

Guidelines for Maintenance of Service Providers attending Designated Domestic CFF Competitions

This document provides guidelines for the maintenance of personnel providing services at designated Canadian Fencing Federation Competitions. The structure is based on Class levels that are currently being redesigned by the various guilds in the CFF (Referee, Competition, Armoury, and Coaching). Current Designations are identified in the Definition section.

Definitions

- **Competition** – The period of time between initial piste setup and final piste takedown.
- **Competition Manager** – The person designated by the CFF to organize and run the “Competition”.
- **Designated Venue** – The facility or facilities where the pistes are set up.
- **Service Provider** – a person who provides services during the “Competition” and is remunerated for those services.
- **Local** – Any person living within a 100 kilometer radius centered on the “Designated Venue”.
- **Non-local** – Any person living greater than 100 kilometers from the “Designated Venue”.
- **Full-time** – Any person who is pre-selected by the “Competition Manager” to provide services at the “Competition” and provides services for each and every day of the “Competition”.
- **Part-time** – Any person who is pre-selected by the “Competition Manager” to provide services at the “Competition” for any amount of time less than the full “Competition”.
- **Participant** – Any person who attends the “Competition” without the sole purpose of providing services at the “Competition” and provides “Part-Time” services. This group may include competitors, coaches, spectators, volunteers and staff. The “Competition Manager” is the sole judge as to the designation of “Participant”. Any “Participant” who is also deemed as “Local” will be classified as “Local”.
- **Walk-On** – Any person who provides services at the “Competition” but is not deemed “Local”, “Participant”, “Full-time” or “Part-time” by the “Competition Manager”.
- **WD** – Total number of days worked. Defined as 10 hours per day.
- **CD** – Total number of competition days.
- **FIE** – A person who has achieved their A or B referee ranking, as recognized by the Federation International d’Escrime.
- **N** – A person who has achieved their National Rank, or equivalent international ranking, as recognized by the Canadian Fencing Federation, in Foil, Epee and/or Saber.

- **P** – A person who has achieved their Provincial referee ranking, or equivalent international ranking, as recognized by the various CFF members.
- **1W** – A person who has an “N” ranking in any one of foil, epee or saber;
- **2W** – A person who has an “N” ranking in any two of foil, epee or saber;
- **3W** – A person who has an “N” ranking in foil, epee and saber.
- **Administrator** – A person recognized by the “Competition Manager” who provides services in the Directoire Technique. This designation will be better defined by the future Competition guild.
- **Support** – A person recognized by the “Competition Manager” who provides administrative support services. This designation will be better defined by the future Competition guild.
- **Armourer** – A person recognized by the “Competition Manager” who provides armoury services. This designation will be better defined by the future “Armourers” guild.
- **Reparateur** - A person recognized by the “Competition Manager” who provides repair services in the Armoury. This designation will be better defined by the future “Armourers” guild.
- **Per Diem** – An honorarium paid to a person for their daily expenses. Measured in Canadian dollars per day.
- **Hotel** – The lodging portion of the designated residence(s) established by the “Competition Manager”. The “Competition Manager” may, at their discretion, substitute other lodging costs up to, but not exceeding, the designated lodging cost. Measured in days.
- **Travel** – The expenses incurred to travel to a “Competition”. Receipts for travel expenses must be submitted to the “Competition Manager”. The “Competition Manager” is the sole judge of the validity of travel expenses and may substitute lower travel expenses in lieu of the submitted expenses. Measured in Canadian dollars.
- **Travel Day** – Any day during which the “Service Provider” is traveling to the “Competition” but not providing services at the “Competition”.

Care of Service Providers during a Competition

The “Competition Manager”, in conjunction with the organizing committee, will ensure the following:

- Free travel between the designated venue and the designated lodging(s) as well as the designated venue and the approved point of arrival/departure for “Non-Local” “Service Providers”;
- Adequate supplies of accessible, drinkable water at the “Designated Venue”;
- Lunch, snacks and non-alcoholic beverages during the “Competition”;
- Adequate rest facilities;
- Timely remuneration.

