

CFF Rules and Regulations

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1.0 AMATEUR STATUS

DEFINITION

- 1.1 An amateur is one who does not perform the sport of fencing for pecuniary gain.
- 1.2 Anyone who is not an amateur as defined in 1.1 above is considered to be a professional.

TEACHERS

1.3 Anyone who receives remuneration for teaching or coaching fencing will not be considered a professional for this reason.

EXECUTIVES

1.4 Persons employed in executive or administrative capacities, or non-competitive pursuits shall not be assumed to be earning their livelihood from their athletic ability until such time as their conduct results in the direct promotion of athletics for pecuniary gain.

COMMERCIAL ACTIVITIES

1.5 A fencer may participate in commercial activities directly relating to fencing and for which income is earned without jeopardizing his/her amateur status provided that the C.F.F., the athlete's club, or the respective provincial association receives the income to be held in trust for the athlete for the reimbursement of bona fide expenses incurred by the athlete.

PROCEDURES

1.6 In all cases where a fencer receives money from the C.F.F. to reimburse travel or other expenses for fencing activities, he/she shall be required by the C.F.F. to send to the National Office, a signed expense statement showing the amount received and an itemized account of his/her expenses.

DISCIPLINARY ACTION

1.7 Any amateur member failing to furnish such statement as required in Section 1.6 above, within thirty (30) days of the date of the request for such statement, shall be liable to disciplinary action. Any such member furnishing inaccurate, incomplete or misleading information shall be liable to disciplinary action.

F.I.E. STATUTES

1.8 All F.I.E. Statutes and Rules relating to amateur status govern.

PRESIDING

1.9 Professionals shall be allowed to referee at C.F.F. sanctioned tournaments. (June 2000)

JURISDICTION

1.10 In all cases which arise concerning the amateur status of a member, the matter

shall be placed before the C.F.F. Board of Directors for decision.

2.0 EXTERNAL AFFILIATIONS

AFFILIATION CRITERIA

- 2.1 The C.F.F. may enter into articles of affiliation with any body which complies with one or more of the following criteria:
 - (a) Body which governs an amateur sport or sports;
 - (b) Body which operates recognized periodic competitions in amateur sports among groups of countries including Canada;
 - (c) Body which controls or co-ordinates an amateur sport internationally;
 - (d) Body which is an association or federation of national or international sport governing bodies.

AFFILIATION APPROVAL

2.2 Affiliations with bodies which qualify as above shall become operative only after the Board of Directors of the C.F.F. votes by a two-thirds majority in favour of the affiliation.

C.F.F. REPRESENTATION TO EXTERNAL AFFILIATIONS

2.3 Where the C.F.F. is entitled to elect a member to the Board of Directors or a representative to a meeting of a body to which the C.F.F. has become affiliated, such positions shall be filled by vote of the Board of Directors of the C.F.F.

3.0 MEMBERSHIP

GENERAL

- 3.1 The CFF shall have the following classes of membership:
 - a) Branch Members;

and

b) Licence holders (Annual members)

as defined in the Bylaws.

- (i) Any individual may become a licence holder of the CFF upon payment of the appropriate fee and by registering either individually or through a branch, according to the procedure determined by the branch of the licencee, on the CFF electronic registration system and providing personal demographic data in a format that will determined from time to time.
- (ii) Personal data provided by licence holders will be treated as confidential and shared with the Branch member selected by the licence holder also on a confidential basis.
- (iii) Personal data will be subject to any Privacy legislation enacted in Canada or the province of registration of the licence holder
- (iv) Upon registration, licence holders will identify their participation categories within the sport or identify themselves as a supporting member.
- (v) Types of participation categories may include but shall not be limited to: Athlete; Coach; Referee; Armourer; Competition organizer; DT; National Board; Provincial Board; Provincial Staff; Volunteer; Friend of Fencing
- (vi) Lifetime Licences: honorary individual licences are awarded at the discretion of the Board of Directors, which endures for the life of the member
- (vii) Corporate Licences: for organizations registered under provincial or national corporations legislation, administered by the CFF
- 3.2 Notwithstanding any provision of these rules and regulations to the contrary, an individual licence in the C.F.F. is held at the sole discretion of the Board of Directors and may be revoked at any time for cause.

APPLICATIONS

3.3 All applications for Branch membership or individual licences shall be made to the C.F.F. through its web-based membership system. All CFF licence holders must be a member in good standing of the Branch governing the geographical area of the applicant's club. Prospective licence holders residing outside Canada may make application to the Branch of their choice.

- 3.4 Applications for CFF Licences must be made annually by the individual licence applicant using the web-based electronic registration system. This information will be shared with the Branch governing the geographical area of the applicant's club. The following mandatory information will be collected in addition to other optional information:
 - a) the name, age, address and club affiliation and branch of the applicant;
 - b) the applicant's electronic declaration that he or she has provided correct and truthful information and that they are subject to and will abide by the By-laws, Policies, Rules and Regulations of the CFF, and of the F.I.E. where applicable;
 - c) the applicant's electronic declaration that he or she participates in all fencing and fencing-related activities solely at his/her own risk and that he/she waives any liability whatsoever of the F.I.E., C.F.F., Branch members and registered clubs for any injury to his/her property or person resulting from such participation. Branch members may additionally have their own release clause which may additionally require a declaration by the applicant, and
 - d) the electronic declaration and acknowledgement of his or her legal guardian or parent as to all of the foregoing when the applicant is not of legal age in the province of residence.

EXPIRATION

- 3.5 Branch membership and individual licence fees shall be set annually by the Board of Directors and reported to the Branch members in the budget report at the CFF Annual General Meeting.
- 3.6 Membership does not vest until an appropriate electronic application and any requisite membership fee is received by the CFF and contains an electronic acknowledgement in place of a written signature
- 3.7 All Branch memberships and CFF licenses, except the Lifetime licence, shall expire on the last day of July.

PROOF OF MEMBERSHIP

3.8 All individual licence holders will be issued a licence number which shall be listed on the CFF website as proof of registration. All other classes of membership shall be issued such proof of membership as is approved by the Board of Directors.

Note: Fencing Passports issued until 2006 as proof of membership shall no longer be mandatory as proof of membership. (cf.**4.7**)

MEMBERSHIP REQUIREMENTS

3.9 All officers of the C.F.F. must hold a current licence at the time of nomination and for the term of their office. During the term of their office all officers must remain in good standing of the C.F.F.

- **3.10** Any participant, including but not limited to coaches, referees, athletes, managers or other C.F.F. designates who participates in a CFF recognized or funded program shall be required to be a licence holder in good standing.
- **3.11** All Branch delegates to CFF Annual meetings must hold a current validated CFF licence to exercise the voting privilege for the Branch.
- **3.12** Individual licences must be validated by the Branch of the individuals identified club.
- 3.13 Holders of CFF licences not validated by a Branch member shall be considered non-compliant with the CFF Bylaws regarding membership and therefore not Annual members.

PROFESSIONALS

3.14 Must hold a current individual licence of the CFF.

PROCEDURES

3.15

- (a) The CFF is responsible for maintaining an electronic registration system that collects fees for the CFF and fees (cf **3.5**) for the Branch as determined by each Branch from time to time;
- (b) Branch fees collected through the electronic registration system shall be paid to the Branch in a the manner identified by the Branch less the service fees directly incurred by the CFF for these transactions;
- (c) Participants must purchase annually from the CFF website a licence prior to participation in any CFF recognized event.
- (d) Participants may purchase annually from the CFF website an FIE License at periodic intervals. It is the responsibility of the individual to ensure that they purchase a licence prior to participation in an international event. The dates at which the CFF orders FIE licences from the FIE will be periodically posted on the CFF website. It is recommended that participants purchase an FIE licence no less than 30 days prior to their first international event of the season.
- (e) The Branches shall forward to the C.F.F. National Office:
 - i) Annual Branch fees prior to September 1st of each year. Fees received after this date will be assessed a penalty for the current membership year;
 - ii) A report of all Club names and contact information, including contact name, email address, street address and coach(s), as early as possible and to comply with article 3.13

CLUB MEMBERSHIP

3.16 To have the status of a recognized club of the C.F.F., in any fencing year, notification from the Branch that the club is in good standing of that Branch must be received by the membership registrar not later than thirty (30) days after the start of the membership year, or in the case of a new club, within thirty (30) days of the establishment of the club as recognized by the Branch member.

- **3.17** For a participant to be recognized as the member of a club:
 - (a) He/she must have represented himself as a member of that club at the time of CFF licence registration or must have effected a change of club membership from his/her previous club to that club and the Branch of registration must have notified the CFF within thirty (30) days of the change.
 - (b) That club must be a recognized club of the Federation otherwise he/she shall be regarded as unattached.
 - (c) An athlete may not represent more than one club in the same weapon. If an athlete wishes to belong to more than one club as a result of fencing competitively in more than one weapon, he/she must declare all of his or her club/weapon affiliations at the time of annual registration for a CFF licence.

4.0 DUES AND FEES

BRANCH FEES

4.1 Each Branch member shall pay annually dues assessed by the C.F.F. for the ensuing year. Branch dues are payable prior to September 1st. Fees received after this date will be subject to a penalty fee.

LICENCE FEES

4.2 C.F.F. Licence fees shall be payable prior to participation in C.F.F. sanctioned or recognized activities.

CORPORATE LICENCES

4.3 Corporations and firms which contribute an amount designated by the C.F.F. shall be corporate licence holders during the remainder of the fiscal year in which the contribution is made.

FAILURE TO PAY BRANCH FEES

4.4 Failure of a Branch member to pay the specified fee within the prescribed time shall cause forfeiture of such delinquent member's membership, including the right to vote, eligibility of all licensees to participate in any C.F.F. tournaments, programs or activities.

FAILURE TO PAY LICENCE FEES

4.5 Failure by any individual to pay licence fees prior to participation in C.F.F. sanctioned events, programmes or recognized activities shall result in the delinquent individual(s) being barred from participation in all activities or benefiting from any programmes of the C.F.F. until such time as all outstanding due(s) and penalties have been paid.

A fine may be assessed against the organizers of a sanctioned event, programme or recognized activity for allowing an individual not holding a current licence to participate.

APPEAL BONDS

4.6 The bond payable to the C.F.F. with applications for reinstatement or for appeals against suspension or other disciplinary action shall be retained by the C.F.F. where the appeal or application is rejected on the grounds that it is frivolous or mischievous (see chapter 8).

PASSPORT

4.7 Passports will no longer be issued by the CFF as membership documents and they will not be mandatory for competition participation. For individuals who wish to maintain a record of their fencing activities, passports will be available for a prescribed fee.

ADMINISTRATION FEE-ATHLETES TRUST FUND

4.8 In cases where the C.F.F. administers the income earned by athletes for commercial activities relating to the sport, the C.F.F. shall retain an administrative fee of ten per cent (10%) of that income. A maximum of \$200 will be charged on any one deposit in trust accounts.

5.0 MEMBER MEETINGS

WRITTEN REPORTS FOR AGM

5.1 Written reports from the branch members, board appointees and C.F.F. directors shall be submitted in an electronic format (e.g. word documents, PDF files) to an electronic file distribution system (ShareFile June 2008) at least thirty (30) days before the Annual General Meeting. Meeting delegates shall have read access to the file distribution system at least ten (10) days before the Annual General Meeting.

MINUTES OF MEETINGS

- 5.2 Minutes of members meetings shall be recorded by a secretary appointed for the purpose.
- 5.3 Minutes of members meetings shall be distributed in draft format not later than forty-five (45) days following the meeting in an electronic format, such as by a file share system or email.
- 5.4 At the subsequent General Meeting of members, minutes of the previous meeting shall be ratified.

