



## Maximum Event Size Guidelines

During the 2020-21 season, regional and local event organizers will be allowed to cap the size of their tournaments as local COVID-19 conditions dictate. **Any regional tournament wishing to cap entries must submit venue information and local conditions to the National Office for review.** Local tournament organizers can contact the National Office if they need assistance by emailing [nationalevents@usafencing.org](mailto:nationalevents@usafencing.org).

Event capping may be implemented for the 2020-21 season only. Capping will not continue to the 2021-22 season unless reconsidered.

Tournament organizers should continue to monitor local conditions as the tournament date approaches and may be required to alter event caps to respond to those conditions after the original cap was initially published. When considering the capacity of a venue for the capped number for each event, organizers and National Office staff should consider support staff and a parent or guardian for any competitors under age 18. For example, a venue total cap of 50 people may yield an event cap of approximately 20-25 fencers after referees, bout committee, armorers and other support staff are considered, along with at least one guardian per child for any youth event. Therefore, the tournament committee recommends a cap per event of approximately 50% of the venue capacity based on the local conditions. When considering each event cap, the overall tournament schedule should be reviewed to account for overlapping events.

For regional events, changes will need to be implemented in the USA Fencing Tournament Database at [member.usafencing.org](http://member.usafencing.org) to support capping. Tournament entry will be first come, first served at a published start date and time. The opening of registration for a tournament must be at least seven days after the tournament is originally listed on the website to allow registrants time to prepare.

Tournament organizers must not pre-register anyone prior to the published start date and no preference may be given to a fencer by a tournament organizer other than by registration date. Waitlists also will be cleared on a first-come, first-served basis. The registration page should clearly list when an event is full so that future registrants understand they will be on a waitlist. If registrants do not clear the waitlist, they should be refunded, minus any administrative processing fees such as credit card fees that are unrecoverable on a refund.

If local policies change after the tournament is initially published, any modifications should be sent to the National Office for review. For decreases in size, organizers must remove and refund competitors based on entry date, starting with who registered last. For increases in cap size, organizers should clear any waitlist first, and then must allow new registrations at the regular fees for at least seven days before moving to the late registration fee period.

Any regional tournament organizer wishing to cap a regional event must first cancel any non-regional event associated with the tournament (e.g. team events or non-regional youth events). In any case, locally or regionally, an individual event cap may not be any fewer than 15 people. If fewer than 15 people register, the event may continue. However, during the online registration period, an organizer must allow at least 15 people to potentially register.