Class Designation

The CFF is currently establishing Guilds that will aid in the establishment of fixed class designations. The current Class designations are as follows:

Class	Referee	Competition	Armoury
1	FIE	Administrator	Armourer
2	N - 3W		
3	N - 2W		
4	N - 1W	Support	Reparateur
5	P		

Remuneration Schedules

Any "Service Provider" at a CFF designated "Competition" may be eligible for remuneration based on the following tables:

Per Diem Qualification	Local		Participant Part Time	Non-Local/Full Time		Non-Local/Part Time	
	Minimum	Maximum		Minimum	Maximum	Minimum	Maximum
Class 1	\$15	\$150/day	\$15/hr	\$150/day	\$150/day	\$15/hr	\$150/day
Class 2	\$12	\$120/day	\$12/hr	\$120/day	\$120/day	\$12/hr	\$120/day
Class 3	\$10	\$100/day	\$10/hr	\$100/day	\$100/day	\$10/hr	\$100/day
Class 4	\$8	\$80/day	\$8/hr	\$80/day	\$80/day	\$8/hr	\$80/day
Class 5	*	\$60/day	*	\$60/day	\$60/day	*	\$60/day

Bonus: the competition manager may pay up to C\$100/competition for any services exceeding normal expectations

* - honorarium at the discretion of the "Competition Manager"; not to exceed C\$60/day.

Hotel Qualification	Local		Participant Part Time	Non-Local/Full Time		Non-Local/Part Time	
	Minimum	Maximum		Minimum	Maximum	Minimum	Maximum
Class 1	0	0	WD	CD-1	CD+1	WD-1	WD+1
Class 2	0	0	WD	CD-1	CD+1	WD-1	WD+1
Class 3	0	0	WD	CD-1	CD+1	WD-1	WD+1
Class 4	0	0	WD	CD-1	CD+1	WD-1	WD+1
Class 5	0	0	WD	CD-1	CD+1	WD-1	WD+1

Travel Qualification	Local		Participant Part Time	Non-Local/Full Time		Non-Local/Part Time	
	Minimum	Maximum		Minimum	Maximum	Minimum	Maximum
Class 1	0	0	Full*(WD/CD)	Full	Full	Full	Full
Class 2	0	0	Full*(WD/CD)	Full	Full	Full	Full
Class 3	0	0	Full*(WD/CD)	Full	Full	Full	Full
Class 4	0	0	Full*(WD/CD)	Full	Full	Full	Full
Class 5	0	0	Full*(WD/CD)	Full	Full	Full	Full

A “Per Diem” of C\$50/day shall be paid to “Non-Local” “Part-Time” and “Non-Local” “Full-time” service providers for each “Travel Day” incurred.

“Walk-on” service providers must negotiate their honorarium with the “Competition Manager” prior to providing any services.

Examples

During a 3 day competition (CD=3), the following occurs:

- A “non-local” referee who has a National Ranking in foil and epee (N-2W) provides “Full-Time” services for the competition (WD=3). The referee will be paid an honorarium of C\$300, have their hotel expenses covered (2-4 nights depending on the connecting air/ground arrival/departure times), have their approved travel costs completely covered and be eligible for “Travel Day” per diem.
- A “non-local” referee has a National ranking in foil (N-1W) provides “Part-time” services for 2 days (WD=2). The referee will be paid an honorarium of C\$160, have their hotel expenses covered (1-3 nights depending on the connecting air/ground arrival/departure times), have their approved travel expenses covered and be eligible for “Travel Day” per diem.
- A “non-local” referee who has a FIE ranking in Sabre (FIE) provides “Walk-on” services for 1 day (WD=1). The referee must negotiate their remuneration package with the “Competition Manager” prior to providing services. The remuneration package should not exceed the “Non-Local” “Part-Time” guidelines.
- A person who is coaching (or competing) at the competition, has a National ranking in all weapons (N-3W) and provides “Part-Time” refereeing services for 2 days (WD=2). The referee will be paid an honorarium of C\$240, have two nights of their hotel expenses covered and have 2/3 of their approved travel expenses covered.
- A local referee who has a Provincial ranking in Sabre provides refereeing services for ½ of a day (5 hours). The referee will be paid an honorarium of no more than C\$60. No hotel or travel expenses will be covered.

Signed;

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