

FENCING VICTORIA

PROCEDURES MANUAL

(21 October 2009)

INTRODUCTION

This is the Procedures Manual referred to in Rule 30 of the Fencing Victoria Constitution. Capitalised terms used in this Procedures Manual have the meaning given in the Fencing Victoria Constitution unless otherwise defined.

In accordance with Rule 30, the Procedures Manual must include details of the responsibilities and tenure of the Officers of Fencing Victoria and the responsibilities, composition and tenure of the Commissions of Fencing Victoria. The Procedures Manual may also include details of such other matters (including any policies and procedures of Fencing Victoria) as the Council sees fit.

Amendments to the Procedures Manual must be approved by an ordinary resolution of the Council.

PART 1 - OFFICERS

TOURNAMENT SECRETARY

ROLE

The Tournament Secretary is responsible for the scheduling and organisation of all Victorian fencing competitions run under the authority of Fencing Victoria (Fencing Victoria Competitions).

ELECTION AND TENURE

The Tournament Secretary shall be elected at the Annual General Meeting of Fencing Victoria. The Tournament Secretary shall hold office until the next Annual General Meeting. In the absence of a nominee at the Annual General Meeting for the position of Tournament Secretary, the Executive shall appoint a Tournament Secretary.

RESPONSIBILITIES

The responsibilities of the Tournament Secretary are:

- (a) to co-ordinate the preparation of a Calendar of Events for each Fencing Year (incorporating all Fencing Victoria Competitions and any other local, national or international events of interest to Members). The draft Calendar of Events should be submitted to the Executive for approval by no later than 1 December of the previous Fencing Year and distributed to Members prior to 1 January of the relevant Fencing Year;
- (b) to delegate responsibility for providing the Directoire Technique for each Fencing Victoria Competition to Affiliated Clubs;
- (c) to ensure that Affiliated Clubs understand and comply with their obligations as Directoire Technique of Fencing Victoria Competitions;
- (d) to arrange for the purchase at the start of each Fencing Year medals for all Fencing Victoria Competitions during that Fencing Year;
- (e) to ensure that the Directoire Technique of each Fencing Victoria Competition is provided with an up-to date list of Members prior to the Competition;
- (f) to ensure that all Fencing Victoria Competitions are run according to any applicable rules and guidelines of Fencing Victoria;
- (g) to collect the results for each competition and arrange for their publication on Fencing Victoria's website or in any other Fencing Victoria documentation;
- (h) to put in place and maintain a ranking system for Victorian fencers; and
- (i) to analyse attendance patterns at Fencing Victoria Competitions and to develop strategies for approval by the Council to promote and encourage attendance at Fencing Victoria Competitions.

REPORTING

The Tournament Secretary must provide an informal report on his or her activities at each meeting of the Council and must provide a formal written report at each Annual General Meeting. The reports should include any discussions of any problems or incidents relating to the running of competitions.

FUNDING

Income from any activities organised by the Tournament Secretary will be income of Fencing Victoria.

If the Tournament Secretary requires funding for any of his or her activities, he or she must prepare a written submission for approval by the Director of Finance.

AUTHORITY

The Tournament Secretary does not have authority to bind Fencing Victoria.

The Tournament Secretary must not make any representations to or enter into any arrangements with any person other than Fencing Victoria or a Member, without the prior written approval of two members of the Executive.

ARMOURER

ROLE

The Armourer is responsible for responsible for the supervision and maintenance of all Fencing Victoria's fencing equipment (e.g. pistes, scoring boxes, spools).

ELECTION AND TENURE

The Armourer shall be elected at the Annual General Meeting of Fencing Victoria. The Armourer shall hold office until the next Annual General Meeting. In the absence of a nominee at the Annual General Meeting for the position of Armourer, the Executive shall appoint an Armourer.

