

Checklist for running of a local, USA Fencing-sanctioned event in the Capitol Division

Minimum of 30 days in advance

- Tournament organizer must email the Capitol Division Sanctioning Committee with the proposed event(s) for approval to avoid conflicts. Information should include:
 - Tournament organizer
 - Meet manager
 - Venue
 - Type of tournament (weapon and any age, gender, or classification limitations)
 - Date and close of registration times for each event.
- Capitol Division sanctioning requirements are posted on Capitol Division's [website](#)

Required Tasks for the Event Organizers

- Secure a venue (if organizer has no venue)
- Set event days and times
- Project number of referees needed for the event and their pay rates
- Set entry and pre-registration fees
- Set entry caps (if necessary)
- Identify any entry restrictions such as age eligibility
 - USA Fencing age chart: <https://www.usafencing.org/age-classification-eligibility>
- Publish tournament on Askfred.net, including age, gender, or classification restrictions
- Open pre-registration
- Hire SafeSport certified and background checked referees (if not self-refereed) - applies only to referees over 18 years of age
- Hire an experienced SafeSport certified and background checked meet manager to serve as bout committee for the event
- Arrange hotel for tournament officials (if necessary)
- Purchase trophies/medals and label with event name and date
- Arrange equipment delivery and removal from venue (if borrowing reels and machines)

Two Weeks in Advance

- Arrange for computer and printer
- Confirm that [Fencing Time](#) software is the most recent version (v4.5c, July 25, 2022). If not, update the software
- Acquire volunteers and set schedule for venue set-up of strips and scoring machines (if using an external venue)
- Obtain tape for strips, paper, ink, clipboards, pencils (as necessary)
- Email referees regarding travel and arrival times
- Check that all referees (over 18 years of age) have current memberships, background checks and SafeSport (*i.e.*, all referees must be considered by USA Fencing to be "Good-To-Go" as listed in the [USA Fencing Referee Database](#) (show by a green thumbs-up icon)

Two Days in Advance

- Email pre-registered fencers regarding tournament info. Include venue location, close of registration times, and a reminder to bring their USA Fencing membership card
- Download the tournament pre-registration from AskFred.net and upload into Fencing Time
- Check all pre-registered memberships and if expired or otherwise ineligible, email the ineligible fencers through AskFred.net

The Night Before or Morning of the Tournament

- Set up strips, including tape, tables, and scoring machines (if using an external venue)

Tournament Day

- Buy breakfast/coffee for referees and officials (if appropriate)
- Make sure all officials have signed a W-2 for the season (if appropriate – necessary for division events)
- Start registration
- Check in fencers, verifying fencer eligibility:
 - Check USA Fencing membership card to ensure that each fencer meets the age, gender, and classification restrictions of each event
 - If a fencer does not have a USA Fencing membership card on hand, check their membership online to validate eligibility ([on the Membership Search page](#), click on “Current Member List” on the right side of the screen to download a spreadsheet of members that lists years of birth)
 - Fencers who are not USA Fencing members must register for USA Fencing membership prior to the start of fencing or must be fencing on a valid FIE license
- Collect cash/checks during check-in (if not prepaid online)
- Close registration
- Print initial seeding; account for any National points in determining seeding (if necessary)
- Create pools
- Publish event online at Fencingtimelive.com (if applicable)
- Assign strips and referees and print pool sheets
- Send out referees to start pools
- Buy lunch for the officials (if appropriate)
- Enter pools sheets and referees in Fencing Time as they complete
- Print round results and post
- Designate strips for the direct elimination (DE) round prior to printing and posting the DE table
- Print and cut DE slips
- Assign referees for top 8 bouts and higher
- Release referees
- Finish event, print results
- Award trophies/medals

End of Tournament

- Pay officials
- Tear down strips (if using an external venue)
- Assemble lost and found (if appropriate)
- Return any borrowed scoring equipment (if using borrowed equipment)
- Using Fencing Time software, download the results three ways: FencingTime RESULTS File (.results), HTML format (.html), and AskFred format (.frd)
- Publish the tournament results online by uploading the .frd file to AskFred.net
- [Prepare the Officials Form](#) (.xls) including organizer, armorers, referees, and other officials listing their names, USA Fencing membership numbers, SafeSport and background check expiration dates. Indicate those who are under age 18 at the time of the event
- E-mail the FencingTime .results file, Officials Form (.xls), HTML file of the results (.html), [rating change form](#) (.xls), if necessary, to the Capitol Division Sanctioning Committee and to the Division Secretary
- Clean and close venue

Day after

- Deposit any cash and checks
- Create the financial report for the event (if appropriate)