



USA Fencing Capitol Division Division Operating Guide

June 2024
v1.1

Revision History

Date	Version	Author	Summary of Revision
May 12, 2023	0.1	Nick Ferrara	Initial draft of document
June 18, 2023	1.0	Nick Ferrara	Document revised and approved for use by membership at annual meeting
June 25, 2024	1.1	Nick Ferrara	Updates to reflect current practices and changes from the 2023-2024 season

1 | PURPOSE OF THIS OPERATING GUIDE

This Operating Guide has been written to document the established procedures, best practices, and rules of the Capitol Division of USA Fencing (“the Division”). It is not intended to supersede, nor may it contradict, the Division Bylaws. If a policy in this Operating Guide conflicts with the Division’s Bylaws, that policy is null and void. Changes and variances to this Operating Guide may be adopted by the Division provided such modifications do not contravene USA Fencing policies or the Division Bylaws and have been submitted to and approved by USA Fencing acting through its Division Resource Team.

2 | WHO MAY MODIFY THIS OPERATING GUIDE

This Operating Guide may be modified in certain respects from time to time as procedures and rules change in the Division or USA Fencing. Changes to the Operating Guide do not need a vote of the Executive Committee of the Division unless the Division Bylaws or Operating Guide provide otherwise. However, the Executive Committee should review the Operating Guide on a regular basis -- at least once every three years -- and approve its continued use, or request that it may be modified as necessary. In the absence of another officer being assigned direct responsibility for this Division Operating Guide, the Secretary of the Division has the responsibility to maintain this document. All changes made to this document must be approved by USA Fencing, specifically the Division Resource Team.

This document is public to all members of the Division and shall always be maintained in its current form on the Division’s website.

3 | EXECUTIVE COMMITTEE

The Executive Committee comprises the officers, At-Large members, and representatives of member clubs in the Division who desire to have a voice on the Executive Committee. Officers and At-Large members of the Executive Committee may, but need not be, affiliated with a club.

The Division Bylaws define the roles and responsibilities of each officer position, which may be augmented by this Division Operating Guide. The following sections reiterates those responsibilities and sets forth any additional relevant responsibilities or typical activities carried out by Executive Committee Members:

3.1 Chairperson

The Chairperson is responsible for presiding over meetings of the division, filing annual reports required by USA Fencing, creating committees, and ensuring the Division completes its work on behalf of its members in a timely manner.

The Chairperson is responsible for ensuring that the Division’s business is completed in a timely manner. Such responsibilities may typically include hiring officials for Division events, responding to issues raised by members of the Division, and addressing any other problems that may arise in the regular course of the Division’s business.

The Chairperson may also need to interact with USA Fencing National Office personnel to ensure any issues that require escalation to the National Office are addressed in a timely manner. Typical points of contact at the National Office include USA Fencing's:

- Membership Coordinator;
- Senior Events Manager; and
- Regional Events Manger.

The Chairperson also typically interacts with counterparts in other divisions to address issues such as conflicts in planned tournament dates.

The Chairperson is typically listed as one of the individuals on the Division's financial accounts. In the event the Treasurer is not available and Division funds need to be disbursed, the Chairperson may need to fill in for the Treasurer to handle appropriate disbursements.

Vendors typically send invoices to the Chairperson. The Chairperson typically ensures the work performed or services provided are of appropriate quality before sending such invoices to the Treasurer for payment. Typical vendors currently include:

- Crown Trophy in Gaithersburg, MD, who provides medals for the Division; and
- Any hotels used to provide housing for officials for the Cherry Blossom ROC.

The Chairperson typically takes points on managing and organizing Division events. For local events, the Chairperson typically hires a meet manager and referees and ensures that all officials are SafeSport compliant. For regional events (*i.e.*, the Cherry Blossom), the Chairperson either organizes the event directly or delegates this work as necessary. Important tasks for regional events typically include:

- Securing a vendor to provide equipment for the event (usually Absolute Fencing);
- Hiring a Head Referee, Head Armorer, and Bout Committee Chair;
- Hiring additional officials as necessary;
- Ensuring that hotels are booked for officials as necessary;
- Buying prizes;
- Handling issue with registrations and refunds;
- Promoting the events to local and nearby clubs and divisions;
- Coordinating with any host clubs or organizations that collaborate on the event (*e.g.*, the University of Maryland Fencing Club); and
- Preparing a bid for the following year's ROC.

