

EXECUTIVE COMMITTEE MEETING of 2016-2017
 CAPITOL DIVISION, USFA
 29 JANUARY 2017
 DC Fencers Club
 Silver Spring, MD

2016-2017 Executive Committee

		Present	Absent
Officers			
Chair	David Ruskin	X	
Vice-Chair	Arnold Wynn		X
Secretary	Bettie Graham	X	
Treasurer	Rebecca Chimahusky	X	
Members-at-Large			
	Aaron Ruby		X
	Raymond Finkleman		X
	Valerie Asher		X
Club Representatives			
Chevy Chase Fencing Club	Gayatri Bhalla-Ladd	X	
DC Fencers Club	Katelyn Keegan	X	
Capital Fencing Academy	Sharon Rogers		X
Royal Fencing Academy	Teja Safai		X
Royal Imperial Fencing	Gitty Mohebban		X
National Capital Fencing Club	Not a US Fencing member club as of 8/21/16		
National Fencing Foundation	Not a US Fencing member club as of 8/21/16		
Rockville Fencing Academy	Not a US Fencing member club as of 8/21/16		
Terrapin Fencing Club	Not a US Fencing member club as of 8/21/16		

David Ruskin, Chair, Capitol Division, US Fencing, called the meeting to order at 1:20 pm.

Actions:

1. **Update on the Status of the Cherry Blossom Open (CBO).** The dates of the CBO meeting have been changed to March 25-26, 2017. According to Katelyn, the organizing committee is meeting its deadlines. See attached checklist. Ray has made the changes in AskFRED.

The U. Maryland/Terrapin Fencing Club is not yet a member of USFA.

Action: Katelyn will convey to the UM organizers that they need to register with USFA before the CBO is held.

2. **Division Summer National Qualifiers Rescheduled.** The dates of this event were switched to April 8-9, 2017 because the dates of the CBO had to be moved. Ray has made the changes in AskFRED.
3. **Increase in Rent to DCFC.** The rent (\$200 per day) that the Division pays to DCFC for the use of its facilities for Division events has not changed over several years. Meanwhile, the

costs of utilities, maintenance, and rent have increased. The Division is willing to consider an increase but would like a proposal from Janusz.

Action: David will ask Janusz to propose a rent increase for the Executive Committee to consider.

- 4. New USFA rule changes in how individuals qualify for Summer Nationals.** Stu Sacks sent a message to the Division that one of his fencers, Jordan Popov, a foil fencer in his club qualifies for Summer Nationals by the new rules, but his name was not forwarded to USFA. The Division acknowledged its mistake and will reimburse the family for the \$100 required to be submitted with an appeal letter. The Division will submit a letter of support.

Action: The Division will reimburse the family and David will communicate with USFA about the issue.

5. Other Items:

- a. *Division Medals Need to be Ordered.* The Division is running low on medals. David will put in an order.
- b. *Ride Sharing to Events.* Gayatri suggested that parents of young fencers be encouraged to car pool or ride share to events the parents cannot attend. This ride-sharing program would not be limited to the Capitol Division, but to a larger area. She will look into what is possible. It was suggested that whatever is developed should not require a lot of time to maintain.
- c. *Tournaments from Other Divisions Held within the Territory of the Capitol Division.* Sanctioned tournaments which are held within the territory of the Capitol Division (DC, Montgomery and Prince Georges Counties) must be either Capitol Division tournaments or Capitol Division club tournaments sanctioned by the Capitol Division, or tournaments sanctioned by the national office of USFA.

The meeting was adjourned at 1:57 pm.

Cherry Blossom Open Checklist

This document provides a checklist of activities that needs to be completed in order to successfully plan for the Cherry Blossom Open (“CBO”). Planning for a CBO in March or April of a given year actually starts the preceding year and encompasses a number of events over the course of six to eight months. This checklist is intended to serve as a guide for making sure these activities occur on time.

August/September

- A preliminary date should be chosen for the CBO for the upcoming year.
 - This date should be checked against the tournament schedule for other international, national, and regional events, including World Cups, NACs, ROCs, SYCs, RJCCs, RYCs, and prominent local events.
 - Conflicts in the Capitol, Virginia, and Maryland Divisions particularly should be avoided.

