



CFF Policy

July 2010

Policy Name: Procedures for CFF Instructional Programme - Policy

Policy Group: Instructional Programme

Revision #: 1

Rationale: To modify procedures for yellow and orange levels delivered within clubs as discussed at the 2010 AGM. Modifications will allow the submission of successful candidates on a bulk basis for a single fee per submission plus candidate fees. The PSO may accumulate submissions from multiple clubs and submit them as a single submission.

The requirement for pre-registration of yellow / orange examination opportunities has been removed.

Cross References: CFF Instructional Programme (CFF Website)

Policy Statement:

Rationale:

The six level CFF instructional programme is a measure of an individual's technical skills in the sport of fencing. The first levels (yellow and orange) are administered through and by clubs; the next levels (green and blue) through and by branch members and provincial coaches and the top two levels (red and black) through and by the CFF and the national coaches.

The LTAD model for fencing requires the use of the instructional programme outcomes to be successful. Therefore, for this programme to be effective, it is important that the instructional level for each athlete be centrally recorded with their individual licence data, thus enabling a central resource where such information can be validated for various activities within the sport.

This policy gives guidelines for the examination fees for examination sessions and individuals and give guidance on how to submit the test results for inclusion into the CFF instructional programme registration system.

Fees:

Refer to the CFF Fee Schedule.

Registration:

The CFF will establish a record maintenance system for instructional programme awards, tracking the CFF athlete and the award along with the personal coach and the examining coach, the date of the examination. Results for the yellow, orange, green and blue examinations shall be submitted by provincial level administrators to CFF administrators using the appropriate forms. Red and black data shall be input by CFF level administrators.

Procedure:*Examination sessions:*

Yellow / Orange: The procedure for the organization of examinations at this level is within the authority of the Branch member of the CFF according to procedures outlined within the Instructional Programme.

Green / Blue: These sessions are organized by the Branch member.

Examination sessions shall be registered with the CFF more than 30 days prior to the session. Sessions registered less than 30 days prior may be subject to higher fees.

Examination sessions shall be registered by the provincial branch member using the appropriate form made available on the CFF ShareFile system.

Results submission

All examination results for successful candidates shall be submitted to the CFF administration by the provincial members administrative staff only using the appropriate spreadsheet made available on the CFF ShareFile system.

Yellow / Orange: The frequency at which results are submitted to the CFF is determined by the Branch member. Results can be submitted on a clinic by clinic basis or collected and submitted annually. Each submission is subject to the registration of successful candidate fees.

The submission procedure shall be via the CFF website form with the payment of the appropriate registration fees as indicated in the CFF fee schedule, which may be set by the CFF Board from time to time.

Results publication

The CFF shall publish a table of the awarded instructional armbands on its website on an approximately quarterly basis.

Validation of Examinations:

The responsibility of ensuring that examination standards are maintained shall rest with the provincial member. Such standards shall be liable to audit by the CFF from time to time.

Effective:

This policy becomes effective for the 2010-2011 fencing season.

Approved by Board of Directors: 12th July, 2010