



## Canadian Fencing Federation 2001-2002 Elite Circuit Competition Bid Application Process

### NEW PROGRAM APPROACH FOR 2001-2002 ELITE CIRCUIT:

1. For the 2001-02 Elite competition season, there will be two Elite Circuits, which will include Cadet, Junior and Open events.
2. The **first Elite Circuit** event is scheduled for four days, **Oct. 5<sup>th</sup> – 8<sup>th</sup>, 2001**. This event will not only be a selection event for the 2002 Cadet, Junior and Senior National Teams, but will provide competitive preparation for our National teams competing in the 2001 World Championships three weeks later. Teams from the Pan-American zone in all weapons have been invited to take part in a team competition in conjunction with this Elite Circuit event.
3. The **second Elite Circuit** event is scheduled for four days: **either Nov. 23-26 (preferred) or Nov. 30-Dec. 3**. This will be a selection event for the 2002 Cadet, Junior, and Senior National Teams.
4. Clubs or provincial branches wishing to host one of these Elite Circuit events must demonstrate a high standard of organizational planning and skill, must guarantee access to a venue that can accommodate 24 pistes, and must provide the best environment possible for all participants.
5. The Directoire Technique members, Referee List, and Armoury personnel must receive written approval from the CFF Elite Circuit Manager no later than six weeks prior to the event.
6. The software program for running the competition must be The Athos or Engarde Software program.

### BIDDING PROCEDURE:

1. Bid Applications may be submitted by a Provincial Branch or by a Club Organization, provided that the club is a member of its Provincial Branch.
2. **Deadline:** the National Office of the Canadian Fencing Federation must receive the official “Elite Competition Bid Form”, **no later than 4:00 pm. (EST), May 14<sup>th</sup>, 2001. No late bids will be accepted.**
3. The CFF Board shall confirm the Bid Review Committee as soon as possible after the May 14<sup>th</sup> bid deadline (To avoid conflict of interest and to ensure neutrality). This Committee shall be comprised of: the High Performance Director, V.P. High Performance, V.P. Technical, an Athlete’s representative and a Coaching representative.
4. The Bid Review Committee shall render its decisions in writing to the National Office within two weeks of the Bid Deadline.

**BID DEADLINE: MAY 14<sup>TH</sup>, 2001**

# **CANADIAN FENCING FEDERATION**

## **2001 ELITE CIRCUIT COMPETITION SELECTION CRITERIA**

### **KEY FACTORS:**

1. Suitability of the competition venue: location, size, floor surface, lighting, other amenities
2. Demonstrated experience and competence of the Organizing Committee
3. Quality and number of key personnel - members of DT, floor manager, registrar, armoury technicians
4. Availability of qualified referees ("N" level or higher)
5. Ability to meet the CFF Rules and Regulations and the guidelines of the CFF Tournament Kit. (The pertinent sections can be found in the addition information section)
6. Anticipated cost to competitors (travel, accommodation, food)
7. Quality of other competition site services (first aid, training area, workout facilities, hospitality rooms)
8. Level of other services to participants (ground transportation, on site food service, accommodation options)
9. Sponsorship and promotional opportunities for the CFF or Host organization
10. Extent of promotional efforts for media coverage

### **COMPETITION ORGANIZATION GUIDELINES**

1. **DATES:** October 5-8, 2001 - Elite Circuit #1 (must include plans for a Pan-Am Zone team event)  
Nov. 23-26, 2001 or Nov. 30-Dec. 3, 2001 – Elite Circuit #2

**NOTE:** The bid must indicate that the proposed facility is available for the proposed dates.

2. **ORGANIZING COMMITTEE:**
  - a. must be approved by a recognized host fencing club and/or the Provincial branch
  - b. must include, at a minimum, a chairperson, a technical manager, and a registration manager. The bid must identify the names of these organizers.
3. **DIRECTOIRE TECHNIQUE:**
  - a. Three members must be approved by the CFF and include one member as the CFF's official representative.
  - b. Floor managers who are capable of ensuring a smooth and continuously running event must be named.
4. **REFEREES:**
  - a. Plans should be in place to secure the services of a sufficient number of the most highly certified referees available for each day of competition. (See attached list)

b. Referees shall be paid according to the CFF approved guidelines.

**5. ARMOURY TECHNICIANS:**

The services of a minimum of two-experienced (2 or 3 years) armoury technicians should be available throughout the event.