RESPONSIBILITIES

The responsibilities of the Armourer are:

- (a) ensuring that the fencing equipment at the State Fencing Centre (SFC) is maintained in good working order and making any necessary repairs to such equipment;
- (b) checking the operation of the fencing equipment at the SFC prior to any Fencing Victoria or Australian Fencing Federation competition or training camp and any other fencing event hosted by at the SFC;
- (c) ensuring that all other fencing equipment owned by Fencing Victoria is maintained in good working order;
- (d) dealing with requests from Affiliated Clubs, Members or third parties to hire fencing equipment owned by Fencing Victoria and co-ordinating the hire and return of any equipment approved for hire;
- (e) advising the Executive in relation to the equipment needs of Fencing Victoria and recommending the purchase of any additional equipment required;
- (f) organising Weapons Check (as required) for major competitions run by Fencing Victoria or the Australian Fencing Federation;
- (g) making appropriate arrangements for the storage of all fencing equipment owned by Fencing Victoria; and
- (h) maintaining complete and accurate records of all fencing equipment owned by Fencing Victoria.

REPORTING

The Armourer must provide a formal written report at each Annual General Meeting. The reports should include a summary of all expenditure in relation to fencing equipment owned by Fencing Victoria during the year.

FUNDING

Income from any activities organised by the Armourer (eg the hire of Fencing Victoria's fencing equipment) will be income of Fencing Victoria.

If the Armourer requires funding for any of his or her activities, he or she must prepare a written submission for approval by the Director of Finance.

AUTHORITY

The Armourer does not have authority to bind Fencing Victoria.

The Armourer must not make any representations to or enter into any arrangements with any person other than Fencing Victoria or a Member, without the prior written approval of two members of the Executive.

PUBLICITY OFFICER

ROLE

The Publicity Officer is responsible for promoting the activities of Fencing Victoria to Members and for enhancing the public profile of fencing within the broader community.

ELECTION AND TENURE

The Publicity Officer shall be elected at the Annual General Meeting of Fencing Victoria. The Publicity Officer shall hold office until the next Annual General Meeting. In the absence of a nominee at the Annual General Meeting for the position of Publicity Officer, the Executive shall appoint a Publicity Officer.

RESPONSIBILITIES

The responsibilities of the Publicity Officer are:

- (a) promoting the activities of Fencing Victoria to members and Affiliated Clubs and increase participation in such events (including competitions, working bees, social events);
- (b) promoting fencing and Fencing Victoria through pursuing opportunities in local and State media;
- (c) assisting Affiliated Clubs and Members in promoting their activities and achievements in local and State media;
- (e) providing results from Fencing Victoria competitions and Australian Fencing Federation competitions held in Victoria to a suitable organisation for publication in newspaper sports sections;
- (f) maintaining a list of contact names, numbers and email addresses for sports editors and other contacts at major and local newspapers, magazines, television and radio stations and local councils; and
- (g) organising (or arranging the organisation of) and promoting an annual presentation night for Fencing Victoria.

REPORTING

The Publicity Officer must provide an informal report on his or her activities at each meeting of the Council and must provide a formal written report at each Annual General Meeting.

FUNDING

Income from any activities organised by the Publicity Officer will be income of Fencing Victoria.

If the Publicity Officer requires funding for any of his or her activities, he or she must prepare a written submission for approval by the Director of Finance.

AUTHORITY

The Publicity Officer does not have authority to bind Fencing Victoria.

The Publicity Officer must not make any representations to or enter into any arrangements with any person other than Fencing Victoria or a Member, without the prior written approval of two members of the Executive.

VOC DELEGATES

ROLE

The VOC Delegates are responsible for representing the interests of Fencing Victoria at meetings of the Victorian Olympic Council (VOC).

ELECTION AND TENURE

Two VOC Delegates shall be elected at the Annual General Meeting of Fencing Victoria. The VOC Delegates shall hold office until the next Annual General Meeting. In the absence of nominees at the Annual General Meeting for the position of VOC Delegates, the Executive shall appoint VOC Delegates.

RESPONSIBILITIES

The responsibilities of the VOC Delegates are:

- (a) attending all meetings of the Victorian Olympic Council (VOC);
- (b) representing the interests of Fencing Victoria at such meetings; and
- (c) reporting on such meetings to Fencing Victoria.