NOTICE OF SPECIAL BUSINESS

5.3 Notice of any special business (business requiring a special resolution, e.g. removal of a director) to be conducted at a meeting of members must be presented in writing to the Secretary of the Board in sufficient time to circulate the notice to all branch members at least thirty (30) days prior to the meeting. The notice shall give sufficient information to form a reasoned judgement.

CONFLICT OF INTEREST

All matters of conflict of interest or potential conflict of interest shall be dealt with in accordance with the C.F.F. Conflict of Interest Policy.

6.0 BRANCH MEMBERS

BRANCH MEMBERS RESPONSIBILITIES TO THE CFF

All Branch Members are required each year, within thirty (30) days of their Annual General Meeting; to provide the CFF with an official mailing address, telephone number, fax number, and e-mail address for the purposes of official communication. It is the responsibility of the Branch Member to keep this information current with the National Office. Any Branch Member has the option to request that this information not be made public by the C.F.F.

BRANCH MEMBERS AGM

6.2 Each Branch member shall conduct an Annual General Meeting of its members.

BRANCH MEMBERS JURISDICTION

Branch members shall administer the regulation of fencing within their respective geographical areas in accordance with C.F.F. Resolutions, Rules and Regulations and By-Laws where applicable. Sanctions granted by a Branch member shall be identical in force, effect and validity to a C.F.F. sanction, and shall be exactly equal thereto in every respect and shall be regarded as a C.F.F. sanction.

BRANCH MEMBERS MEETINGS - RESPONSIBILITIES

- 6.4 Branch members shall be required for all of their formal meetings to:
 - (a) circulate reasonable notice of meeting to all eligible members;
 - (b) circulate an agenda with each notice of meeting;
 - (c) maintain and circulate complete and accurate written minutes of the proceedings; and
 - (d) apprise members on reasonable request of their financial position.

BRANCH MEMBERS REPORTS TO C.F.F. ANNUAL GENERAL MEETING

6.5 Each Branch member shall submit an annual report to the C.F.F. Annual General Meeting at least thirty (30) days before such meeting (cf 5.1).

7.0 ELIGIBILITY

COMPETITIONS

7.1 No person shall be eligible to compete in any fencing event given or sanctioned by the C.F.F. or its Branch members unless he/she shall be a member in good standing in accordance with these Rules and Regulations.

UNATTACHED MEMBERS

7.2 Persons who do not register with a club may register directly with a Branch as an unattached member if the Branch rules and regulations allow for unattached members. Such members may later join a club, but may not compete for that club for a period of thirty (30) days after having joined the club.

CLUB TRANSFERS

7.3 An athlete upon being released in writing by a club may not fence for another club for a period of thirty (30) days and shall only be allowed to change club affiliations once during a licensing year. Should the athlete desire not to compete for another club after obtaining such a release, he/she must compete unattached if the Branch rules and regulations allow for unattached members.

CLUB DECLINING RELEASE

7.4 In the case of a club declining to give an athlete his/her release upon request, the athlete shall notify in writing the Secretary of the Branch in which he/she resides, of his desire to terminate his/her membership in the club. He/she must then compete unattached (if the Branch rules and regulations allow for unattached members) for a period of sixty (60) days from the date of such notice, and is thereafter eligible to represent another club. In any event, the sixty (60) day period or any portion thereof, shall terminate with the expiry of the licensing year and the athlete shall be free to register with a club of his choice in the new licence year.

SCHOOL COMPETITIONS

7.5 The restriction mentioned above shall not affect the eligibility of a student to represent his/her educational institution in any non-sanctioned event within the educational athletic program, or his/her eligibility to represent simultaneously, a non-educational club or organization in C.F.F. sanctioned events.

TEAM COMPETITIONS

7.6 In team competitions, each team member shall be a member of the club or Branch being represented in club or provincial team events respectively.

PAYMENTS TO ATHLETES

7.7 Whenever it shall be found by the administration of any Branch, or of the C.F.F., that any individual has paid money to any athlete for his services as an athlete, such individual shall be barred from membership / licensing in and from acting as

an officer of any fencing organization. For the purpose of enforcing such ruling, the administration may bar from competition, any athlete competing for or under the name of the club of which such individual is a member or officer, and during such time as the individual remains as a member of or officer of such club.

INTER-BRANCH AND INTER-SECTION TRANSFERS

7.8 A duly registered CFF Licence holder within a Branch, transferring residence to another branch, shall be eligible to compete in the Provincial/Territorial Championships of the new branch as of the date of notification to the branch officer responsible for membership in the new branch of the change in residence. If the new branch is in a different region from the first, the CFF Licence holder shall, with effect that date, be regarded as a member of the new branch for the purpose of competing in the Regional Championships.

RESIDENCE DEFINITION

7.9 For the purposes of these Rules and Regulations, residence shall be defined as either the domicile or the club of the member, the choice of which is left to the individual member in accordance with C.F.F. club membership rules. Students studying away from home may select either home or school branch as residence for membership purposes. In no case shall any member be deprived of the opportunity of competing in a Provincial/Territorial Championship in any given year.

NON-RESIDENTS OF CANADA

- 7.10 Any non-Canadian amateur fencer, not a resident of Canada, may only compete in any Canadian open event under the rules of the C.F.F., if he/she is a holder of a current certificate from his/her National sports governing body, stating that he/she is an amateur and is eligible to compete in amateur competitions or is the holder of an FIE Licence.
- 7.11 Any Canadian citizen who is a CFF Licence holder and not resident in Canada shall be eligible to compete in any competition for which they meet the entry requirements.

CLUB CHANGES RELATING TO THE NATIONAL CHAMPIONSHIPS

7.12 No club change notice, which is received in the National Office within the sixty (60) day period prior to the National Championships, shall take effect until the day following the completion of the National Championships.

8.0 RELATIONS AND DISCIPLINE

OFFENCES

- 8.1 The C.F.F. Code of Conduct (see Appendix "D") and Harassment Policy (see Appendix "E") outline the principles and expectations of behaviour required of all C.F.F. members. All members must adhere to both the letter and the spirit of the C.F.F. Code of Conduct while engaged in C.F.F. activities.
- 8.2 Every member of the C.F.F. commits an offence which may ground a Complaint who:
 - (a) violates any provision of any C.F.F. object, By-law, regulation, resolution, policy or agreement;
 - (b) acts in an unsportsmanlike manner during a competition;
 - (c) shows disrespect to any officer of the C.F.F.;
 - (d) commits an act which may bring the C.F.F. into disrepute;
 - (e) allows the participation of, or competes against, a member who is known to have been suspended; or
 - (f) in the case of an officer or director of the C.F.F. or a member Branch, fails to discharge the proper responsibilities of his or her position, whether through negligence, dereliction, or malfeasance.
- 8.3 In particular, behaviour which violates the provisions of the C.F.F. Code of Conduct and/or Harassment Policy and thus constitutes an offence within Section 8.2(a) includes, but is not limited to:
 - (a) use, or contributing to the use, of alcohol by minors and/or abuse of alcohol by adults;
 - (b) being under the influence of alcohol at competition;
 - (c) use, or contributing to the use, of banned substances in contravention of the rules of the IOC/FIE/C.F.F.:
 - (d) disrespectful, offensive, abusive, racist, harassing, or sexist comments and behaviour;
 - (e) unsportsmanlike conduct such as arguing with officials or actual physical altercations;
 - (f) pranks, jokes, initiation ceremonies or other activities, which endanger, embarrass, or ridicule others; and
 - (g) other activities, which reflect badly upon the C.F.F.

COMPLAINT

8.4 A Complaint shall be any written and signed communication received by the C.F.F. which identifies itself as a complaint, disputes a decision taken by the C.F.F. or one of its delegates, identifies a disciplinary offence within this

- regulation, or identifies a conflict with another member of the C.F.F. pertaining to the business of fencing.
- As well, the Board of Directors of the C.F.F. may refer disciplinary or other matters to the Complaints Officer, in writing, and these referrals shall constitute Complaints.
- A Complaint shall not include any appeal of a selection decision, which is dealt with by the Selection, and Appeals Policy nor any matter of harassment which is being pursued in accordance with the Harassment Policy. However, infringements of the Athletes' Code of Conduct or any other Code of Conduct shall fall within this Chapter.

COMPLAINTS OFFICER

- 8.7 The Board of Directors of the C.F.F. shall designate an individual to hold the office of Complaints Officer. The Complaints Officer shall carry out his/her duties in accordance with these regulations. The Complaints Officer reports to the Executive Committee of the C.F.F..
- 8.8 Individuals appointed to this office should be functionally bilingual (French/English), have pertinent background experience in conflict resolution (legal, mediation and arbitration, etc.), and be a trusted and respected individual within the fencing community.
- 8.9 The Complaints Officer shall hold office for a term of two years, and may be appointed to a second two-year term.
- 8.10 The Complaints Officer shall hold no other paid or volunteer position within the structure of the C.F.F. and shall not be a member of the national team.

ALTERNATE COMPLAINTS OFFICER

8.11 At the time of designation of the Complaints Officer, the Board of Directors, in discussion with the Complaints Officer, shall also designate an Alternate Complaints Officer for a two-year term. The Alternate Complaints Officer shall perform all duties of the Complaints Officer in the event he or she is unable to act for any reason.

CONFLICT OF INTEREST

8.12 The Complaints Officer shall decline to deal with a particular complaint if he or she is in a position of conflict of interest, in keeping with the C.F.F.'s Conflict of Interest Policy. In that event, the Alternate Complaints Officer shall act. If the Alternate is in a position of conflict of interest, the Board of Directors may appoint an ad hoc Complaints Officer to deal with that particular Complaint.

RECEIPT OF A COMPLAINT

- 8.13 A Complaint must be in writing and must be signed by the individual making the complaint (the Complainant). Within five (5) days of receiving a Complaint, the C.F.F. shall forward the complaint to the Complaints Officer.
- 8.14 Upon receipt of the Complaint the Complaints Officer shall review it and proceed

in the following manner:

- (a) reject the Complaint as outside of the jurisdiction of this Chapter;
- (b) reject the Complaint as outside of the jurisdiction of the C.F.F.;
- (c) receive the Complaint and proceed with an informal resolution of the Complaint;
- (d) receive the Complaint and recommend formal mediation or arbitration for the parties at their expense and/or the expense of the C.F.F.; or
- (e) receive the Complaint and proceed with an investigation in accordance with this regulation.
- 8.15 Ideally, the Complaints Officer should try to resolve complaints informally.

NOTICE OF COMPLAINT

- 8.16 In the event that a Complaint is received, the Complaints Officer shall notify the person or persons named in the Complaint, if any, in writing and provide them with a copy of the Complaint within seven (7) days of receipt of the Complaint.
- 8.17 The person or persons named in the Complaint (the Respondent or Respondents) shall have seven (7) days in which to make a written response to the Complaints Officer.

REJECTION OF COMPLAINT

8.18 In the event that the Complaint is rejected due to a lack of jurisdiction the Complaints Officer shall write to the Complainant detailing the reasons for the rejection within seven (7) days of receipt of the Complaint. The Complaints Officer shall have no obligation to inform the Respondent(s).

INFORMAL RESOLUTION

- 8.19 In the event that an informal resolution is undertaken by the Complaints Officer, the resolution should be completed and documented within thirty (30) days of the receipt of the Complaint. Both parties must agree through their signature to the resolution. If either party requests a formal process at any point within the thirty day period or the Complaints Officer feels a more formal process is required, then the Complaints Officer may initiate an investigation or recommend formal mediation or arbitration.
- 8.20 If the Complaint is resolved through an informal resolution acceptable to both parties, then no further Complaint shall be accepted by the Complaints Officer pertaining to the same events unless the parties have failed to satisfy the terms of the informal resolution, or there have been additional incidents relating to the Complaint.