**6. TIMETABLE:**

The CFF High Performance Director will establish the event schedule by May 16<sup>th</sup>, 2001. Organizing Committees may propose an event schedule with their bid; however, the final decision will be the responsibility of the National Office.

**7. REGISTRATION:**

- a) An official Elite Competition Entry form and appropriate fees must be received by the CFF at the National Office by the printed deadline on the form. (4 Weeks prior to the Event.)
- b) Entry Fees: For the 2001-2002 season is \$60.00 for individual events.
- c) Late Entry Policy: Within **Four** weeks and up to 72 hours preceding the close of registration for the event, a triple fee policy will be in effect. Within 72 hours preceding the close of registration for the event, a \$200.00 Canadian late charge on top of the normal late entry fee will be required.
- d) Refund Policy: Refunds to a maximum of 80% will be permitted if the CFF National Office is contacted more than 72 hours before the event.
- e) Special arrangements may be made by the CFF Office with the other National Federations due to the International style of the first event.

**8. LANGUAGE REQUIREMENTS:**

Competitor information from the Organizing Committee shall be printed in both English and French. This is for all published information, and all posted information at the Tournament.

**9. VENUE:**

- a) Competition Pistes: 20 pistes minimum, 24 pistes preferred
- b) Each piste must meet FIE standards for run off and CFF standards for placement of scoring tables and referee space.
  - i) Mandatory Space requirements (As found in section 2.6 of the CFF Tournament Kit) 2.5 metres of space for the referee on the side of the piste, with the scoring box to be placed one (1) metre out from the centre of the opposite side of the piste. Scoring boxes back to back are the ideal arrangement, but with a divider to hide the other strip's lights.
- c) Floor surface must be of a "sprung" nature. Rigid flooring such as concrete will not be accepted.
  - i) Concrete flooring may be used if a suitable piste underlay is used. Please consult with the CFF Elite Circuit Manager.
- d) Competition area should be well lit.

- e) Areas must be designated for each event for posting pools, D.E. tables, and results. These areas must be easily accessible to fencers.
- f) Sufficient space must be designated for participants to keep their fencing bags such that the competition space is not overcrowded.
- g) A secluded area must be provided nearby the competition area for referees and organizers to relax.
- h) Dressing rooms with showers must be provided.
- i) Free and fresh drinking water must be provided.
- j) A finals piste must be set up such that it stands apart visibly from other pistes and where possible adequate spectator seating should be provided.
- k) If equipment dealer are invited then there must be separate area for them that does not interfere with the field of play.

**Note:** A map of the location and floor plan of the venue should be included in the bid.

10. **EQUIPMENT GUARANTEES:**

- a) The Organizing Committee is required to provide sufficient numbers of complete scoring units and pistes including back-up as recommended in the CFF Tournament Kit.
  - i) (Section 2.7 of the CFF Tournament Kit)
  - ii) Scoring machines (1 ¼ per piste)
  - iii) Grounding wires (1 ¼ per piste)
  - iv) Reels (3 per piste)
  - v) Floor-reels wires (2 ¼ per piste)
  - vi) Electrical cords for machines (1per machine & one extra machine cord)
  - vii) One copy of the Official FIE Rules and any CFF regulations as applicable to the tournament (Equipment requirements and tournament formats.)
  - viii) Competitors must wear complete regulation fencing clothing (protective jacket and breeches, knee socks, plastron, glove with gauntlet) at all stages of the competition. The fencers must wear an FIE 800/1600 mask. Sous-plastrons are mandatory for jackets that are not FIE but are also recommended to be worn with FIE jackets for extra safety.
  - ix) Weapon blades bearing the FIE mark (maraging or equivalent) are not mandatory.
- b. A public address system that permits athletes to clearly hear competition announcements must be provided.
- c. Two computers with printers and a photocopier for Directoire Technique use.
- d. Telephone access for Directoire Technique

**11. HEALTH AND SAFETY:**

The Organizing Committee is required to ensure that:

- a) Qualified personnel are on site whenever fencers are competing to deal with first aid requirements and medical emergencies.
- b) A First Aid kit and ice is available for first aid requirements.

**12. DRUG TESTING:**

Will be handled through the CFF in accordance to the F.I.E., Sport Canada, C.O.A., C.C.E.S., and CFF Policy.

**13. HOSPITALITY:**

Information on a choice of reasonable accommodation options, convenient ground transportation from hotels and airport, and nearby food outlets and restaurants should be provided to participants in both English and French.

**14. FINALS AND AWARDS CEREMONIES:**

Each bid should include a plan for a Gala on the Saturday night (this does not require a separate venue).