The Chairperson may also delegate any additional tasks to Executive Committee members as necessary to ensure the Division's business is appropriately handled.

3.2 Vice Chairperson

The Executive Committee shall include two Vice Chairpersons. A Vice Chairperson serves as a backup for the position of Chairperson in the event the Chairperson is not available to attend to Division business

(such as presiding over a meeting) or replaces the Chairperson in the event of a vacancy in the Chairperson's position.

Additional responsibilities for the Vice Chairperson shall be delegated as appropriate by the Chairperson or Executive Committee.

3.3 Secretary

The Secretary is responsible for managing all official correspondence of the Division, including preparation and distribution of meeting minutes, managing and tallying votes on motions, receiving tournament results and information from member clubs and forwarding necessary information to the National Office, and disseminating information about meetings and elections to members of the Division.

The Secretary typically takes point on scheduling for all meetings to ensure that as many Executive Committee members as possible can attend. The logistics for scheduling meetings typically includes:

- Coordinating with the Chairperson to determine potential meeting dates;
- Polling the availability of the Executive Committee (such as by using a Doodle poll or some other electronic method) with possible dates at least two weeks before the meeting.
- Giving members one week to respond; after the one week deadline, the date will be confirmed.

The Secretary typically drafts the agenda for the Division's annual meeting and regularly scheduled Executive Committee meetings. Per the Division bylaws, the annual meeting agenda *must* include at least:

- The Treasurer's annual report, which shall include a summation of the Division's financial transactions over the past year; and
- Nominations and election of officers.

Per the Division bylaws, the agenda for the first Executive Committee meeting hosted each year *must* include at least:

- Consideration of fencing events for the Division's Calendar;

The agenda for the first Executive Committee meeting hosted each year typically also include a review of:

- Registration and events fees for Division events;
- Honoraria for officials working at Division events; and
- Grants and awards programs (currently the International Competition Grants; Club Development Awards; the Mike Brown Award for a UMD fencer).

Other topics may be added to these or any other agendas as appropriate.

The Secretary is responsible for sending USA Fencing information from local tournaments held by the Division or its member clubs (information from regional tournaments is the responsibility of the tournament organizer).

Information to be sent includes:

- Classification changes and Safe Sport reports (classifications@usafencing.org); and
- The annual slate of Executive Committee and Club Representatives (s.ross@usafencing.org; e-mail address for 2020-2021);

In certain circumstances, the Executive Committee may need to hold votes on specific issues that require its approval. The Secretary typically promulgates formal motions to the Executive Committee once a motion has been formally proposed and seconded and collects votes, such as via Doodle poll or other electronic method. The deadline for such votes is typically one week; once either the deadline has been met or a majority of the Executive Committee has voted in favor or against the proposal, the Secretary tallies the vote and announces the result.

Other optional activities currently performed by the Secretary include attending Division competitions and arranging for and picking up food for officials:

- All day events typically serve:
 - Breakfast, including a carafe of coffee, muffins (or bagels and fixings), fruit (bananas and mandarin oranges), water, fruit juice, etc.;
 - Lunch, typically from Parkway Deli (<http://www.theparkwaydeli.com/>), cookies, etc.; and
- Afternoon-only events typically serve water, cheese, crackers, cookies, fruit. etc.

3.4 Treasurer

The Treasurer is responsible for all Division funds, including disbursements to officials working Division events, payments to vendors, payment for rental of facilities for the Division, cashing of checks or funds from tournaments, maintenance of the Division's ledger, and preparation of annual financial reports to the Executive Committee and National Office.

The Treasurer typically retains custody of several important treasury-related items, including:

- The three ring binder which holds all bank statements received by the Treasurer.
- A black lockbox which holds:
 - At least one checkbook (usually two);
 - Stamps and envelopes for sending checks; and
 - Stamp for depositing checks (to sign the back of checks when received),

The Treasurer is responsible for cashing received checks and disbursements (in check form). Receivables typically include:

- USA Fencing rebates (currently handled via direct deposit);

- Checks from AskFred for any tournament entry fees collected online; and
- Checks and cash from tournament entry fees.

When receiving checks and cash from a tournament's meet manager, the meet manager must provide the Treasurer with an overview of how much money was collected at an event, if any.