FORMAL MEDIATION OR ARBITRATION

8.21 If, in the opinion of the Complaints Officer, the matter between the parties is not likely able to be resolved in a satisfactory manner through the policies and procedures of the C.F.F., the Complaints Officer can recommend formal

arbitration or mediation to the parties. Any costs of this shall be borne by the parties unless the Complaints Officer considers that the matter is of such importance or of such general application across the C.F.F. that the C.F.F. should share in, or cover fully, the costs of the process.

INVESTIGATION

- 8.22 In the interests of resolving matters quickly, efficiently, and without further aggravating conflict, the Complaints Officer may undertake an investigation.
- 8.23 The nature of the investigation shall be at the discretion of the Complaints Officer and may include: communication with the Complainant, the Respondent, any witnesses or officials, and the review of any pertinent documentation.
- 8.24 The Complaints Officer may obtain such advice or counsel from outside parties as he or she feels is necessary, and may engage the services of a third party to assist with, or conduct the investigation. Any investigation shall be carried out in a timely manner, an in any event, within 30 days, unless there are exceptional circumstances to warrant a further period of investigation.
- 8.25 Any member who refuses to communicate with the Complaints Officer or to answer any reasonable questions posed during the entire resolution process shall be liable to such disciplinary action as may be decided by the Board of Directors.
- 8.26 If, upon the conclusion of the investigation it is evident that the parties agree substantially on the pertinent facts of the Complaint, the Complaints Officer may decide the Complaint without a Hearing, on the basis of the agreed facts, any pertinent precedent, any applicable rules, regulations, policies, etc., and any necessary communications with the Complainant and the Respondent.
- 8.27 If, upon the conclusion of the investigation it is evident that the parties do not agree on the pertinent facts of the Complaint, then the Complaints Officer shall conduct a Hearing.

HEARING

- 8.28 A Hearing may take place by means of written documentation, telephone conference, or in person, or a combination of these methods.
- 8.29 The format of the hearing shall be at the discretion of the Complaints Officer, who shall take into account issues of fairness, cost, seriousness of the complaint, and the nature and location of the parties.
- 8.30 Should any of the parties desire a format different than the format determined by the Complaints Officer, the party may request that the format be changed, provided the party requesting the change pays the C.F.F. for any additional costs incurred as a result of the changed format.
- 8.31 The Complaints Officer shall specify a date for the Hearing. All pertinent parties shall be informed of the date for the Hearing not less than fourteen (14) days in advance.
- 8.32 The parties shall have seven (7) days to make any written submission to the Complaints Officer or to provide any pertinent documents. The Complaints

Officer can also collect or request certain documents that in his or her judgement are pertinent to the resolution of the matter. The Complaints Officer shall receive no further documentation or submissions after the expiry of this time period.

8.33 An advisor or other counsel may represent any party to a Hearing.

RESOLUTION OF THE COMPLAINT

- 8.34 After the Hearing the Complaints Officer may decide the Complaint in the following manner and such decision, resolution and sanction shall be a decision resolution or sanction of the C.F.F.. Sanctions can be applied to either the Complainant or the Respondent:
 - (a) Dismissal of the Complaint
 - (b) Written or verbal reprimand;
 - (c) Requiring a written apology to any pertinent party;
 - (d) Requiring the undertaking of a program of counselling, training, or other external support;
 - (e) A fine of not less than \$25 and not more than \$250;
 - (f) Requiring reimbursement of expenses relating to the Complaint;
 - (g) Removal from a team;
 - (h) Removal from a competition, meeting, or other function of the C.F.F.;
 - (i) Suspension from any activity, any role, or from membership in the C.F.F. for a period of not less than one month;
 - (j) Recommendation to the Board of Directors for termination of employment or contract;
 - (k) Recommendation to the Board of Directors that the matter be prosecuted by law;
 - (l) Expulsion from the C.F.F.;
 - (m) Any sanction which is provided for in the pertinent rule, regulation, bylaw, or policy of the C.F.F.; or
 - (n) Any other reasonable sanction which the Complaints Officer considers appropriate.
- 8.35 If a Complaint is found to be frivolous, then the Complainant may be liable for any costs of the Hearing.
- 8.36 Any member who fails to comply with the sanctions imposed by the Complaints Officer shall be considered suspended from membership in C.F.F. until the time of his or her compliance.
- 8.37 If the sanction requires communication with other parties having a relationship with C.F.F. (Branch Members, CAC, etc.), then the National Office shall issue the necessary communication to the relevant parties, providing only such information as is necessary by virtue of the relationship with C.F.F..

RESOLUTION REPORT

8.38 Upon resolution of the Complaint, the Complaints Officer shall prepare a written, signed Resolution Report detailing the determined facts, the positions of the

- parties, the process followed and the manner in which the Complaint was resolved, decided or otherwise disposed of.
- 8.39 A copy of the Resolution Report shall be forwarded to the Complainant, Respondent, and the President of the C.F.F. within seven (7) days of the conclusion of the Hearing.

RECORDS

- 8.40 A full record of each Complaint shall be retained in a confidential file at the National Office of the C.F.F.. Included in the file shall be the original Complaint, all correspondence, all notes of the Complaints Officer, any other pertinent documentation and the Resolution Report of the Complaints Officer.
- 8.41 These files shall be made available to the Board of Directors, the Alternate Complaints Officer or any Complaints Officer for use as precedent. Otherwise, they shall remain confidential, unless law requires the C.F.F., to disclose them.

TIME FRAMES

8.42 The Complaints Officer may, in his or her sole discretion, abridge or expand any time frames herein to a reasonable extent.

APPEAL

- 8.43 An appeal is available from a decision of the Complaints Officer only on the grounds of inconsistency with past resolutions of a similar complaint or due to procedural unfairness.
- 8.44 The National Office shall receive written, signed Notice of the Appeal within one week of the receipt of the Resolution Report of the Complaints Officer by the appellant. The Notice of Appeal must clearly state the grounds of appeal.
- 8.45 A \$250 deposit must accompany the Notice of Appeal; refundable provided the appeal is not found to be frivolous.
- 8.46 An Appeal Board shall be determined after receipt of the Notice of Appeal. The Appeal Board shall be three members designated by the Board of Directors from among the Members of the Board of Directors.
- 8.47 If the matter involves an athlete or matters of particular interest to athletes, the Athletes' Representative shall be one of the Directors selected for the Appeal Board. Similarly, if the matter involves a coach or matters of particular interest to coaches, the Coaches' Representative shall be one of the Directors selected for the Appeal Board.
- 8.48 At the beginning of each fencing season, each of the Athletes' and Coaches' Representatives shall designate a minimum of one and a maximum of two designates to act in their stead on the Appeal Board in the event of Conflict of Interest or unavailability.
- 8.49 The Appeal Board shall first determine if the appeal falls within the grounds of appeal. If it does not, the appealant will be informed in writing within seven days. If it is determine that the appeal falls within the grounds of appeal, the Appeal

- Board shall request written submission from the parties and the appellant and the Complaints Officer will have one week to provide same.
- 8.50 The appeal will be determined by the Appeal Board based upon those written submissions and upon review of the file of the Complaints Officer.
- 8.51 No additional materials or submissions will be considered. The Appeal Board will render its written decision within two weeks of the date of receipt of the written submissions of the parties and communicate that decision, in writing to the appellant, the Complaints Officer, and the Board of Directors.
- 8.52 The Appeal Board may:
 - (a) accept the appeal in part or in full and make any determination it deems necessary, consistent with this regulation;
 - (b) refer the matter back to the Complaints Officer for reconsideration in accordance with any directive provided by the Appeal Board; or
 - (c) reject the appeal.
- 8.53 The decision of the Appeal Board shall be final.

INTERPRETATION

8.54 All time periods and deadlines are in calendar days.

NON-APPLICATION

8.55 Nothing in this Chapter shall be construed so as to limit tournament organizers or officials, including referees, from applying the FIE or C.F.F. Rules of Competition at fencing competitions within Canada. Similarly this Chapter shall not be construed so as to limit the High Performance Committee, team captains or managers, officials, or other groups within the C.F.F. from drafting and applying rules of conduct and discipline for matters not covered in 8.1, 8.2 or 8.3 above, provided that such rules of conduct and discipline shall apply only to that particular group, such as the National Team. Any disciplinary measure imposed for matters not covered in articles 8.1, 8.2, and 8.3 above can constitute the object of a Complaint within this Section.

9.0 INTERNATIONAL COMPETITIONS

RESPONSIBILITY FOR PERSONAL DOCUMENTATION

9.1 Candidates for any team representing Canada shall assume responsibility for all personal documentation, including passports, visas, citizenship, vaccination, and all other required documents. Failure to meet these requirements in reasonable time may be cause for exclusion from the team.

PHYSICAL EXAMINATIONS

9.2 Fencers representing Canada on an international games team may be required to satisfactorily pass a physical examination made by a qualified physician no more than thirty (30) days prior to departure, and to present a statement to that effect signed by the physician. A subsequent physical may be required by the team manager at any time if, in his or her opinion, any team member is physically unable to compete, or may put him or herself at risk by competing.

CONFORMITY OF PERSONAL EQUIPMENT TO FIE STATUTES

9.3 Candidates for any international team representing Canada shall assume full responsibility for the conformity of all their personal equipment to current FIE Statutes, on penalty of exclusion from the team.

RESPONSIBILITY FOR COSTS

9.4 Candidates for any team representing Canada shall be personally responsible for all costs incurred in excess of those arranged, and authorized in advance by the C.F.F. The C.F.F. shall advise all candidates in advance of all known details concerning the period of travel, including financing and length of stay.

POLICY ON QUALIFICATION STANDARDS FOR WORLD CUP COMPETITION

- 9.5 Introduction: The development of strong international competitors is a progressive process involving a stepwise increase in the degree of challenge to a fencer's skills. This gradual increase in challenge must take place not only in training but also in the level of competition.
 - To encourage fencers to prepare more soundly to compete at the World Cup level, the High Performance Committee has established standards for qualification to compete in World Cups. These standards are published annually in a Cadet / Junior High Performance or Senior High Performance Athlete handbook. Upon reaching this standard, fencers must achieve a minimum performance level to maintain their qualification to World Cup competition.
- 9.6 Fencers will be eligible for selection to World Cups based on:
 - a) Current membership in the National High Performance Program (NHPP)
 - b) Fulfillment of training and conduct requirements of the NHPP
 - c) Achievement of the stated qualification standard.

QUALIFICATION REQUIREMENTS:

9.7 Qualification requirements are published annually in the High Performance Programme athlete handbooks

10.0 TOURNAMENTS AND COMPETITIONS -- GENERAL

DEFINITIONS

10.1 The Canadian Domestic Circuit shall be a general circuit, consisting of all sanctioned tournaments including all designated events of the National, Regional and Provincial Championships, whose purpose is to allow each CFF Licence holder the opportunity to accumulate as many points as any other fencer in order to determine his or her placing in the National Domestic Rankings, regardless of the geographic location of his or her residence. Canadian Selection Circuit events are part of the High Performance Programme selection process and will be additionally ranked as part of the National Domestic Circuit.