REPORTING

The VOC Delegates must provide an informal report at each Annual General Meeting.

AUTHORITY

The VOC Delegates do not have authority to bind Fencing Victoria.

The VOC Delegates must not make any representations to or enter into any arrangements with any person other than Fencing Victoria or a Member, without the prior written approval of two members of the Executive.

PART 2 - COMMISSIONS

COACHING AND REFEREEING COMMISSION

ROLE

The Coaching and Refereeing Commission is responsible for the promotion and organisation of coach and referee education, training and development. The Commission works with the State Development Officer and the Australian Fencing Federation Regional Coach for Victoria to coordinate the delivery of courses and seminars for coaches and referees.

COMPOSITION

The Coaching and Refereeing Commission shall comprise:

- (a) a Director nominated by the Executive;
- (b) the State Development Officer; and
- (c) up to three Members, each of whom is either:
 - (i) a practising coach accredited with the Coaching and Officiating unit of the Australian Sports Commission; and/or
 - (ii) a referee accredited by the Australian Fencing Federation Inc. or Fencing Victoria

ELECTION AND TENURE

The members of the Coaching and Refereeing Commission (other than the Director and the State Development Officer) shall be elected at the Annual General Meeting of Fencing Victoria. All members of the Coaching and Refereeing Commission shall hold office until the next Annual General Meeting.

MEETINGS

The Coaching and Refereeing Commission must meet at least twice in every Fencing Year. Meetings may be held in person or by telephone.

A quorum for the conduct of business at a meeting of the Coaching and Refereeing Commission will be present if at least 50% of members are present.

The Director shall preside as chairperson at meetings of the Coaching and Refereeing Commission. If the Director is absent from a meeting, the members present must elect one of their number to preside as chairperson.

RESPONSIBILITIES

The responsibilities of the Coaching and Refereeing Commission are:

- (a) to develop and implement strategies for the development of coaching and refereeing in Victoria;
- (b) to liaise with the State Development Officer and the Australian Fencing Federation Regional Coach for Victoria to promote and deliver coaching and refereeing courses, seminars and workshops to Members;
- (c) to develop and implement a certification program for referees within Victoria;
- (d) to maintain a list of all qualified referees within Victoria;
- (e) to maintain a list of all coaches within Victoria accredited with the Coaching and Officiating unit of the Australian Sports Commission;
- (f) to establish ad hoc working parties composed of one or more suitable and qualified members or contracted parties to investigate specific matters and make recommendations to the Commission on those matters;

REPORTING

The Coaching and Refereeing Commission must provide an informal report on its activities at each meeting of the Council and must provide a formal written report at each Annual General Meeting.

FUNDING

Income from any activities organised by the Coaching and Refereeing Commission will be income of Fencing Victoria.

If the Commission requires funding for any of its activities, it must prepare a written submission for approval by the Director of Finance.

AUTHORITY

The Coaching and Refereeing Commission does not have authority to bind Fencing Victoria.

The Coaching and Refereeing Commission must not make any representations to or enter into any arrangements with any person other than Fencing Victoria or a Member, without the prior written approval of two members of the Executive.

SELECTION COMMISSION

ROLE

The Selection Commission is responsible for the selection of Members to compete in Australian Fencing Federation team and individual competitions.

COMPOSITION

The Selection Commission shall comprise:

- (a) the President (or a Director nominated by the President);
- (b) two Members, each of whom is a practising coach accredited with the Coaching and Officiating unit of the Australian Sports Commission; and
- (c) up to two additional Members.

ELECTION AND TENURE

The members of the Selection Commission (other than the President) shall be elected at the Annual General Meeting of Fencing Victoria. All members of the Selection Commission shall hold office until the next Annual General Meeting. Each of the Selection Commission elected Members must be members of a different fencing club. Where there are insufficient Members to make up the Commission, a second member from the same fencing club may then be nominated for election.