The Treasurer should write and mail any necessary checks within one week of the request for such disbursements. Receipts or invoices must be provided for such disbursements. When writing checks:

- The memo line of the check should include a statement saying what the check was written for (*e.g.*, referee payment, Crown Trophy Statement, etc.);
- Payments to vendors should include invoice numbers as appropriate; and
- If the check is for referee payment, the check may be mailed or given to an event's meet manager for payment in person.

Disbursements typically include:

- Expenses from tournaments (food, payments for officials, etc.)
- Expenses from vendors (Crown Trophy, hotels for Cherry Blossom, etc.)

The Treasurer is also responsible for maintaining the Division's General Ledger. Currently, the General Ledger is maintained in a Google Sheet and records all transactions made against the Division's account. For each transaction, the following data is recorded:

- Date (when the payment was received or when the check was written);
- The amount deposited (+) or the amount withdrawn (-);
- The transaction type (*e.g.*, referee payment, entry fee, food, medals, etc.), selected from a drop down menu;
- Tournament Name (if the transaction was not for a tournament, the tournament name should be N/A);
- Who the transaction was for (Paid To/Paid From); this should be the name written on the check.
- Any additional notes that describe the transaction (*e.g.*, Crown Trophy Invoice number);

Bank statements are sent to the Treasurer at the end of each month and should be stored in the Treasurer's three-ring binder.

The Treasurer typically coordinates with the Chairperson in handling refunds for any regional events hosted by the Division (*e.g.*, the Cherry Blossom). For local events, the Treasurer typically coordinates with the event's meet manager regarding refunds.

Pursuant to Division policy, the Treasurer is also responsible for reimbursing new referees who pass the referee test, are observed, and receive a referee rating. In order to qualify for reimbursement, the referee (or their parent) must send:

- Receipts for the referee seminar and online test;

- Proof of attendance
 - Typically email confirmation, AskFred registration, or attendance sign-in;
- Proof of passing the test

Once all three requirements are fulfilled, the check may be dispersed as requested.

3.5 At-Large Members

The Executive Committee shall include up to four At-Large members of the Division. Responsibilities for individual At-Large Members shall be delegated as appropriate by the Chairperson or Executive Committee.

3.6 Club Representatives

Each USA Fencing member club in the Division in good standing with USA Fencing is entitled to representation on the Executive Committee by one individual member from their club.

Any USA Fencing member club in the Division interested in providing a representative to the Executive Committee in a given year must provide the name of its representative to Secretary of the Division prior to the completion of the preceding year's annual meeting. Any such club that fails to do so will be considered to have waived its rights to representation on the Executive Committee for the next year.

The USA Fencing member club must remain in good standing with USA Fencing to retain its rights to representation on the Executive Committee. In the event the USA Fencing member club loses its good standing status with USA Fencing during the course of a year, that club's membership on the Executive Committee shall be revoked.

Any such club that is not represented on the Executive Committee during a given year may petition the Executive Committee for representation at any time during that year. The addition of such representatives to the Executive Committee shall be at the discretion of the Executive Committee.

3.7 Standing Subcommittees

Per the Division Bylaws, the Chair may, from time to time, appoint officers and other members of the Executive Committee to chair or sit on standing or *ad hoc* subcommittees. Standing Subcommittees of the Division include:

3.7.1 Subcommittee for Sanctioned Events

The Subcommittee for Sanctioned Events is responsible for ensuring that all eligible events in the Division are duly sanctioned and the membership notified of sanctioned events in a timely manner. The Subcommittee will also advise individuals or organizations if their planned activities are in conflict with previously announced or planned events in the Division and neighboring divisions.

The Subcommittee shall ensure that all Division-sanctioned tournaments adhere to USA Fencing and Division requirements for sanctioning as detailed in Section 6 of this document and shall approve requests for sanctioning as detailed in Section 7 of this document.

3.7.2 Subcommittee for Grants and Awards

The Subcommittee for Grants and Awards is responsible for overseeing requests the Division's grant and award programs. The Subcommittee receives all requests for payment pursuant to these programs and verifies that the recipient is eligible pursuant to grant and award program policies established by the Executive Committee. All requests shall include applicable receipts or paperwork. Grants may either be validated by the Subcommittee or approved by the Executive Committee pursuant to the policies specific to each grant program. Once a grant has been approved, the Subcommittee shall forward requests for payment shall be forwarded to the Treasurer.