**15. FINANCIAL REQUIREMENTS:**

The Organizing Committee is responsible to cover the following costs:

- a) Facility Rental
- b) Tournament Equipment Purchase or Rental and related shipping costs
- c) Accommodation & food for all non-fencing Referees according to CFF guidelines.
- d) Accommodation & food for members of the Directoire Technique and armoury technicians according to CFF guidelines (see additional information section)
- e) Travel for non-fencing referees who are not funded by the CFF.
- f) Daily allowance for “fencing” referees according to CFF guidelines (see additional information section.)
- g) Awards for the top four individuals in each event.

**NOTE:** An Event Budget should be submitted with the Bid Application. \$6 from each entry fee goes to the CFF to cover administration cost, you receive \$54.00 from each entry.

**16. CFF SUPPORT:** Any specific request for CFF Assistance related to referees, equipment, technical expertise, or Directoire should be included in the bid document. The CFF will assume the following responsibilities:

- a) Provide an up-to-date list of certified referees with contact information.

- b) Cover the travel costs of “N” class or higher referees as follows:  
     Combined Junior/Senior Elite Circuit Events: 6 Referees
- c) Recruit the CFF representative on the Directoire Technique and cover the expenses of this person.
- d) Advertise all pertinent event information and forms on the CFF Web Site.
- e) Provide CFF banners and other promotional material / sales items to the Organizing Committee.
- f) All media coordination (A list of all media contacts must be submitted to Keith Boustead.)

## ADDITIONAL INFORMATION

### FORMAT:

The format is set by the High Performance Council and maybe slightly changed or modified but will be done so no later then 4 weeks prior to the event and shall be given in writing to the Organizing Committee and the Tournament Directoire.

#### Senior Elite Format:

The Current FIE competition format, of a preliminary round followed by direct elimination without repêchage would still be used, but only until 16 fencers remain. At this point, the following format will be used:

- 1) Two pools (A&B) of 8, with bouts to 5 hits with a four-minute maximum. Fencers are ranked in each pool according to initial seeding in DE Tableau using FIE rules for making up pools. **Pools are organized so as to address club affiliation first,** are fenced on 2 strips, using the following order of bouts:
 

1) 1-8	2) 2-7	3) 3-6	4) 4-5	5) 7-1	6) 8-2	7) 5-3	8) 6-4
9) 1-6	10) 2-5	11) 3-8	12) 4-7	13) 5-1	14) 6-2	15) 7-3	16) 8-4
17) 1-4	18) 2-3	19) 5-8	20) 6-7	21) 3-1	22) 4-2	23) 7-5	24) 8-6
25) 1-2	26) 3-4	27) 5-6	28) 7-8				
  
- 2) The top four in each pool will advance to the competition (A) Final. Matches will be to 15 hits (3x3 minutes). The position in the Tableau will be determined in the following manner.

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1<sup>st</sup> in A vs. 4<sup>th</sup> in B

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2<sup>nd</sup> in B vs. 3<sup>rd</sup> in A

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2<sup>nd</sup> in A vs. 3<sup>rd</sup> in B

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1<sup>st</sup>

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1<sup>st</sup> in B vs. 4<sup>th</sup> in A

Final placing (5<sup>th</sup> – 8<sup>th</sup>) should be determined by victories and hit indicators achieved by each fencer in the pools of 8. Final placing (9<sup>th</sup> – 16<sup>th</sup>) should be determined by victories and hit indicators achieved by each fencer in the pools of 8.

### **Junior Elite Format**

These tournaments will be run in the following format; there will be two rounds of pools with a minimum size of 6 per pool, for all those entered, then a direct elimination tableau. As the Cadets are eliminated, they are seeded into a progressive Cadet tableau, thus eliminating long waits if Cadets are still left in the Junior Tableau.

### **HOTELS:**

The bid should also indicate the specific hotels and / or residence facilities that would be recommended. If possible, indicate the approximate daily cost per room, or per person. Additional information pertaining to hotel services and the availability of transportation between the venue, hotel, and airport would be helpful.