MEETINGS

The Selection Commission must meet whenever the selection of a Victorian team is required and at such other times as determined by the Commission. Meetings may be held in person or by telephone.

A quorum for the conduct of business at a meeting of the Selection Commission will be present if at least 50% of members are present. However, where the immediate selection of a Victorian team is required, the absence of a quorum will not invalidate any decisions made by the Selection Commission.

The President shall preside as chairperson at meetings of the Selection Commission. If the President is absent from a meeting, the members present must elect one of their number to preside as chairperson.

RESPONSIBILITIES

The responsibilities of the Selection Commission are:

- (a) to put in place and maintain a system for the selection of Members to compete in Australian Fencing Federation individual competitions; and
- (b) to select Victorian teams to compete in Australian Fencing Federation team competitions.

REPORTING

The Selection Commission must provide a formal written report at each Annual General Meeting.

DEVELOPMENT COMMISSION

ROLE

The Development Commission is responsible for the development of fencing in Victoria. The Commission works with the State Development Officer to increase participation in fencing at the grass roots (school and club) level and to improve the standard of fencing at the elite level.

COMPOSITION

The Development Commission shall comprise:

- (a) a Director nominated by the Executive;
- (b) the State Development Officer; and
- (c) up to one Member who is a practising coach accredited with the Coaching and Officiating unit of the Australian Sports Commission; and/or
- (d) up to two additional Members.

ELECTION AND TENURE

The members of the Development Commission (other than the Director and the State Development Officer) shall be elected at the Annual General Meeting of Fencing Victoria. All members of the Development Commission shall hold office until the next Annual General Meeting.

MEETINGS

The Development Commission must meet at least twice in every Fencing Year. Meetings may be held in person or by telephone.

A quorum for the conduct of business at a meeting of the Development Commission will be present if at least 50% of members are present.

The Director shall preside as chairperson at meetings of the Development Commission. If the Director is absent from a meeting, the members present must elect one of their number to preside as chairperson.

RESPONSIBILITIES

The responsibilities of the Development Commission are:

- (a) to develop and implement strategies to increase participation in fencing in Victoria at all levels (including school, youth, adult and veteran);
- (b) to develop and implement strategies to increase membership of Fencing Victoria;
- (c) to encourage the development of links between school fencing programs and fencing clubs;
- (d) to develop and implement strategies to assist Affiliated Clubs to develop and expand;
- (e) to develop and implement strategies to encourage participation by members of schools fencing programs and Affiliated Clubs in State competitions;
- (f) to organise and promote elite training programs within Victoria (including camps and squads); and
- (g) to liaise with the State Development Officer and the Australian Fencing Federation Regional Coach for Victoria to achieve the above.
- (h) to establish ad hoc working parties composed of one or more suitable and qualified members or contracted parties to investigate specific matters and make recommendations to the Commission on those matters.

REPORTING

The Development Commission must provide an informal report on its activities at each meeting of the Council and must provide a formal written report at each Annual General Meeting.

FUNDING

Income from any activities organised by the Development Commission will be income of Fencing Victoria.

If the Commission requires funding for any of its activities, it must prepare a written submission for approval by the Director of Finance.

AUTHORITY

The Development Commission does not have authority to bind Fencing Victoria.

The Development Commission must not make any representations to or enter into any arrangements with any person other than Fencing Victoria or a Member, without the prior written approval of two members of the Executive.

PART 3 – CONTRACTORS

STATE DEVELOPMENT OFFICER

ROLE

The State Development Officer is responsible for the development of fencing in Victoria (in conjunction with the Development Commission).

The role of State Development Officer also incorporates the role of State Director of Coaching. This involves overseeing the development and coordination of fencing coaching in Victoria (in conjunction with the Coaching and Refereeing Commission).

APPOINTMENT AND TENURE

The State Development Officer shall be appointed by the Executive for a period of 12 months commencing 1 July of each year. The appointment shall be made under a written contract of appointment. The contract may provide for an extension of a further 12 months, subject to the availability of continued funding for the position and satisfaction of the performance objectives.