Grant and award programs approved by the Division are set forth in Section 14 of this document.

3.7.3 Subcommittee for Nominations

The Subcommittee for Nominations is responsible for soliciting nominations from Division officers, member clubs, and members for positions on the Executive Committee. The Subcommittee will work to identify qualified and interested candidates for each Executive Committee position from amongst the Division members in good standing. The Subcommittee will report nominated candidates to the Secretary at least 30 days prior to a season's annual meeting and not later than May 1 of the year in which elections are to be conducted.

4 | ANNUAL & SPECIAL MEMBERSHIP MEETINGS

The Division shall have at least one general membership meeting held in accordance with the Bylaws of the Division during each membership year. The Chair of the Division may call additional general meetings as necessary, and such will be held in accordance with the Bylaws of the Division.

5 | DIVISION ELECTIONS

The Subcommittee for Nominations will query the Division membership, including current officers and other Division members in good standing, and identify interest for positions on the Executive Committee. Not later than 30 days prior to a season's annual meeting and no later than May 1, the Subcommittee will report all nominations for each position to the Secretary.

Members of the Executive Committee may also make nominations for positions on the Executive Committee, including nominating themselves, by making such nominations directly to the Secretary. All nominations, regardless of their source, must be made to the Secretary at least 30 days before the date of the annual meeting. The list of nominations will be distributed as part of notifications to the membership of the annual meeting, which shall be made at least 21 days before the date of the annual meeting.

The annual meeting shall include an item of business "Elections." During this item of business, the Chair will call a vote first on uncontested positions, then on contested positions. For uncontested positions, the Secretary shall cast a unanimous ballot for the uncontested positions which shall be adopted by the Executive Committee. For contested positions, the Chair will call a vote on each position in the following order as applicable: Chair, Vice-Chair(s), Secretary, Treasurer, At-Large Members.

Votes shall be taken by secret ballot cast in person or by proxy and a winner shall be declared in a manner consistent with the Division By-Laws. Any submitted proxy must unambiguously identify the voting member conferring the proxy, the person holding the proxy, the date or meeting for which the proxy is given and expires, and whether the votes to be cast by proxy are specified or discretionary with the holder.

Any Division members in good standing who wish to appoint a proxy must do so by no later than two hours prior to the scheduled start of the annual meeting. Proxy notifications must be made in writing to the Secretary who shall determine the validity of the proxy appointment. Proxy appointments shall be withdrawn if the individual making the appointment appears at the meeting, gives written notice of withdrawal to the Secretary at any time, or unambiguously appoints another proxy at a later time.

6 | TOURNAMENT SANCTIONING

Only USA Fencing or the Division may sanction a USA Fencing tournament within the Division boundaries as provided in the Bylaws. Tournaments organized by USA Fencing within the Division's boundaries (such as North America Cups and regional tournaments) are not considered sanctioned by the Division and need not meet any requirements specific to the Division.

To be a Division sanctioned USA Fencing tournament, the tournament must meet these minimum requirements:

1. The tournament must be announced at least 30 days before it begins. That announcement must be in a public forum, such as a publicly accessible web page, flyer, or announcement on "AskFred" or its equivalent, and must state the competitions to be contested, all fees that will be charged, and the name and contact information of the person to whom notices of withdrawal must be sent (See Section 10.1, below).
2. The tournament must appear on the official Division calendar as published on the Division web site and such social media and other sites as the Division may utilize.
3. The hosting club or location and organizer must be insured for the full course of the tournament, in compliance with guidelines published by USA Fencing. This insurance must be through the USA Fencing club insurance program or the equivalent from a third-party vendor. If the insurance is written by a third-party vendor, the Division reserves the right to obtain and approve a copy of the insurance policy (or its declarations) before sanctioning a tournament.
4. The competition must follow the rules of USA Fencing.

5. The competition must use a tournament format approved by USA Fencing (See USA Fencing's current Athlete Handbook for approved formats).

6. All tournament officials (*e.g.*, bout committee, referees, armorers, medical staff) and such other persons as USA Fencing policy designates must meet USA Fencing's requirements for U.S. Center for SafeSport certification, background check clearance and other qualifications, and where mandated, one or more referees of the required level must be present for the duration of the competition.