October/November

- The UMD fencing club should request the use of the Reckord Armory (or other venue) from UMD Activities on the preliminary date. **TENTATIVE DATES: MARCH 25-26**

December

- Organizers should hire a Head Referee. **JON MOSS**
- A hiring email should be sent to referees in the CBO’s referee list.
 - Referees should be informed that the date of the tournament isn’t official until the date is locked down by UMD in early January. **EMAIL SENT 12/17**
- Organizers should hire a Bout Committee Chair. **LYNN JONES**
- Organizers should hire a Head Armorer. **DOUGLAS JONES**

January

- The preliminary date should be locked down by UMD Activities in early January. **MARCH 25-26 CONFIRMED**
- Once the date is locked down, an event should be created for the CBO on AskFred. **DONE**
- Hotel room should be reserved, typically with the Holiday Inn Greenbelt. **5 Rooms Reserved**
- Organizers should begin identifying potential prizes. **TEA SETS - 3rd/4th Place Sets already in hand**
- Absolute Fencing or another vendor must be contacted. **AGREED 1/11**
 - The vendor typically provides scoring machines, reels, pistes, and other equipment necessary for running the tournament.
- A preliminary budget should be put together that tracks expected numbers of fencers, hired officials, prizes, and other costs. **Draft Completed**

February/March - one month out

- Additional referees should be hired as necessary. Past tournaments have typically utilized approximately 18 referees each day.
- Carpools of referees should be organized as necessary to minimize travel costs. Flights for referees should be purchased as early as possible to minimize flight costs.

- Prizes should be purchased and examined for any deficiencies or damages, ensuring able time to procure replacements if necessary.
- An EMT should be arranged by the UMD team to be present both days. **UMD Has been asked to complete this**
- The budget should be updated on an ongoing basis as additional referees are hired.

March - the month of the tournament

- A cash box should be acquired **Rebecca said she has a box - Follow Up**
- A last minute reminder email to complete pre-registration should be sent.
- Hotel room assignments will need to be sent to the hotel so the registrations can be put in the referees' names.
- A logistical email to referees should be sent that includes any additional information that may be relevant (*e.g.*, report times).
- Absolute Fencing (or equivalent vendor) and the armorer crew must be informed as to what time they need to arrive on the Friday before the tournament for set up.
- Dietary restrictions from the referees should be collected and made known to the UMD fencers who will be procuring lunch each day of the tournament.
- The Capitol Division will need to purchase medals for the top 8 in each event.

March - the week of the tournament

- Final updates to the referee list should be made as necessary and should be sent to the BC Chair.
- The BC Chair makes note cards listing the referees for the Head Referee.
- Transportation should be arranged for any referees that are flying in from out of town. This could be either arranging pickup by a volunteer (*i.e.*, a UMD fencer) or by requesting the referee take a taxi or Uber to the hotel.
- Transportation should be arranged as necessary for any referees flying in from out of town to ensure that these referees can get rides to and from the venue and hotel.
- A reminder email should be sent to fencers to ensure that as many people as possible sign up.
- A logistical email should be sent to referees detailing hotel locations, parking instruction, and any other information they'll need to know.
- Payment amounts should be finalized for referees and given to the Capitol Division Treasurer to facilitate easy payment at the event
- A cashbox and change will need to be obtained.
- Computers for the BC will need to be obtained.
- An email should be sent out to referees who are receiving a late call so they know what time they are expected to arrive.
- Waivers should be printed out to have on hand for any minors that do not bring their own signed copies with them to the event.

March - the day before the tournament

- Strip setup should happen Friday evening.
- An evening weapons check may be made available depending on the preferences and availability of the armory crew.

- Medals and prizes should be delivered to the venue (in the event that they have been obtained by individuals who will not be around for the morning events on Saturday).
- If the tournament is running a promotion under which some number of the first A-rated fencers fence for free, a list of the individuals who will need to receive refunds at the door must be generated and sent to the Capitol Division Treasurer and Bout Committee Chair.

March - the day(s) of the tournament

- Breakfast and lunch will need to be purchased by the UMD team.
- Referees who are working only Saturday should be paid on Saturday by the Capitol Division Treasurer; referees working two days or only on Sunday should be paid on Sunday.

March/April - after the tournament

- Results of the tournament should be posted to AskFred.
- Receipts should be submitted to the Division Treasurer for reimbursement if not previously done.
- Changes to fencers' classifications should be submitted to the Division Secretary along with a list of referees so that information can be forwarded to the National Office.
- Reimbursement requests should be submitted to the Capitol Division Treasurer if they have not been already sent.
- Emails from parents and fencers who left equipment at the tournament should be addressed by the UMD team.