RESPONSIBILITIES

The responsibilities of the State Development Officer are as set out in the contract of appointment. Generally, these will include:

- (a) introducing fencing to a range of participants and, in particular, primary and secondary schools;
- (b) co-ordinating the strategic promotion and conduct of introductory fencing and ongoing programs in government and non-government schools;
- (c) co-ordinating the recording of names and addresses of schools of all participants in Fencing Victoria programs;
- (d) implementing and enforcing appropriate procedures in relation to the conduct of fencing classes in schools (including confirming coaches' accreditation and insurance and ensuring equipment meets appropriate safety standards);
- (e) encouraging the development of links between school fencing programs and fencing clubs;
- (f) implementing any specific projects required in accordance with State Government funding agreements, to the extent set out in the contract of appointment;
- (g) contributing to the development of the schools competition program;
- (h) assisting the Executive in promoting the registration by coaches and clubs of all participants in Fencing Victoria programs;
- (i) monitoring the coaching activities of un-registered coaches with a view to encouraging accreditation;
- (j) liaising with the relevant State government health authority and other organisations to develop and promote opportunities for the development of healthy environments;
- (k) liaising with the Director of Finance in relation to the invoicing and receipt of payment from schools coaching and other activities undertaken in the course of carrying out the contract; and
- (l) providing the Director of Finance with monthly financial reconciliations and other financial records as reasonably required.

REPORTING

The State Development Officer must provide such reports as are required under the contract of appointment.

FUNDING

Income from any activities organised by the State Development Officer (in that capacity) will be income of Fencing Victoria.

If the State Development Officer requires funding for any of his or her activities, he or she must prepare a written submission for approval by the Director of Finance.

AUTHORITY

The State Development Officer does not have authority to bind Fencing Victoria.

The State Development Officer must not make any representations to or enter into any arrangements with any person other than Fencing Victoria or a Member, without the prior written approval of two members of the Executive.

PART 4 – COMPETITIONS

FENCING VICTORIA COMPETITION ELIGIBILITY

Victorian fencers must be affiliated with Fencing Victoria in order to compete in a Fencing Victoria event. That affiliation must be:

- Full Junior or Full Senior for Open Competitions;
- Full Senior for Veterans Competitions;
- Full Junior for Age Competitions. or
- Club/School, Full Junior, or Full Senior for Club/School Competitions.

Members of Fencing Victoria who wish to compete in a Fencing Victoria competition must complete the Fencing Victoria internet-based entry process. An exemption to this requirement can be made by prior arrangement with the Finance Director, or by the payment of a late fee.

AGE COMPETITIONS

For the purpose of determining age eligibility for participation in competitions of Fencing Victoria, the following rules apply:

- for U/20 and U/17 competitions, the rules of the Federation Internationale d'Escrime (FIE), as amended from time to time, apply;
- for Veteran and U/15 competitions, the rules of the Australian Fencing Federation (as amended from time to time) apply; and
- for U/13 competitions, only fencers aged under 13 as at 1 January of the calendar year in which the relevant competition occurs are eligible to participate.
- for U/11 competitions, only fencers aged under 11 as at 1 January of the calendar year in which the relevant competition occurs are eligible to participate.

NOVICE COMPETITIONS

- (a) Subject to paragraph (b), novice competitions organised by Fencing Victoria are open to any Member who:
- (1) has been a Member for less than 2 years; or
 - (2) is less than 13 years old on 1 January of the year in which the competition is held.
- (b) A Member is ineligible to fence in a novice competition if they:
- (1) have finished in the top 50% of any Open competition organised by Fencing Victoria; or
 - (2) have fenced in any competition organised by, the Australian Fencing Federation or the FIE; or
 - (3) have finished first in the State Novice Championships or the State Novice rankings for any previous calendar years.

AUSTRALIAN FENCING FEDERATION COMPETITION ELIGIBILITY

Victorian fencers must be affiliated with Fencing Victoria in order to be nominated by Fencing Victoria to represent Victoria in an Australian Fencing Federation competition. Members of Fencing Victoria who wish to compete in an Australian Fencing Federation competition must complete the Fencing Victoria internet-based entry process.