7. Competition results must be sent to both the Division Secretary and the Chair of the Subcommittee for Sanctioned Events via email and the competition results shall be posted on AskFred, Fencing Time Live, or the organizing club's website within 48 hours of the tournament's completion. If a competition results in classification changes, the Division Secretary shall be responsible for sending these results to the USA Fencing National Office. Unexcused failure to meet this deadline could result in loss of an organizer's privileges to host sanctioned tournaments.

7 | DIVISION TOURNAMENT SCHEDULE

The Executive Committee sets the Division Calendar for the season at the season's first Executive Committee meeting held no later than August 15 of each calendar year. The Division Calendar shall include, at a minimum, the dates for Junior Olympic Qualifiers and for Division II, Division III, and Youth 14 Summer National Championship Qualifiers. Once approved, the Division Calendar shall be posted on the Division website and kept up-to-date throughout the season.

Any USA Fencing member club in the Division in good standing may request Division sanctioning for an event to be added to the Division Calendar. All requests for sanctioning shall be made in writing to the Chair of the Division Subcommittee for Sanctioned Events. The request must specify the venue, dates, and times of the event(s) and the name of the meet manager who will serve as Division representative to ensure that all USA Fencing rules are enforced. All requests must be made at least 30 days prior to the scheduled date of the tournament.

In considering the request, the Subcommittee will evaluate whether the request conflicts with any other relevant events, including (but not limited to) national events, regional events, Division-organized events, and other club events in either the Division or neighboring divisions. The Subcommittee will endeavor to minimize potential conflicts in making a determination as to whether to provide sanctioning. Should a dispute arise over a potential conflict, the Chair of the Executive Committee shall make a final determination regarding the request for sanctioning. Once sanctioning for an event is approved, the event shall be added to the Division Calendar.

If a sanctioned event is cancelled for any reason, the cancellation shall be posted as soon as possible and remain posted until the scheduled date has passed.

If an event must be rescheduled in consequence of force majeure, it will not be considered a newly proposed event. The new date shall be posted as soon as possible, irrespective of the number of days

until the event is to occur. Although consideration of conflicts remains a factor in rescheduling an event, the Subcommittee will make allowances for necessity.

All sanctioned events must adhere to the requirements for sanctioning set out in Section 6 of this document. Sanctioning of an event may be withdrawn after the event is USFA rules and USFA SafeSport regulations were not followed. Further, the Executive Committee reserves the right to impose penalties on any club that fails to submit the classification change and SafeSport reports to the Chair of the Sanctioning Committee and the Division Secretary within 48 hours of the tournament's completion.

Deviations from the published calendar will be allowed with the approval of the Executive Committee or its designated subcommittee for good cause and shall be announced to the membership of the Division in the same manner as the calendar was publicized.

8 | DIVISION TOURNAMENTS

The following are considered Division Tournaments, for which the Division serves as the sanctioned organizer:

- Junior Olympic Qualifiers;
- Division II, Division III, and Youth 14 Summer National Championship Qualifiers; and
- Any other competitions the Division may decide to host in a given year.

8.1 Registration and Event Fees

For all events sanctioned by the Division:

- Registration fees will be \$10.00.
- Event fees for those who register on AskFred will be \$45.00. **ALL FEES MUST BE PAID ON AskFRED.net** before the registration deadline of one week before the event.
- Event fees for those who have not registered on AskFred will be \$90.00 plus the \$10.00 registration fee, a total of \$100.00.
- Fencers who participate in more than one event will pay only one registration fee per competition but must pay the event fee for each event.
- Any qualifying event (such as the Junior Olympics and the Summer Nationals) where the fencer shows up and the event is not competed, only the event fee will be waived.

8.2 Tournament Official Honorarium Policy

Honoraria

- N1/N2 - \$200/day
- R1/R2 - \$175/day
- L1/L2 - \$150/day
- P - \$125/day
- Unrated - \$100/day

- Meet managers - \$200/day.
- Referee “wranglers” responsible for hiring officials - \$75/competition.

Referees who officiate for at least a full event will be paid a full day’s stipend. Referees who officiate for a partial event will be paid a partial to full day’s stipend at the discretion of the Meet Manager. No Referee will receive more than a full day’s stipend per day, no matter how many events are worked.