Open (senior) tournaments are competitions held in Canada which satisfy the following criteria:

- i) Open to all duly registered fencers;
- ii) Not closed in any way (e.g. restricted as to age group, classification or place of residence), except that a closed Provincial, Regional or National Championship shall be considered as an open tournament for the purpose of gaining points for the Senior National Domestic Rankings;
- iii) Written notice must be sent at least fifteen (15) days prior to the tournament at least to each Branch member, and the C.F.F. office. Such notice shall state the tournament name, the site of the competition, and the date and schedule of events; and
- iv) Results must be sent to the C.F.F. in the designated format as specified on the CFF website within fourteen (14) days of the event, together with such fees as may be required; and

Closed tournaments are competitions held in Canada which satisfy the following criteria:

- i) Open to all duly registered fencers that meet the selection criteria for the events:
- ii) Selection is by way of a restricted as to age group, classification or other specified criteria;
- iii) Written notice must be sent at least fifteen (15) days prior to the tournament at least to each Branch member, and the C.F.F. office. Such notice shall state the tournament name, the site of the competition, the selection criteria and the date and schedule of events; and
- iv) Results must be sent to the C.F.F. for events for which the CFF maintains a domestic ranking (Cadet, Junior, Open and Masters (June 2008)) in the designated format as specified on the

CFF website within fourteen (14) days of the event, together with such fees as may be required; and

For Provincial Championships:

- i) If closed, are limited to competitive members of that province;
- ii) Written notice must be sent at least fifteen (15) days prior to the date of the tournament at least to each affiliated club in the province, to the C.F.F. and, if open, to each Branch member. Such notice shall state the tournament name (identifying it as a provincial championship), the site of the competition, the date and schedule of events, and whether the tournament is open to fencers from outside the province;
- iii) The Branch member may decide whether or not its championship shall be open or closed. If open, the provincial champion shall be determined to be the fencer from that province who has the best results in the championships.
- A fencer competing in another province's championships will earn points as if he or she were competing in an open or age selected closed competition (provided that she or he is permitted to enter).
 A fencer may be the provincial champion of his or her province of membership only.
- v) results must be sent to the C.F.F. for events for which the CFF maintains a domestic ranking (Cadet, Junior, Senior and Masters{June 2008}) in the designated format as specified on the CFF website within fourteen (14) days of the event, together with such fees as may be required; and

For Regional Championships:

- i) Written notice must be sent at least thirty (30) days prior to the date of the tournament at least to each Branch member and to the C.F.F. Such notice shall state the tournament name, the site of competition, and the date and schedule of events;
- ii) The Regional Champion shall be that fencer who has the best result in the competition and whose residence is within the geographic sector.
- iii) A fencer competing in a regional event outside of the region for which their Branch is a member shall have the competition ranked as if it were an open or closed domestic competition event'
- iv) The Regional Championships shall be ranked as a separate competition in the Domestic National Rankings.
- v) Results must be sent to the C.F.F. for events for which the CFF maintains a domestic ranking (Cadet, Junior, Senior and

Masters (June 2008)) in the designated format as specified on the CFF website within fourteen (14) days of the event, together with such fees as may be required; and

All competition formats approved by the Technical Committee are acceptable, as long as they provide a complete ranking of the participants, from first to last.

SANCTIONS

10.2 A tournament, in order for its results to be counted for National Domestic Rankings must be sanctioned by the C.F.F. upon receipt by the C.F.F. of the designated fee and application must be made by the organizers for that sanction in accordance with the process on the CFF website.

SANCTION FEES

10.3 The sanction fee shall be posted on the CFF website prior to the start of the fencing season. Sanction fees may change from time to time as determined by the Board of Directors.

ENTRY FORMS

- 10.4 All entries for sanctioned competition held under C.F.F. rules must be made on entry forms in written or electronic format that conform to the Rules and Regulations of the C.F.F. and must include:
 - (a) The name, club and licence number of each registered athlete applying for participation;
 - (b) Description of the tournament venue, schedule, contact person and entry fee information:
 - (c) Waiver of liability in favour of the tournament organizers, other participants, officials, sponsoring Branch members, the CFF, and the FIE; and
 - (d) The statement "HELD UNDER THE SANCTION OF THE (the name of Provincial Association), THE (name of Province) BRANCH OF THE CANADIAN FENCING FEDERATION.

LATE ENTRIES

10.5 The question of accepting or rejecting "Late Entries" shall be left to the decision of the tournament organizers, except for National and Regional Championships for which specific regulations apply (See Chapter 12).

FAILURE TO COMPETE

10.6 An athlete who fails to compete after entering an event shall be required to furnish a satisfactory explanation for so doing, or render him or herself liable to disciplinary action.

If the athlete does not reside in the Branch in which the infraction occurred, disciplinary action shall be the responsibility of the C.F.F. in consultation with the Branches concerned.

FIE RULES

10.7 The competition shall be conducted in accordance with the FIE Rules, unless exceptions are announced prior to the event.

FORMAT OF COMPETITION

10.8 The format of the competition (i.e. the elimination structure consisting of the pattern of pools and/or tables of direct elimination) shall be announced on the entry form for the competition. In no case whatsoever may the format for a weapon be changed from that announced once the competition has commenced in that weapon. The special order of bouts for multiple fencers of the same club shall apply as per current FIE rules.

SEEDING OF COMPETITORS

- 10.9 Competitors shall be seeded and placed in pools and direct elimination tables as follows:
 - (a) CFF license holders:
 - 1. First, fencers will be seeded for each age group according to the most recent respective HPP Athlete ID and HPP ranking posted on the CFF web site at the time of the competition

Sr: HP>A>B>S Jr: JHP>JA>JB Cd: CT

- 2. Second, fencers who do not have an Athlete ID will be ranked using the most recent version of Canadian Domestic Ranking available on the CFF website.
- 3. Any Canadian fencers not listed on the Canadian Domestic Ranking shall be seeded by drawing lots following the lowest ranked competitor that appeared in the Rankings.
- (b) Non-Canadian Fencers: Fencers who are members of federations other than Canada, shall be seeded, in relationship to known Canadian fencers, at the discretion of the Directoire Technique in consultation with the National Coaches/HPD/TD.

All fencers shall then be placed in pools and direct elimination tables as follows:

i) In Pools:

Canadian clubs will be recognized in order to afford their fencers maximum protection against conflict. Non-Canadian fencers of a same nationality will be considered as members of a single club (nation).

ii) In Direct Elimination Tables: All fencers shall be placed

in strict accordance with their seeding.

ELECTRIC SABRE

10.10 Sabre competitions are to be judged with an electrical judging apparatus.

APPEALS AGAINST JUDGEMENT OF REFEREES

10.11 As provided in the FIE Regulations of Competition:

The Directoire Technique has authority to settle an appeal. If such an appeal is deemed to be unjustified, the fencer will be penalized with the awarding of a red card by the Directoire Technique.

11.0 CANADIAN SELECTION CIRCUIT EVENTS (CSC's)

DEFINITION

11.1 The Canadian Selection Circuit consists of minimum of two (2) designated competitions plus National Championships with mandatory age categories in Cadet, Junior and Open in each weapon per season. Additional age categories may be added from time to time.

LOCATION OF DESIGNATED COMPETITIONS

11.2 The location of Canadian Selection Circuit competitions will be determined using the Bid Application Process as posted on the CFF Website.

COMPETITION MANAGEMENT

11.3 The CFF will be responsible for providing competition management, referees and technical staff for the competition. The local host committee will be responsible for providing assistance to those resources detailed in the CSC bid document, which may change from time to time.

ENTRY FORMS

11.4 All applications for participation in Canadian Selection Circuit events must complete the online competition entry form and agree to any specified conditions of entry and pay electronically the designated competition fees.

RECORD RETENTION

11.5 All results of Canadian Selection Circuit events will be kept in electronic format by the C.F.F. for a minimum period of time to expire no sooner than six months following the National Championships for that fencing season. These results will include all materials, paper or electronic, necessary to recreate the final results.

MANDATORY TECHNICAL REQUIREMENTS

- 11.6 The technical requirements for Canadian Selection Circuit events will be stated in the bid documents available on the CFF website and may change from time to time.
 - (a) The Local Organizing Committee will be responsible for ensuring that the resources they committed to in the bid document and through discussion with the C F F. competition management staff are in place before the start of competition.
 - (b) The Directoire Technique will consist of three (3) persons and be appointed by the CFF.
 - (c) The competition shall be conducted in accordance with the FIE Rules plus any posted amendments and according to the schedule and format as posted on the CFF website for that event.
 - (d) General venue requirements are as follows:

- i) Must consist of well-lighted room(s) of gymnasium quality;
- ii) Must provide at least the minimum number of pistes indicated in the bid document
- iii) Pistes must provide a minimum interval of 2.5 metres for their entire length along one side for the use of referees;
- iv) Judging apparatus must not be located less than 0.5 metres from the nearest piste and be placed on tables or other supports of a type of construction unlikely to cause injury should a collision occur; and
- v) The C.F.F. requires that a floor plan be submitted as part of the bid process.
- (e) Minimum quantities of electrical judging apparatus must be provided as stated in the bid documentation.
- (f) Provision must be made in the floor plan for an armoury for the conducting of equipment tests as specified on the C.F.F. website for each event.
- (g) Competitors must wear complete regulation fencing clothing meeting FIE specifications (protective jacket and breeches) and wear mandatory knee socks, sous-plastron, glove with gauntlet at all stages of the competition. The fencers must wear an FIE 1600 mask. A manchette or glove with conductive cuff is mandatory for sabre.
- (h) Weapon blades bearing the FIE mark (maraging or equivalent) are not mandatory.
- (i) All events will be conducted with electrical judging apparatus.
- (j) The formula for each event will be posted when the competition is announced on the C.F.F. website. This may change from time to time.
- k) Entry forms must be posted on the CFF website at least one (1) month before the entry closing date.

RECOMMENDED PRACTICES

11.7

- (a) One piste should be identified as the finals piste, raised if possible, equipped with overhead repeater lights and readily visible scoring displays, and with seating facilities for spectators.
- (b) Arrangements should be made for media coverage of the entire event, and in particular, the finals. The event should be publicized and spectators encouraged
- (c) Sufficient space should be provided in the near vicinity of the room(s) in which the pistes are installed so as to allow the placing of athletes' and coaches' personal equipment in a manner that does not interfere with the

- pistes or judging space between them.
- (d) The venue should be reasonably accessible by public transport and have sufficient parking space for private automobiles. Within reasonable proximity there should be sufficient accommodation at reasonable cost and / or private billeting arrangements for all anticipated competitors and officials who may have to stay overnight.
- (e) Change room facilities and showers should be available on or near the premises.
- (f) There should be facilities on the premises for the supply of food and drink to competitors and officials. Facilities should be provided in reasonable proximity to the pistes for the repair and purchase of equipment.
- (g) Competition organizers must provide a final results package to each club upon completion of the tournament.

12.0 REGIONAL AND NATIONAL CHAMPIONSHIPS

DEFINITION

12.1 C.F.F. National Championships include as a minimum requirement Senior, Junior, Cadet, and Team Championships. These Championships are competitions of the Canadian Selection Circuit to which Chapter 11 also applies. Regional Championships include Eastern and Western Championships.

APPLICATION TO CONDUCT NATIONAL CHAMPIONSHIPS

- 12.2 Requests for bids to host National Championships will be made available from time to time on the C.F.F. website.
- 12.3 No Branch shall be awarded two (2) consecutive Championships of the same category (i.e. two consecutive Easterns, two consecutive Nationals, etc.) if other qualified Branches bid for them, and as much as possible an alternation of the Nationals between the Eastern and Western sections of Canada should apply.
- 12.4 Senior and Junior/Cadet Nationals shall be awarded by the Competition Selection Committee following objective evaluation of each bid received two years in advance, and shall be as hereinafter provided for, but in the event of such Championships not being awarded by the Competition Selection Committee, the Board of Directors shall have the right thereafter to make such award to any responsible organizing body. Once awarded, the venue, the dates, nor the format of the event shall be changed without the agreement of both the host Branch and the Competition Selection Committee

STANDARDS

12.5 The C.F.F. shall review the National Championships to ensure that the event is conducted in a proper manner, and in accordance with the C.F.F. Rules and Regulations.

