfair play and arguing with officials.
13.5 Use correct and proper language at all times.

13.6 Respect the role of coaches/team managers and other officials in relation to managing participation in the competition; do not approach other children (in person or online) without permission.
13.7 Uphold the rules of the sport.
13.8 Role model positive behaviour in winning and losing.
13.9 Do not bring the sport into disrepute.
13.10 Support all Clean Sport, Safe Sport and Fair Play efforts.
13.11 Respect and accept the official's judgement.
13.12 Do not enter the field of play and areas specifically set aside for athletes. Respect the rules around access to different venue areas and those enforcing them.
13.13 Use social media and apps responsibly, do not use them to abuse or harass others.
13.14 Respect all athletes, accepting that all adults have an enhanced duty of care towards U18s and a positive obligation to report breaches of the Safeguarding Policy to the FIE.
13.15 Respect the representatives of National Federations, including coaches and team managers and allow them to discharge their duties.
13.16 Ensure that National federations are fully informed with regards to injury and illness
13.17 Respect the officials – do not physically or verbally abuse the FIE officials either online or in-person. This includes the referees.
13.18 Respect the local organisers – do not physically or verbally abuse the local organisers, including the volunteers, security, catering or cleaning staff.
13.19 Follow all reasonable instructions from representatives of the FIE, the Local Organisers and the Venue.

COMPETITION ORGANISERS – ADDITIONAL CODES

14. Competition organisers must:

14.1 Ensure safe dispersal of all Persons before vacating the venue(s)
14.2 Communicate the FIE Safeguarding Code of Conduct
14.3 Provide access to drinking water (this can be on sale)
14.4 Provide access to separate (male/female) changing rooms and sufficient toilets
14.5 Report breaches of Safeguarding code to FIE

15. Competition organisers should:

15.1 Appoint a local Competition Safeguarding Officer with responsibility for promoting the FIE Code of Conduct and dealing with any breaches according to FIE procedures.

CHAPTER 15

ENVIRONMENTAL SUSTAINABILITY POLICY

1. INTRODUCTION

With the climate crisis affecting all aspects of society and impacting fencing communities around the world, the FIE has a duty to take effective steps to minimise negative impacts of the sport and adopt positive actions.

From the IOC: For the "IOC as leader of the Olympic Movement," our strategic intent for 2030 is to inspire and assist Olympic Movement stakeholders in developing sustainable sport worldwide and to leverage the inspirational power of athletes and the Olympic symbol to promote sustainability through sport.

From the United Nations' Sports for Climate Action: "Sports organizations can display climate leadership by engaging together in the climate neutrality journey. They can achieve this by taking responsibility for their climate footprint, which in turn will incentivize climate action beyond the sports sector, and therefore help global ambition step-up in the face of the threat posed by climate change."

All sports are invited to adopt the following targets:

- Reduce green house gas emissions by 50% by 2030 with a baseline of 2019 (or the latest normal year for which data is available)

- Reach net zero green house gas emissions by 2040.

2 FOCUS AREAS

Climate action:
Addressing the carbon footprint of international fencing

Using the FIE's platform to spread awareness and advocate for positive climate action.

Circular economy (managing materials and resources):
Addressing issues of single-use plastic, short-life materials, and waste management.

3 AIMS

Inspired by the IOC and UNSCA initiatives, the FIE will develop an ethos of environmental responsibility for its Executive Committee, Commissions, Councils and Committees and Bureau and in the management of its office, congresses, meetings, and international competitions.

It will become an environmentally aware organization, inspiring and leading fencing towards becoming a sustainable sport for the sake of future generations of fencers.

4 COMMITMENTS

- Join the Sports for Climate Action framework.
- Prioritise environmental issues in order to reduce the impact of fencing on the environment.
- Measure and monitor the carbon footprint of international fencing activities.
- Reduce the carbon footprint by 50% by 2030.
- Carry out a thorough review of all our spending and major decisions and incorporate environmental issues into all contracts and decision making.
- Seek cultural change through raising awareness by 2024 of collective and individual responsibility for achieving a sustainable organisation and sport.
- Steadily increase the FIE's knowledge base of sustainability issues, learning from other sports, organizations, and experts.
- In the context of a rapidly worsening global crisis, accept that this policy needs to be
  implemented without delay.
- Ensure that this policy is communicated to all members of the FIE and the global fencing
  family.

5 ACTIONS

In order to move as fast as possible towards becoming a sustainable organisation, FIE will take the following actions:

- Create an **Environmental Sustainability Strategy and Action Plan** which will be monitored and reviewed on a regular basis by the Executive Committee, Bureau and FIE Environmental Work Group.
  This will include:
- Consideration of environmental impact for all major decisions
- Commitment to decreasing adverse environmental impact for all major decisions.
- Actions to minimize the environmental impact of international competitions.
- Actions to minimize the environmental impact of fencing clothing and equipment.
- Engagement of Athlete Ambassadors
- Engagement of the international fencing community through publicity and education