Fencers who referee may be compensated at the discretion of the Meet Manager.

8.3 Travel and Hotel

Capitol Division will hire local referees whenever possible and attempt to give newly rated referees experience refereeing local tournaments. In the event it is necessary to go beyond a 30-mile radius to recruit referees, travel reimbursement is to be based on the following:

- The allowable round trip mileage is calculated based on the distance between the referee’s home and the fencing venue minus 30 miles;
- The reimbursement rate will be the IRS standard mileage rate;
- Reimbursement is rounded to the nearest \$5.00; and
- Reimbursement for refereeing and travel is not to exceed \$200 per tournament.

No expenses are to be provided for lodging except for Division-sanctioned events, which does not include regional events sanctioned by USA Fencing.

8.4 Cancellations

Capitol Division reserves the right to cancel any Division events as necessary for any reason, including due to inclement weather or lack of pre-registered participants. The Capitol Division will refund any pre-paid funds for cancelled events.

9 | CLUB TOURNAMENTS

Member clubs are encouraged by the Division to host competitions throughout the year. These may be “Unsanctioned” or “Sanctioned.”

Unsanctioned competitions may be of any type and may conflict with any tournament on the Division Calendar but do not award USA Fencing classifications. These competitions should state clearly that they are being held “unsanctioned” when advertised/posted on AskFred, social media, or by other means.

Member clubs and other private organizers holding Division-sanctioned tournaments are responsible for posting the results of the competitions and reporting any classification changes as provided in Section 6 of this Operating Guide. The reports shall include a list of SafeSport qualified officials, indicating their positions at the tournament, the ratings of all referees used in the competitions and the name of the Division representative in attendance.

10 | TOURNAMENT FEES

The Division will not sanction any club competition in which a club charges fees in a clearly unequal and unfair manner (discounts, promotions, or compensation for fencers who referee notwithstanding). The Division will not sanction any club competition in which excessive fees are charged by an organizer to competitors who are not members of the hosting club or if any other deliberate pattern of discouraging attendance is employed.

10.1 Division Tournament Refund Policy

Any fencers who wishes to withdrawn from a local Division event may receive a full refund so long as they notify the tournament organizer in writing at least 12 hours prior to the start of the tournament. Any fencers who wishes to withdraw from a regional Division event may receive a refund of any event fees so long as they notify the tournament organizer in writing at least 12 hours prior to the start of the tournament, but registration and administrative fees shall not be refundable. Modifications to this policy as necessary will be at the discretion of the tournament organizer.

11 | DIVISION WEBSITE & SOCIAL MEDIA PRESENCE

The Division shall establish an Internet presence that is made known to and is accessible by the Division members. That Internet presence will include:

- The Division website (capdiv.usafencing.org)
- The Division Facebook page (<https://www.facebook.com/groups/315541378865019>)

The Executive Committee will appoint one or more individuals to manage these online resources.

12 | DIVISION EQUIPMENT & USAGE

The Division does not maintain equipment for use by its member clubs.

13 | DIVISION CLUB RENTAL POLICY

The Division will pay an agreed sum to any Division Member Club whose venue is used to host a Division Tournament or Division sponsored clinic or other function. The amount and terms of payment for this service requires approval of the Division's Executive Committee.

14 | GRANT AND AWARD PROGRAMS

The Division sponsors several grant and award programs to help meet the goals set forth in the Division's Bylaws of promoting, developing, and encouraging the sport of fencing and assisting fencers in reaching their full potential, set forth below. Grant programs are reauthorized by the Executive Committee on an annual basis.

Unless otherwise decided by the Executive Committee, all requests for grants or awards in a given season must be submitted prior to June 15 of that season.

14.1 Mike Brown Award

The “Mike Brown Award” is a one-year, competitive membership with USA Fencing awarded annually to the “most promising new fencer” at the University of Maryland, College Park campus. The award is named for Michael Brown, who was chair of the Division from 2005 to 2007.

An epeeist, Mike coached the epee squad at UMCP during the early 2000s and assisted the team in transitioning from a purely recreational club to a more competitive club within both the USA Fencing and the NCAA. As chair of the Division, Mike helped make the annual Cherry Blossom Open into a major event and was honored by the Capitol Division with the “Arrogant Bully Award” for his efforts.