SANCTIONS

12.6 Successful bids for Canadian Selection Circuit competitions and National Championships shall receive sanction from the C.F.F.. The Regional Championships shall receive sanction upon payment of the designated sanction fee.

SANCTION FEES

12.7 Successful bids for Regional shall receive sanction from the C.F.F. The sanction fee shall be posted on the CFF website at or before the time the request for bid documentation is posted. Sanction fees may change from time to time as determined by the Board of Directors.

LANGUAGE REQUIREMENTS - ENTRY FORMS

12.8 All entry forms for Easterns, and Nationals events shall be printed in both English and French. Entry forms for CFF Western Championships may be printed in

French at the discretion of the Organizers. Content of entry forms shall conform to the draft sample attached (Appendix "A").

OTHER ENTRY FORM REQUIREMENTS

12.9 The Nationals shall be referred to as "Canadian Senior / Junior / Cadet National Championships" on all entry forms and promotional material. The Easterns and Westerns shall be referred to respectively as "Eastern Canadian Championships" and "Western Canadian Championships" on all entry forms and promotional material. Entry forms for the Senior / Junior / Cadet Nationals must be made available online at least two (2) months before the closing date for entries. Entry forms for the Easterns and Westerns must be made available online at least one (1) month before the closing date for entries. Each Branch and the C.F.F. secretary must receive electronic notification that the forms are available.

RESPONSIBILITY FOR COSTS

- 12.10 For Regional Championships, the Tournament Organizing Committee shall be responsible for all operating, organizing, and promotional costs of the Championships including medals and trophies (with engravings).
- 12.10a For the Canadian Selection Circuit events and the National Championships, the CFF primarily bears the costs of the tournaments through the collection of all tournament revenue. The responsibility for costs or benefits to the local organizing committee will be described in the request for bid documentation.

POST-CHAMPIONSHIP REPORT

12.11 A full written report will be compiled by the CFF appointed competition manager This report must include total entries in each event and a financial statement.

COMPETITORS RESIDENT REQUIREMENTS

12.12 Competitors must be residents of Canada for at least six (6) months before the Championships or be Canadian citizens.

OFFICIALS (REFEREES AND DIRECTOIRE TECHNIQUE)

- 12.13 The C.F.F. shall be responsible for providing sufficient qualified Referees to ensure the events operate efficiently and provide the referees with a comfortable working environment.
 - The CFF will select and remunerate referees according to policies set for the Canadian Selection Circuit and National Championship events.
 - (a) Shall either provide lodgings of a reasonable standard or provide a contribution equal to the cost of these lodgings to offset the expenditures actually incurred by those officials who elect to make their own arrangements as determined by policy; and
 - (b) Shall reimburse their actual and reasonable travel expenses according to policy

DIRECTOIRE TECHNIQUE AND JURY D'APPEL APPOINTMENT

12.14 The CFF appointed competition manager shall appoint the Directoire Technique for all Canadian Selection Circuit and National Championships in collaboration with the Referee Selection Committee. The Directoire Technique shall consist of three (3) members.

FACILITY REQUIREMENTS

12.15 The requirements will be detailed in the request for bid documentation as posted on the CFF website.

ENTRY FEES

12.16 For Canadian Selection Circuit events and National Championships all Fees and Forms must be received by the closing date as posted on the CFF website. For regional competitions, the competition the Organizing Committee will post the closing date at lease three weeks before the start of the competition.

LATE ENTRIES AND LATE FEES

12.17 All Forms and Fees not received within three weeks of the National Championships, and up to 72 hours preceding the close of registration for the competition, a triple fee policy will be in effect.

Within 72 hours preceding the close of registration for the event, a \$200 CDN late charge on top of the normal late entry fee will be required.

EXCEPTIONS TO THE FIE RULES

12.18 Any exception to the FIE Rules must be approved by the CFF Technical Committee and announced prior to the competition.

FORMAT FOR INDIVIDUAL EVENTS

12.19 The format for each event will be posted on the CFF website with the tournament information and entry forms.

FORMAT FOR TEAM EVENTS

- 12.20 The format of team events shall be at the discretion of the Directoire Technique except as provided herein. Senior teams shall be of three fencers plus one alternate only, the names of whom shall be registered with the Directoire Technique at the time prescribed by the Directoire Technique for confirmation of team entries, and shall not be changed thereafter. No fencer may compete for more than one team in the same weapon, nor may any fencer compete in more than one weapon if any part or parts of competition in those weapons is scheduled to take place on the same day. At the discretion of the Branch, the Branch may be represented in each weapon either by one composite team or by one or more teams representing member club(s), each composed of fencers who are registered members of that club. More than one team per club may be entered in each weapon.
- 12.21 The format of junior team events shall be at the discretion of the Directoire Technique except as provided herein. Junior Provincial teams shall be of three

fencers plus one alternate only, the names of whom shall be registered with the Directoire Technique at the time prescribed by the Directoire Technique for confirmation of team entries, and shall not be changed thereafter. No fencer may compete in more than one weapon if any part or parts of competition in those weapons is scheduled to take place at the same time on the same day.

APPROVED EVENTS

12.22 As a minimum requirement, events shall be held in foil, epee and sabre and in three age categories (Cadet, Junior and Open). Additional age categories may be held at the discretion of the organizing committee.

CHAMPIONSHIP DATES

12.23 The date of the Canadian Selection Circuit events and the National Championships shall be determined by the CFF to meet high performance programme needs where possible and be approved by the C.F.F. Board of Directors. The dates of the Regionals must be at least four (4) clear weekends prior to the Cadet / Junior Nationals.

AWARDS

12.24 Medals shall be awarded to all fencers, who place in the first four (4) individual and the first three (3) for team events of the Championships. Medals shall be awarded to all team members, including the designated alternate. Medals shall be of the official CFF design and wording unless alternatives are previously approved in writing by the CFF.

ELIGIBILITY TO COMPETE IN THE CANADIAN CHAMPIONSHIPS

12.25 Only fencers having competitive membership in their respective Branches and in good standing with the CFF are qualified to compete in the National Championships.

PROCEDURE FOR ENTRY OF A COMPETITOR IN MORE THAN ONE EVENT

12.25 An athlete may not take part in two (2) or more events in the same day unless their participation in the initial event has concluded prior to close registration/confirmation of any subsequent event. Athletes entering multiple events on the same day, do so at their own risk, no refunds shall be provided.

13.0 NATIONAL DOMESTIC RANKING

GENERAL

- 13.1 The points system is designed to evaluate as precisely as possible the performance of competitive fencers in Canada during a twelve (12) month period, and to rank them according to their results.
- 13.2 In each weapon and age group (Cadet, Junior, Senior and Masters), the National Domestic Ranking consists of the results from the best five C.F.F. sanctioned competitions, plus the results from regional (East/West) Championships and the National Canadian Championships.
- 13.3 All C.F.F. sanctioned competitions may be submitted for inclusion in the National Domestic Rankings.
- 13.4 For a tournament to be included in the Domestic Ranking it must meet the following general criteria:
 - i) It must be sanctioned by the C.F.F. To be sanctioned, the tournament organizer must register and pay the specified sanction fee online (C.F.F. website) prior to the event.
 - ii) Results must to be submitted electronically in the format described on the C.F.F. website within 14 days of the competition.
 - iii) The C.F.F. Rules and Regulations must be followed; and
 - iv) There must be at least six (6) competitors in an event. For events where fewer than six competitors are registered, see article 13.11.

RANKING PERIOD

- 13.5 The ranking will be kept on an annual rolling basis. A competition will be replaced when either:
 - 1) 365 days have elapsed since it was held

OR

2) it has been held again within 365 days, whichever comes first.

FREQUENCY OF RANKINGS

13.6 Rankings will be prepared periodically throughout the season. Rankings will be posted on the C.F.F. website.

CALCULATION OF POINTS

13.7 A fencer's total domestic points for a twelve (12) month period shall consist of those points earned by competing in the Nationals, the Regionals, and the five best results (by point total) obtained from C.F.F. sanctioned competitions, which may include a provincial championship. A maximum of seven (7) domestic

tournaments will be used to calculate points.

13.8 For the Regional Championships, those fencers whose residence is within the geographic sector shall have their results counted as those of the Regional Championships; those fencers whose residence is within the other geographic sector shall have their results counted as an open tournament.

PROCEDURE

13.9 Results from C.F.F. sanctioned domestic events shall be submitted to the C.F.F. in the manner prescribed on the C.F.F. website.

THE POINT SYSTEM

13.10 The points earned by a fencer in any tournament shall be calculated as follows:

$$R = F * (1.006 - (log P/log N))$$

where:

R = ranking points awarded for P

P = place achieved in the competition

N = number of entries in the competition: and

F = 15xA + 10xB + 5xC + 3xD

Where A = # As present at the competition

B = # of Bs present at the competition

C = # of Cs present at the competition

D = # of Ds present at the competition

A minimum force (F) will be applied for all sanctioned competitions. If calculated value of F is less than the minimum value, then the minimum value for F will be used for each age group as follows:

Open: F = 30 Junior: F = 20

Masters: F = 20 Cadet: F = 10

Points will be calculated to one decimal place.

For purposes of clarification, the following examples are given:

Example A
Number of Entries (N): 41

As	Bs	Cs	Ds	F
3	5	9	4	152
place		pc	points	
1		152.8		
2		12	124.4	
	3	10)7.8	
	4	9	6.0	
	5	8	6.9	
	6	79.4		
	7	73.1		
	8		67.6	
9		62.8		
1	10		8.5	
1	11		54.6	
1	12	5	1.1	_
13		4	47.8	
1	4	4	4.7	
1	15	4	1.9	
1	16	3	9.3	
1	17	3	6.8	
1	18		4.5	
1	19	3	2.2	
2	20		0.1	
2	21	2	8.1	
2	22	2	6.2	
2	23	24.4		
24		2	2.7	
25		21.0		
26		1	9.4	
27		1	7.9	_
28		1	6.4	_
29		1	4.9	_
30		1	3.5	_
31		12.2		_
3	32	10.9		
33		9.6		
34		8	3.4	
35		7	7.2	
36			6.1	
37		5	5.0	
38			3.9	
39			2.8	
40			1.8	
41			0.8	
		_		

Example B Number of Entries (N):39 minimum F=30 applied

As	Bs	Cs	Ds	F
0	0	0	4	12
place		· · · · · · · · · · · · · · · · · · ·		12
1		points 30.2		1
		24.5		1
3		21.2		1
4		18.8		1
	5		17.0	
6		15.5		-
7		14.2		-
8		13.1		1
9		12.2		1
	10		1.3	
11			10.5	
	12		9.8	
	3		9.1	
	4		8.5	
1	5	8.0		
	6	7.4		
	17		6.9	
1	8	6.5		
1	9	6.0		
2	0	5.6		
2	1	5.2		
2	2	4.8		
	23		4.5	
24		4.1		
25		3.8		
26		3.5		
27		3.2		
28		2.9		
29		2.6		
30		2.3		
31		2.0		
32		1.8		
33		1.5		
34		1.3		_
35		1.0		_
36			0.8	_
37		0.6		_
38			0.4	_
39		(0.1	

PROCEDURE FOR LESS THAN SIX COMPETITORS

- 13.11 In the case of events where fewer than six competitors are registered, the following two formats may be applied:
 - a) Where there are less than six competitors who wish to register, they may compete in the event of the opposite sex in the given weapon. Providing the combined event has a minimum of six competitors, the event will be ranked as per 13.10.
 - b) Competition organizers must denote which competitors are participating in the event of the opposite gender to ensure rankings are calculated properly

14.0 FENCER CLASSIFICATION SYSTEM

PURPOSE

- 14.1 In order to facilitate the comparison of the relative strengths of active fencers, the classification system will grade fencers into five classes: "A", "B", "C", "D" and "Unclassified", with the "A" class being the strongest.
- 14.2 The classification system may also be used to provide a simple verifiable method of identifying a fencer's strength and provide a method for gauging tournament strength.