### **REFEREES:**

#### **PAYMENT OF REFEREES AND OFFICIALS CANADIAN ELITE EVENTS**

<u>Pay Scale/Level</u>	<u>Classification</u>
FIE	\$ 15.00/ hour OR Max. \$150.00/day
<u>National "N"</u>	
2-3 weapons	\$ 10.00/hour OR Max. \$100.00/day
1 weapon	\$ 8.00/hour OR Max. \$ 80.00/day
<u>Provincial "P"</u>	\$ 5.00/hour OR Max. \$ 40 per day

Organizers may wish to use some of the elite fencers to referee when they are not fencing. That is acceptable, if the fencer is a qualified referee, the pay scale applies and if the fencer is not a qualified referee the "other" category applies. In these cases, an additional honorarium may be added to help defray the hotel cost (i.e. \$25/day of work).

#### **ACCOMMODATION:**

This is the responsibility of the organizers. Shared accommodation is usually wise, also approaching the hotel and making a deal for free rooms for the tournament.

#### **MEALS**

If no food supplied for referees, the per diem for food is \$30 per day. (\$6/\$9/\$15)

If organizers at venue supply continental breakfast and lunch: \$15 per day for diner is acceptable.

#### **CFF TRAVEL OF REFEREES**

The CFF selects 6 referees and pays only transportation costs for the National Championships and for the Canadian Elite Circuit events.

#### **DIRECTOIRE TECHNIQUE**

This is the responsibility of the Organizing Committee. Travel, shared accommodation, \$30 per working day for meals and \$60-80 per working day honorarium. (You may want to ask your province to lend a hand towards expenses, if the person on the D.T. is from your province.)

#### **BID EXTRA:**

Letters from your City and/or Local Tourism Board supporting the bid.



4. Referees: Number of Referees to be recruited: \_\_\_\_\_ In Province \_\_\_\_\_ Out of Province  
Please submit a list of referees to be invited to this event.
5. Schedule & Timetable: If you wish to propose an event schedule, please attach it to the bid application. It is understood that the CFF Elite Circuit Manager will set the event schedule.
6. Tournament Format: It is understood that the tournament will be run in accordance with the format prescribed by the CFF and shall only be modified under written direction from the CFF Elite Circuit Manager.
7. Venue: Please attach a floor plan to your bid application, and a letter confirming the availability of the proposed venue.
- a) Location: \_\_\_\_\_
- b) Type of Floor Surface: \_\_\_\_\_
- c) Dimensions of competition surface (in metres): \_\_\_\_\_
- d) Describe additional venue services (see Competition Organization Guidelines, section 9 above):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Armoury Technicians: 1. \_\_\_\_\_ 2. \_\_\_\_\_
9. Equipment Guarantee:
- a) Number of complete Scoring Units with pistes: \_\_\_\_\_
- b) Public Address System \_\_\_\_\_
- c) Number of computers with printer \_\_\_\_\_
- d) Photocopier \_\_\_\_\_
- e) Telephone Access for Directoire Technique \_\_\_\_\_
10. Athlete Services: (please describe)
- a) Medical Emergency / First Aid Personnel \_\_\_\_\_  
\_\_\_\_\_
- b) On-site Food Service \_\_\_\_\_  
\_\_\_\_\_
- c) Equipment Vendors \_\_\_\_\_

- d) Accommodation \_\_\_\_\_  
\_\_\_\_\_
- e) Ground Transportation \_\_\_\_\_  
\_\_\_\_\_
- f) Hospitality Arrangements \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Budget: Please submit a preliminary budget plan with the bid application form.

12. Statement of Commitment:

**SIGNATURE OF COMMITMENT:** UPON SUBMITTING THIS TOURNAMENT BID FOR AN EVENT SANCTIONED BY THE CFF, THE UNDERSIGNED HAS AGREED TO ABIDE BY THE CURRENT RULES OF THE CFF. THE UNDERSIGNED WILL ALSO PERMIT THE DISPLAYING OF ANY CFF BANNERS AS WELL AS BANNERS OF THE SPONSORS OF THE CFF FOR PROMOTIONAL PURPOSES. THE UNDERSIGNED ALSO CERTIFIES THAT ALL INFORMATION GIVEN IS CORRECT AND SHALL BE SUBJECT TO ANY CONSEQUENCE OF THE INACCURACY RECORDED. THE UNDERSIGNED IF SELECTED, ACCEPTS THE MANAGEMENT OF THIS TOURNAMENT AT HIS/HER OWN RISK AND RELEASES THE CFF AND IT'S COMMITTEES AND PERSONNEL FROM ANY LIABILITY.

_____	_____	_____
<b>Signature of Key contact</b>	<b>Affiliation</b>	<b>Date</b>
_____	_____	_____
<b>Witness Signature</b>	<b>Witness name printed</b>	<b>Date</b>