The award is given by the Division at the discretion of the Executive Committee, but the recipient should normally be nominated by a committee comprising the officers of the fencing club at the University of Maryland (with input from their coaches).

The term “promising” should be interpreted as showing potential for excellence as a fencer. Enthusiasm for the sport and team leadership should be considered as well.

The term “new fencer” should normally be construed as a fencer who is new to fencing, but an experienced fencer who is new to the University of Maryland may also be considered. To ensure that the nomination is based on a sufficient record of performance, nominations for a given season should not be made until at least four weeks into the second semester.

Other factors to consider include, but are not limited to:

- sportsmanship
- leadership
- skill as a fencer
- degree of improvement
- attendance at team events and at practice
- helping to plan, promote, or organize events that build the club
- willingness to teach less skilled fencers
- willingness to direct, especially in foil and saber
- skill and knowledge as a referee
- support for events (when not fencing)
- service as an armorer

The award shall take the form of a reimbursement for a one-year competitive USA Fencing membership that has been paid for in advance by the recipient. A receipt for the membership must be submitted to the Chair of the Subcommittee on Grants and Awards, who will validate the request and direct the Treasurer to issue payment as appropriate.

14.2 Referee Training Grants

The Division will reimburse any Division member's referee clinic fees and testing fees if they pass the written test and practical exam and successfully earn a referee rating. Travel and hotel expenses are not reimbursable, only the fees for the clinic and test. In addition, the Capitol Division will reimburse the membership upgrade fee for new referees and those who have just turned age 18.

Verification of the rating earned and documentation of the testing fees should be sent to the Chair of the Subcommittee on Grants and Awards, who will validate the request and direct the Treasurer to issue payment as appropriate.

14.3 Club Development Grants

The Division provides developmental grants in the amount of \$300.00 available to Division member clubs. Member clubs are eligible for one developmental grant **once every two seasons**, except for high school and college member clubs, who are eligible every season. These grants should not be used for ordinary club expenses such as rent but rather the clubs should use these funds to enhance the experience of Divisional fencers in the spirit of our bylaws.

Examples of appropriate use of these funds include:

- Upgrading and improving fencing equipment;
- Covering the expenses of a coach to travel to an event when the individual fencers being coached are unable to fully cover those expenses;
- Covering transportation costs, such as a van rental, that would allow a group of fencers to attend a competition; and
- Funding an individual fencer who is passionate about fencing but is not able to afford to travel to significant events such as RYCs, SYCs or NACs.

In order to receive these grants, a Division member club's representative should submit a proposal to the Chair of the Division's Subcommittee on Grants and Awards. The proposal will be submitted for approval the rest of the Executive Committee. If the proposal is approved, the club representative will be authorized to submit receipts for the expenses covered by the grant to the Subcommittee Chair, who will validate the request and direct the Treasurer to issue payment as appropriate.

The proposal form will be provided on the Division's website.

14.4 High School and Collegiate Membership Grants

The Division provides annual grants in the amount of \$199.00 available to high school and collegiate/university Division member clubs as a reimbursement for USA Fencing club annual club membership.

In order to receive these grants, a Division member in good standing must complete the grant request form and sent it and all applicable receipts covered by the request to the Chair of the Division's Subcommittee on Grants and Awards. The Subcommittee Chair will validate the request and direct the Treasurer to issue payment as appropriate.

The grant request form will be provided on the Division's website.

14.5 International Competition Grants

The Division provides international competition travel grants in the amount of \$400.00 available to Division members in good standing. These grants are available to reimburse expenses related to (1) competing in cadet, junior, and senior USA Fencing-designated international competitions, (2) competing at Veteran World Championships, and (3) to Division members in good standing attending those same competitions as a member of the official USA Fencing delegation.

Fencers are eligible for one grant per season. Grants are available for expenses not fully reimbursed from other sources.

In order to receive these grants, a Division member in good standing must complete the grant request form and send it and all applicable receipts covered by the request to the Chair of the Division's Subcommittee on Grants and Awards. The Subcommittee on Grants and Awards will validate that (1) the application is from a Division member in good standing, (2) the applicant competed an event covered by this grant program, and (3) that the submitted receipts are consistent with travel to a covered event. The Subcommittee Chair will validate the request and direct the Treasurer to issue payment as appropriate.

The grant request form will be provided on the Division's website.