CLASSIFICATION OF FENCERS

PROMOTION

- 14.3 The classification of fencers will be accomplished in the following manner:
 - (a) The following steps shall be used to award classifications:
 - i) Those who have met the Squad (or higher) athlete ID criteria: "A"
 - ii) The top 8% (not including A's) of the senior National Domestic Ranking at the end of the previous season: "B"
 - iii) The next 12% (not including A's and B's) of the senior National Domestic Ranking at the end of the previous season: "C"
 - iv) The next 20% (not including A's, B's and C's) of the senior National Domestic Ranking at the end of the previous season: "C"

DEMOTION

14.4 A classification is valid for the season following the one in which it was earned.

CLASSIFICATION LISTS

- 14.5 The Technical Committee shall keep classification lists by weapon and by classification. These lists will be posted following the final ranking of a season on the CFF website. The lists shall be compiled as follows:
 - (a) Names are listed alphabetically with club and Branch identification;
 - (b) Only those fencers whose names are on the list are recognized as classed fencers for classification purposes and tournament ranking. Foreign class fencers must be recognized as such by the CFF Technical Committee; and

15.0 INTERNATIONAL PRESIDING ASSIGNMENTS

GENERAL

15.1 This Section defines the procedures that must be followed for the identification of those international competitions for which C.F.F.-funded Referee shall be selected and for the selection of those Referees. No Referee attending an international competition shall receive C.F.F. funding therefore, whether in whole or in part, unless that competition has been identified, and the selection made, in accordance with these procedures.

DEFINITIONS

- 15.2 a) Referee; For selection to judge at an international competition, this means an internationally-qualified Referee, qualified to at least the C-Class level and a member of the Elite List or for the sole and express purpose of undergoing international examination, a lesser qualified Referee of not less than N-Class.
 - b) Elite List; Not more than 12 nor less than 8 internationally-qualified Referees of which 3/4 shall be not less than B-Class, selected in accordance with the procedures defined in this Section;
 - c) International Competition: Championships (World senior, junior and cadet and Commonwealth), World Cup competitions (senior and junior), Major Games (Olympics, Pan-Americans and Universiades), and any other competition taking place outside of Canada.
 - d) Selection Committee: Consisting of the President and Vice-President Technical of the C.F.F., plus three additional members, two of whom shall be qualified to at least the B-Class level and have recent international experience -i.e., have judged in not less than four international competitions during the two immediately preceding seasons. Not more than three members of the entire committee may be members of the Elite List;
 - e) Publish: Provide to the President of every Branch a written account of the matter in question.

SELECTION PROCEDURE

- 15.3 a) Prior to the end of August of each calendar year, the Board of Directors shall appoint the selection committee for the coming season and shall, without delay, publish its composition as required by 15.2(e). In the event that the composition of the committee should be changed thereafter, the changed composition shall be published without delay.
 - b) As its first item of business, and before the date of the first World Cup competition of the season, the selection committee shall;
 - i) Establish and publish:

- a) The criteria in accordance with which the selection and priorization shall be made of the complete list of competitions to which Referees may be sent; and
- b) The complete priorized list for the season as derived from application of these criteria;
- c) The criteria for the selection of the Elite List of Referees, and for the selection from that list of the specific Referee for a given assignment which, to minimize the subjective nature of such selections, shall include a formal and documented procedure for:
- d) The selection of the Elite List from the complete pool of active, internationally-qualified Referees; and
- e) The selection of the specific Referee for a given assignment in the event that two or more have signified availability therefore:
- b) The list of Elite Referees for the coming season as derived from application of these criteria;
- iii) Provide every Elite Referee with the criteria and listings described in (i) and (ii) above, together with a survey form to which he/she is to respond, in writing and by a given date, indicating his/her availability for each of the listed competitions.
- From time to time during the season, the selection committee shall confirm each c) competition to which an Elite Referee shall be assigned and not less than two weeks in advance of each such competition and based upon the availability surveys described in (iii) above, together with such additional communication as may be necessary to establish the continued availability of the one or more Referees who may have indicated availability on the initial survey, shall make and publish such selection. Member(s) of the selection committee who is/are candidate (4 for a selection, or who have a close personal relationship with a candidate, shall absent themselves from the meeting for the duration of that selection and shall not participate in any way therein. In addition to the publication requirements of 15.2(e), every Elite Referee shall be informed of every selection made and confirmed, this information to be in writing and prior to the competition concerned. In the event that it should become necessary in the course of the season to revise the priorized list of those competitions to which Referees may be sent, this revised list must immediately be published as provided in 15.2(e), and shall be sent to every Elite Referee together with the survey form as required in 15.3(b) (iii).
 - d) The selection documentation for:
 - i) Selection of the Elite List of Referees; and

- ii) Every assignment in which two or more Referees had signified and confirmed availability for that assignment shall be kept on file in the National Office, and shall be made available for inspection upon request by any member of the C.F.F..
- e) Every meeting of the selection committee shall have minutes kept and published as provided in 15.2(e), such publication to take place within two weeks of the date of the meeting. For the purpose of this requirement, every consultation employed to accomplish the requirements of (c) above, whatever its nature, shall be regarded as a meeting.

16.0 GOVERNANCE

DEFINITION

- 16.1 A Board of Directors (Board) elected by the Branch members at an Annual General Meeting of the corporation governs the C.F.F. In addition to those directors elected by the Branch members, the coaches and athletes also directly elect one director each to the Board (cf. 16.12, 16.13). Only those directors elected in such a manner will be entitled to participate in meetings of the Board of Directors of the corporation.
- 16.2 To assist in the operation of the corporation, the Board may appoint such advisors and representatives as it deems fit. The Board shall also be assisted by committees struck at its discretion or by the staff of the C.F.F.

ELECTION OF DIRECTORS BY THE ANNUAL MEMBERS

- 16.3 Candidates for Board elections are nominated in writing by Branch members of the corporation and shall bear the signature of the President / Chair or equivalent individual of the nominating Branch and of the candidate nominated.
- 16.4 A call for nomination will be made with the notification of the Annual General Meeting of the corporation, or earlier if applicable.
- 16.5 In the event that no candidate receives advanced nomination to a vacancy within the Board, a call for nominations from the floor of the meeting shall be made. Nominations from the floor shall be made in writing and bear the signature of the President / Chair of the Branch or the Branch delegate to the meeting and the signature of the candidate. If the candidate is not present during the meeting, acceptance of the nomination may be received from the candidate by another means (email, fax etc.) where verification can occur to validate that the acceptance originated from the candidate.
- 16.6 Candidates shall be given an opportunity to speak to their candidacy in front of the AGM delegates. No more than three (3) minutes shall be assigned to each candidate. If the candidate is not present during the meeting, the delegate of the nominating branch may speak on behalf of the candidate for no more than three (3) minutes.
- 16.7 There will be no acclamation of a candidate to the Board. A vote shall be held for all candidates.
- 16.8 Directors shall be elected by secret ballot. A candidate must receive a majority vote of the members to be appointed.
- 16.9 President: Where two or more candidates are nominated, a series of ballots will be held until one candidate receives the majority of votes. At each subsequent ballot, the candidate with the lowest number of votes shall be eliminated.
- 16.10 Board Members: When more candidates than open Board positions are

- nominated; the vote shall determine the ranking of the candidates. Each candidate must receive a majority vote to be appointed and a vote for each candidate in the order of ranking shall be held. Candidates receiving the majority of votes shall be appointed.
- 16.11 When only one candidate is presented for the Presidents position or, when the number of candidates presented for the directors' positions is less than the number of open positions, each candidate shall be subject to a vote in confirmation of their appointment. A simple majority of votes in favour of the candidate shall lead to their appointment to the Board.
- 16.12 In the event of two or more candidates receiving the same number of votes for ranking, a second round of voting shall take place to break the tie. The candidate receiving the simple majority of votes shall be ranked higher.

ELECTION OF COACH AND ATHLETE DIRECTORS

- 16.13 The director representing the Coaches shall be elected according to the Rules of the C.F.F. Coaching Division.
- 16.14 The director representing the Athletes shall be elected according to the C.F.F. policy for this position.

MEETINGS OF THE BOARD OF DIRECTORS

- 16.15 All directors of the corporation shall be entitled to receive notice of and attend Board meetings of the corporation.
- 16.16 Directors shall be reimbursed expenses to participate in Board and General meetings of the corporation.
- 16.17 Directors shall receive an annual schedule for meetings. Meetings shall be rescheduled if a quorum of directors cannot be present, or that a 2/3 majority of directors agree.
- 16.18 The Agenda for Board meetings shall include as standing items:

Review of previous meeting minutes

Review and updates on action items of previous meeting

Report from the President

Reports from staff members

Reports from committees as per their scope

- 16.19 Each director will be given the opportunity to speak to each issue at the meeting by the meeting chair.
- 16.20 The immediate past-president of the corporation shall be entitled to be notified of and participate in C.F.F. Board meetings according to the bylaws of the corporation.
- 16.21 Committee chairs and Board Appointees may be required to be available as a resource for Board meetings. In such cases, these individuals shall be notified of their requirements and asked to join the meeting for reporting / discussion /

review in a method as determined by the Board, which could be in person, by teleconference, videoconference or another mechanism.

COMMITEES

- 16.22 The Staff of the corporation or the Board may appoint at their discretion committees to assist it in conducting the business of the corporation.
- 16.23 When a committee is struck, a scope document (Appendix) for the committee shall be established outlining the committee structure, responsibilities, reporting structure, life of the committee, meeting frequency and so forth as outlined in the scope document.
- 16.24 Committees shall be assigned resources such that the committee may function. Such resources for example may be online chat rooms, online survey opportunities, conference calling and shared secure file storage.
- 16.25 The chair of a committee shall be responsible for providing written reports to the corporation as per the scope document.

BOARD APPOINTEES

- 16.26 The Board may appoint at its discretion individuals to specific portfolios to represent the interests of the corporation and serve as a liaison to various outside organisations.
- 16.27 Board appointees may be directors of the corporation, committee members or other identified individuals.
- 16.28 Board appointees shall be given a scope of responsibility (Appendix) and required to report to the Board when required.
- 16.29 Board appointees are not directors of the corporation.
- 16.30 Board appointees shall report to the Board as required in their scope of appointment. Reports will be written.
- 16.31 Examples of positions that can be held by Board Appointees:

COC Director International liaison Pan American liaison etc.

DECISION MAKING PROCESS

- 16.32 Decisions of the Board or Committees can be reached by consensus or by vote if consensus cannot be reached.
- 16.33 Decisions reached by consensus shall be recorded as 'carried' in the meeting minutes.
- 16.34 When a vote is held, each director at a Board meeting, or committee member at a committee meeting shall hold a single vote. A simple majority shall carry the resolution unless the CFF Bylaws or the Corporations act specify differently. The

- outcome of resolutions shall be recorded as 'carried' or 'defeated' in the meeting minutes.
- 16.35 The chair of the meeting shall carry a single deciding vote if the initial outcome of a vote is tied.
- 16.36 There shall be no proxy votes at Board or Committee meetings.

MEETING RECORDS

- 16.37 Written records shall be recorded for meetings of the Board and Committees.
- 16.38 Meeting records shall contain as a minimum:

The members present for the meeting

The name of the meeting chair and the name of the meeting recorder

The place and time of the meeting

The mechanism used to hold the meeting

A list of topics discussed

The resolutions proposed and their outcomes

The time at the close of the meeting

- 16.39 Meeting records shall be in the language of the meeting.
- 16.40 Meeting records must be ratified at the next meeting of the Board or Committee or in the event of force majeure at the earliest possible opportunity.
- 16.41 Meeting records shall be translated into the second language following ratification.
- 16.42 Ratified meeting records shall be made available to Branch members via the CFF file sharing system (currently cff.sharefile.com).