BLACK CARD OFFENCES

If a fencer is given a black card at a Fencing Victoria or Australian Fencing Federation tournament, the fencer will not be eligible to compete in any Fencing Victoria event or to be nominated by Fencing Victoria for any National event which occurs within a period of two calendar months from the date of the infringement ("ineligibility period"). If less than two months remain in the current Fencing Victoria calendar, the balance of the ineligibility period will be imposed at the commencement of the following Fencing Victoria competition year.

Where the black card offence is given at a Fencing Victoria tournament, the fencer will have two weeks following that tournament to appeal in writing to the Executive to have the offence and the sanction reviewed,

clearly stating the grounds under which the appeal is requested. No appeal is available against the referee's factual determination at the time, only of the interpretation of the rules in the circumstances. The Coaching and Refereeing Commission will then establish a working party to review the black card appeal, and may vary the sanction, advising the fencer in writing of its decision.

Following the conclusion of an unsuccessful appeal process, or two weeks subsequent to the Fencing Victoria tournament offence (if there is no appeal), the Executive will inform the Australian Fencing Federation and the Member's club(s) of their ineligibility period with a recommendation to the latter that they also be suspended from club competitions for the same period as their Fencing Victoria ineligibility period.

EQUIPMENT AND CLOTHING REQUIREMENTS

The following minimum requirements apply for competitions of Fencing Victoria. It is the personal responsibility of each Member to ensure that they, their opponents and any fencers under their control (i.e. when refereeing) conform to these requirements and is in good condition and capable of providing adequate protection. Notwithstanding anything in these requirements, all members are encouraged to purchase equipment (masks, blades, clothing) complying with FIE requirements for use when training and competing.

Any Under-11 competitors will be permitted to fence with a blade which is size 0-3 only.

Competition

Clothing requirements

Open competition

EITHER fencing jacket and underplastron OR 800Nm fencing jacket

Fencing breeches; long socks, glove; mask;

Plastic chest protector/breast protectors (women only)

All other competitions

As for Open competitions except that sturdy tracksuit pants or other long pants may be worn instead of fencing breeches

RUNNING OF COMPETITIONS

Individual Events

No event will be conducted if five fencers or less in total (of both genders) are present.

Competitions will be "mixed" (include fencers of both genders) in the pool round and direct elimination rounds if there are two or less fencers of either gender subject to the consent of the participants.

Where five or less fencers of one gender are present, competitions will be mixed in the pool round only.

A "B" elimination tableau may be fenced off at the discretion of the Directoire Technique where there are 13 or more fencers. The B tableau is formed from all fencers who lose their first direct elimination bout (in the round of 16/32).

Direct elimination bouts in Under-11, Under-13 and Veterans events will be competed to 10 hits, all other direct elimination bouts will be competed to 15 hits.

In Veteran events, a handicap will be awarded at the beginning of each bout to each fencer as follows:

- For fencers aged 50-59 as at January 1 - 1 hit (pools); 2 hits (DE)
- For fencers aged 60-69 as at January 1 - 2 hits (pools); 4 hits (DE)
- For fencers aged 70-79 as at January 1 - 3 hits (pools); 6 hits (DE)
- For fencers aged 80-89 as at January 1 - 4 hits (pools); 8 hits (DE)

On-piste weight (foil / epee) and travel (epee) tests will be compulsory at all Open events at the direct elimination round.

Individual competitions will fence off for third and fourth places. Where there is a B elimination tableau, third and fourth places will be awarded based on rankings at the semi-final stage of the B tableau.

Where an individual is entered in two competitions and they overlap in timing, the fencer must inform the Directoire Technique at the commencement of the second competition which event they wish to complete. Where no nomination is made, the Directoire Technique will deem the fencer to have withdrawn from the later event.

Team Events

Teams Competitions will be conducted in a manner to be determined by the Directoire Technique on the day.