GOVERNANCE DOCUMENTS

16.43 Bylaws, Rules and Regulations and Policies must be posted in both English and French on the CFF website to be deemed 'in force'.

ANNUAL GENERALMEETING OF THE CORPORATION

- 16.44 To carry out its responsibility, the AGM should:
 - 1. Approve Vision, Mission, and Value Statements of the Federation
 - 2. Receive the Annual Report, presented by the President on behalf of the Board of Directors and Staff
 - 3. Approve Audited Financial Statements
 - 4. Ratify actions of the Board of Directors on an annual basis
 - 5. Appoint the Auditors

- 6. Approve By-law changes
- 7. Elect the Directors of the Corporation
- 8. Receive an Annual Budget
- 9. Approve Quadrennial Plans and receive Annual Plans of the Federation

FENCING COACHES OF CANADA

RULES & REGULATIONS

Table of Contents

- 1. Name
- 2. Purpose
- 3. Membership
- 4. Management Council
- 5. Coaching Representation
- 6. Meetings of Management Council
- 7. Accountability to Division Members
- 8. Voting by Division Members
- 9. Conduct & Discipline

●1. NAME

• The coaching division of the Canadian Fencing Federation shall be called the:

"Fencing Coaches of Canada".

The official abbreviation shall be "FCC".

•2. PURPOSE

- The purpose of the FCC shall be to maximize the potential of all coaches to serve the Canadian fencing community with the highest quality of instruction, training and support possible.
- The division shall: a. support quality education and training for fencing coaches in Canada,
- b. advocate for and support the profession of fencing coach within Canada,
 - c. provide information to all members about initiatives within and outside of the CFF;

and

d. represent the interests of member coaches.

3. MEMBERSHIP

All members must hold a valid CFF licence and are bound by the bylaws, rules and regulations of the CFF.

A. Categories of membership

 Full members: persons who hold current certification in fencing with the National Coaching Certification Program (NCCP) or are recognized as full members in accordance with the FCC equivalency policy for foreign trained coaches.

- ii. Associate members: persons who are in training within the NCCP or are recognized as associate members in accordance with the FCC equivalency policy for foreign trained coaches.
- iii. Life members persons who have contributed significantly to the division and who the
 division wishes to honor.

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• B. Membership fees

 Division membership fees will be recommended annually by the FCC Management Council to the Board of Directors of CFF. These fees shall be expended for items within the budget submitted by the FCC Management Council and approved by the CFF Board of Directors.

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•4. MANAGEMENT COUNCIL

- The division shall be managed by a Management Council of five (5) members who shall:
 - i. recommend to the CFF Board of Directors, such operational policies and activities that will support the CFF Board's strategic outcomes for coaching;
 - ii. support the implementation of those operational policies and activities that have been approved by the CFF Board;
 - iii. support opportunities for coaches to collaborate with one another to fulfill the purpose of the FCC;
 - iv. serve as a coordinating body to represent the interests and voice of coaches to the CFF Board and its committees and to branch members

•

A. Election of Management Council

• A call for nominations to the Management Council shall be published within sixty (60) days of the expiry of the CFF membership year. All directors are eligible for re-election and all nominees must be licenced FCC division members in good standing with the CFF. A list of nominees shall be published within thirty (30) days of the expiry of the membership year. All members shall have 21days after the publication of the nominees to register their vote. Only the votes received by the voting deadline will be counted.

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• B. Length of term for Management Council members

Members of the Management Council shall be elected for a two year term. A staggered system of elections will be conducted annually so that the positions of two members will be open for election in one year and the remaining three positions will be open for election in the succeeding year.

C. Council Chair

At the first meeting after their election, the Management Council shall select from their number, one member to serve as chair.

D. Recording Secretary

The Management Council may appoint a Recording Secretary to keep minutes of its meetings.

E. Appointment of other Staff

The Management Council may appoint such others as required to implement its plans.

F. Termination of tenure of office

- The office of an elected member shall be automatically vacated:
 - i. if the member resigns the office by delivering a written resignation to Chair of the FCC,
 - ii. if a director has been absent from two consecutive meetings of the Managing Council, or iii. upon incapacitation or death.

5. COACHING REPRESENTATION

- A. The Management Council shall have the authority and responsibility to recommend to the CFF, the coaches' representative whenever such representation is required within committees of the CFF or as requested by external organizations whose purposes are consistent with those of the FCC and the CFF. The CFF shall accept the recommendation for such appointment, unless there are valid reasons not to accept the recommendation.
- B. At the first meeting after their election, the Management Council shall select from their number, one member to be the Coaches' Representative to the CFF Board. The Council may select the same person to serve both as Council chair and as Coaches' representative to the CFF Board.

•6. MEETINGS OF MANAGEMENT COUNCIL

- A. There shall be a minimum of four Management Council meetings held per year. Participation in meetings may be either in person, by telephone or by other telecommunication device that permits all persons participating in the meeting to speak and hear each other.
- **B.** Each elected member of the Management Council shall hold one vote. In the event of a tie, the motion shall be defeated. Decisions shall be made by a simple majority of votes cast.
- **C.** In the event of a vacancy arising within the Management Council, the remaining members may, by majority vote, fill the vacancy by appointment.

7. ACCOUNTABILITY TO DIVISION MEMBERS

- A. Members shall be informed, in a transparent and timely manner, of the work of the FCC Managment Council through publication in both official languages on the FCC section of the CFF website.
- B. The Management Council is responsible for publishing an annual report one month prior to the election of officers for due consideration by its members. The annual report shall include a review of the work of the Management Council.
- C. Whenever any question arises which the Managment Council considers should be put to a vote of the division members, the Chair shall make a written submission of the question to the members for their decision. The decision shall be rendered according to a majority of the votes received within 21 days of the publication of the question.

8. VOTING BY DIVISION MEMBERS

- a. Voting by division members shall be conducted through electronic means such that each member's vote is private and confidential and only one vote per member can be recorded.
- b. Publication of notice on the FCC section of the CFF website will be considered sufficient notice of business requiring a vote. The notice shall include the deadline date to register a vote.
- c. All members, including members of the Management Council, shall have one vote. Proxy votes are not permitted.
- d. In the case of removal of a member of the Management Council from office, a two thirds (2/3) majority of the registered votes shall be required.

•9. CONDUCT & DISCIPLINE

Any person who registers as a member of the FCC will, through that registration, agree to
abide by the rules and regulations of the CFF. Violation of any rule or regulation may render
a member liable to censure by the FCC and the CFF in accordance with their respective
disciplinary policies.

Sample Tournament Entry and Waiver Form

OTTAWA UNTOUCHABLES FENCING CLUB

#3-23 Russell Avenue, Ottawa, Ontario K1N 7W9 Tel: (613)-555-3981 8th Annual Guinness Trophy Memorial Fencing Tournament November 14-15-16, 1997

(Individual - Men's and Women's Foil, Men's Epée)

(Team Tournament - same weapons - Random Member Teams of Three)

HELD UNDER THE SANCTION OF THE ONTARIO BRANCH OF THE CANADIAN FENCING FEDERATION AND SUBJECT TO ALL APPLICABLE C.F.F. AND F.I.E. RULES

A CFF Athlete Licence is required by all competitors to participate

We would like to invite your fencers to the 8th annual "Guinness Trophy" Memorial Fencing Tournament. Please find enclosed the tournament schedule and information for the event as well as a map of the city of Ottawa and of the University campus. The tournament will be held in Gyms "B" and "C" in Pavilion Montpetit on the campus of the University of Ottawa. The schedule for the tournament will be as follows:

Friday, November 14 19:00 Close of registration, Men's Foil

19:30 1st round, Men's Foil

Saturday, November 15 9:00 Close of registration, Women's Foil

9:00 Check-in, Men's Foil9:20 Tableau, Men's Foil

9:30 1st round, Women's Foil

10:00 Close of registration, Men's Epée

10:30 1st round, Men's Epée

Sunday, November 16 9:00 Close of registration, Team Men's Foil

9:30 Start of Team Men's Foil

10:00 Close of registration, Team Women's Foil

10:30 Start of Team Women's Foil

11:00 Close of registration, Team Men's Epée

11:30 Start of Team Men's Epée

NOTES: All teams will be randomly made by the Directoire Technique at the close of team registration. All members will be from different clubs whenever possible. Teams will consist of three (3) members each.

VENUE: University of Ottawa, Pavilion Montpetit

125 University, Ottawa, Ontario

(Parking garage two blocks from the gymnasium: corner of King Edward Ave. and Osgoode Street)

MASK CHECK: By armourer prior to commencement of each event

WEAPONS CHECK: On piste for all events

COST: \$ 20 per weapon for individual events and \$25 per team for each team event. Deduct 20% if paying in U.S. funds. Please make all cheques payable to the: "OTTAWA UNTOUCHABLES FENCING CLUB".

Close of registration is November 10th. Any entries, received after this date, are subject to a late penalty of \$10 per individual or team entry.

FORMAT: One round of pools (7 or 8 fencers) with a maximum 20% elimination into a direct elimination table of 15

hit bouts.

REGULATIONS: The current FIE rules will be applied for this competition (www.fie.ch/Fencing/Rules.aspx). The Directoire Technique reserves the right to make any necessary interpretations. Results of the individual to the C.F.F. for inclusion in the national deposition and in the pretional deposition. This temperature

tournament will be submitted to the C.F.F. for inclusion in the national domestic rankings. This tournament is open to professionals. All clubs are requested to please bring one complete set of electrical scoring

equipment (scoring box, 2 reels and floor cords) to ensure smooth operation of the event.

PRIZES: Medals will be given to the top four fencers individually and for all three members of the top three teams.

There will also be sport walkman headphone stereos for the top eight (8) finishers in each individual

weapon, donated by our generous corporate sponsor, THE PRICE CLUB.

MEDICAL: There will be a physiotherapist available to the fencers at the competition and St. Johns Ambulance will

provide a medical attendant on the site each day.

PARKING: A parking garage is located on the campus 2 blocks from the gymnasium. Do not park elsewhere on the

campus, as the City of Ottawa is very efficient at giving parking tickets.

FOOTWEAR: Please ensure that you wear indoor, non-scuff, non-black shoes which have never been worn outside, as this

is a University requirement for us to use their facility. Your co-operation is appreciated.

FOOD / DRINK: A fully stocked canteen will be set-up by the host club.

EQUIPMENT SALES: Fencing equipment retailers will be on site to sell equipment to all those interested.

ACCOMODATIONS: We have a special room rate at the Zorro Hotel, 290 Rideau Street, (corner of Rideau and King

Edward) which is located eight (8) blocks from the gymnasium. A shuttle van will leave the hotel to travel to and from the venue for all athletes. The room rate is \$105/room with a maximum occupancy of four per room. Specify "Ottawa Untouchables fencing competition" when ordering rooms. Contact the hotel

directly at (613) 789-7511. Private lodging is available on request.

INFORMATION: Inigo MONTOYA #3-23 Russell

Avenue Ottawa, Ontario K1N 7W9

Tel: (613) 555-3981

REGISTRATION: Individual and team registrations with payment by credit card can be made online at:

www.theuntouchables.ca/guinnesstrophy/registration

OR

Please print the following information in ink for each athlete participating in the tournament and send the form(s) in to the contact listed above.

NAME:	=	
CLUB:		
ADDRESS:		
CITY:		
TELEPHONE:		
C F F ATHI FTF LICENCE #		

Thank you for taking interest in our tournament. We look forward to competing against your fencers in the near future. Please put our club on your mailing list for all tournaments hosted by your club.

ASSUMPTION OF RISK: All participants or their legal guardians must sign the enclosed assumption of risk form prior to the competition. Please photocopy the enclosed form and have each participant complete it and send it along with the registration information. Thank you for your co-operation.

ASSUMPTION OF RISK

I do hereby acknowledge that not unlike many other sports, participation in fencing may involve inherent physical risks. I understand that the understand that Canadian Fencing Federation, any hosting Provincial Fencing Association, any hosting club, the tournament organisers, all their employees and volunteers, and any individuals associated with the tournament, including the presidents de jury and the Directoire Technique take care and consideration to ensure that these risks are minimized during these competitions. I acknowledge that my personal actions / behaviour may contribute to these risks and I accept responsibility to ensure that my actions do not contribute to further risk of injury to myself or other participants.

	if the Fencer is under 18)	
	Witness	
	Witness	
NOTE:	This form is to be completed by each forcer participating in the tournement and will be collected a	at the

NOTE:

Date:

This form is to be completed by each fencer participating in the tournament and will be collected at the time of registration.

CODE OF CONDUCT

The Canadian Fencing Federation is committed to the achievement of excellence in all aspects of its programming, performance and management. To support that commitment, the Federation has developed this Code of Conduct which sets forth the standards of behaviour and comportment expected of all members. The Canadian fencing community at large should read and become familiar with these principles. Fundamental to the achievement of higher standards is the understanding that we must first individually, and then collectively, take responsibility for our actions. Everyone has a role to play in making the sport of fencing strong and vibrant in this country. The principles which define the standards that the CFF has endorsed are outlined below:

Respect

- for rules and regulations, as defined by the C.F.F. and our partners
- for officials, coaches and others in positions of authority
- for team mates and opponents
 - for customs, practices and ideas which are different from our own.

Cooperation

- working and sharing with others toward a common purpose
 - recognizing that more can be accomplished through teamwork
- treating people fairly and equitably
- building a strong Canadian fencing Team.

Commitment

- achieving success through planning and perseverance
 - setting goals and working toward those goals
- becoming more determined and more focused than our competitors
- maintaining one's integrity in the face of challenges.

Pride

- . participating with infectious enthusiasm
- experiencing the joy of achievement and accomplishment
- becoming a positive role model
- having pride in our sport and its people.

CANADIAN FENCING FEDERATION HARRASSMENT POLICY

POLICY STATEMENT

- 1. The Canadian Fencing Federation (C.F.F.) is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment which promotes equal opportunities and prohibits discriminatory practices.
 - · Harassment is a form of discrimination. Harassment is prohibited by the *Canadian Charter of Rights and Freedoms* and by human rights legislation in every province and territory in Canada.
 - · Harassment is offensive, degrading, and threatening. In its most extreme forms, harassment can be an offence under Canada's *Criminal Code*.
 - · Whether the harasser is a director, supervisor, employee, coach, official, volunteer, parent, or athlete, harassment is an attempt by one person to assert abusive, unwarranted power over another.
 - The C.F.F. is committed to providing a sport environment free of harassment on the basis of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability, or pardoned conviction.
- 2. This policy applies to all employees as well as to all directors, officers, volunteers, coaches, athletes, officials, and members of the C.F.F. The C.F.F. encourages the reporting of all incidents of harassment, regardless of who the offender may be.
- 3. This policy applies to harassment which may occur during the course of all C.F.F. business, activities, and events. It also applies to harassment between individuals associated with the C.F.F. but outside C.F.F. business, activities, and events when such harassment adversely affects relationships within the C.F.F's work and sport environment.
- 4. Notwithstanding this policy, every person who experiences harassment continues to have the right to seek assistance from their provincial or territorial human rights commission, even when steps are being taken under this policy.

DEFINITIONS

- 5. Harassment takes many forms but can generally be defined as comment, conduct, or gesture directed toward an individual or group of individuals, which is insulting, intimidating, humiliating, malicious, degrading, or offensive.
- 6. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature when:
 - submitting to or rejecting this conduct is used as the basis for making

decisions which affect the individual; or

such conduct has the purpose or effect of interfering with an individual's performance; or

- such conduct creates an intimidating, hostile, or offensive environment.
- 7. Types of behaviour which constitute harassment include, but are not limited to:

written or verbal abuse or threats:

the display of visual material which is offensive or which one ought to know is offensive:

unwelcome remarks, jokes, comments, innuendo, or taunting about a person's looks, body, attire, age, race, religion, sex, or sexual orientation;

leering or other suggestive or obscene gestures; · condescending, paternalist, or patronizing behaviour which undermines self-esteem, diminishes performance, or adversely affects working conditions;

practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance;

unwanted physical contact, including touching, petting, pinching, or kissing:

unwelcome sexual flirtations, advances, requests, or invitations; or physical or sexual assault.

- 8. Sexual harassment most commonly occurs in the form of behaviour by males toward females; however, sexual harassment can also occur as behaviour by females toward males, between males, or between females.
- 9. For the purposes of this policy, retaliation against an individual

for having filed a complaint under this policy; or

for having participated in any procedure under this policy; or

for having been associated with a person who filed a complaint or participated in any procedure under this policy, will be treated as harassment, and will not be tolerated.

RESPONSIBILITY

- 10. The C.F.F. Vice-President Finance and Administration and Executive Director are responsible for the implementation of this policy. In addition, the C.F.F. Vice-President Finance and Administration and Executive Director are responsible for:
 - · discouraging and preventing harassment within the C.F.F.;
 - investigating formal complaints of harassment in a sensitive, responsible, and timely manner;
 - imposing appropriate disciplinary or corrective measures when a complaint of harassment has been substantiated, regardless of the position

- or authority of the offender;
- · providing advice to persons who experience harassment;
- doing all in their power to support and assist any employee or member of the C.F.F. who experiences harassment by someone who is not an employee or member of the C.F.F.;
- making all members and employees of the C.F.F. aware of the problem of harassment, and in particular, sexual harassment, and of the procedures contained in this policy;
- · informing both complainants and respondents of the procedures contained in this policy and of their rights under the law;
- · regularly reviewing the terms of this policy to ensure that they adequately meet the organization's legal obligations and public policy objectives;
- appointing harassment officers and being responsible to provide the training and resources they need to fulfil their responsibilities under this policy; and
- appointing unbiased case review panels and appeal bodies and providing the resources and support they need to fulfil their responsibilities under this policy.
- 11. Every member of the C.F.F. has a responsibility to play a part in ensuring that the C.F.F. sport environment is free from harassment. This means not engaging in, allowing, condoning, or ignoring behaviour contrary to this policy. In addition, any member of the C.F.F. who believes that a fellow member has experienced or is experiencing harassment is encouraged to notify a harassment officer appointed under this policy.
- 12. In the event that either the C.F.F. Vice-President Finance and Administration or the Executive Director are involved in a complaint which is made under this policy, the C.F.F. President shall appoint a suitable alternate for the purposes of dealing with the complaint.

COACH/ATHLETE SEXUAL RELATIONS

- 13. The C.F.F. takes the view that intimate sexual relationships between coaches and adult athletes, while not against the law, can have harmful effects on the individual athlete involved, on other athletes and coaches and on the C.F.F's public image. The C.F.F. therefore takes the position that such relationships are unacceptable for coaches employed by the C.F.F.
 - Should a sexual relationship develop between an athlete and a coach, the C.F.F. will investigate and take action which could include reassignment, or if this is not feasible, a request for resignation or dismissal from employment.

DISCIPLINARY ACTION

14. Employees or members of the C.F.F. against whom a complaint of harassment is substantiated may be severely disciplined, up to and including employment

dismissal or termination of membership in cases where the harassment takes the form of assault, sexual assault, or a related sexual offence.

CONFIDENTIALITY

- 15. The C.F.F. understands that it can be extremely difficult to come forward with a complaint of harassment and that it can be devastating to be wrongly convicted of harassment. The C.F.F. recognizes the interests of both the complainant and the respondent in keeping the matter confidential.
- 16. The C.F.F. shall not disclose to outside parties the name of the complainant, the circumstances giving rise to a complaint, or the name of the respondent unless such disclosure is required by a disciplinary or other remedial process.

HARRASSMENT OFFICERS

- 17. The C.F.F. shall appoint at least two persons, one male and one female, who are themselves members or employees of the C.F.F., to serve as officers under this policy. If more than two officers are appointed, the C.F.F. shall ensure a gender balance.
- 18. The role of harassment officers is to serve in a neutral, unbiased capacity and to receive complaints, assist in informal resolution of complaints and investigate formal written complaints. In carrying out their duties under this policy, officers shall be directly responsible to the Vice-President Finance and Administration.
- 19. The C.F.F. shall ensure that officers receive appropriate training and support for carrying out their responsibilities under this policy.

COMPLAINT PROCEDURE

- 20. A person who experiences harassment is encouraged to make it known to the harasser that the behaviour is unwelcome, offensive, and contrary to this policy.
- 21. If confronting the harasser is not possible, or if after confronting the harasser the harassment continues, the complainant should seek the advice of a harassment officer.
- 22. The harassment officer shall inform the complainant of: the options for pursuing an informal resolution of his or her complaint; the right to lay a formal written complaint under this policy when an informal resolution is inappropriate or not feasible:
 - the availability of counselling and other support provided by the C.F.F.;
 - the confidentiality provisions of this policy;
 - the right to be represented by a person of choice (including legal counsel) at any stage in the complaint process;
 - the external mediation/arbitration mechanisms that may be available;
 - the right to withdraw from any further action in connection with the complaint at any stage (even though the C.F.F. might continue to investigate the complaint); and · other avenues of recourse, including the

right to file a complaint with a human rights commission or, where appropriate, to contact the police to have them lay a formal charge under the *Criminal Code*.

- 23. There are three possible outcomes to this initial meeting of complaint and officer.
 - (a) The complainant and officer agree that the conduct does not constitute harassment
 - If this occurs, the harassment officer will take no further action and will make no written record.
 - (b) The complainant brings evidence of harassment and chooses to pursue an informal resolution of the complaint
 - If this occurs, the harassment officer will assist the two parties to negotiate a solution acceptable to the complainant. If desired by the parties and if appropriate, the harassment officer may also seek the assistance of a neutral mediator.
 - If informal resolution yields a result which is acceptable to both parties, the harassment officer will make a written record that a complaint was made and was resolved informally to the satisfaction of both parties, and will take no further action.
 - If informal resolution fails to satisfy the complaint, the complainant will reserve the option of laying a formal written complaint.
 - (c) The complainant brings evidence of harassment and decides to lay a formal written complaint
 - If this occurs, the harassment officer will assist the complainant in drafting a formal written complaint, to be signed by the complainant, and a copy given to the respondent without delay. The written complaint should set out the details of the incident(s), the names of any witnesses to the incident(s), and should be dated and signed.
 - The respondent will be given an opportunity to provide a written response to the complaint. The harassment officer may assist the respondent in preparing this response.
- 24. As soon as possible after receiving the written complaint, but within 21 days, the harassment officer shall submit a report to the Vice-President Finance and Administration and Executive Director, containing the documentation filed by both parties along with a recommendation that:
 - No further action be taken because the complaint is unfounded or the conduct cannot reasonably be said to fall within this policy's definition of harassment; or

The complaint should be investigated further.

- A copy of this report shall be provided, without delay, to both the complainant and the respondent.
- 25. In the event that the harassment officer's recommendation is to proceed with an investigation, the Vice-President Finance and Administration and Executive Director shall within 14 days appoint three members of the C.F.F. to serve as a case review panel. This panel shall consist of at least one woman and at least one man. To ensure freedom from bias, no member of the panel shall have a significant personal or professional relationship with either the complainant or the respondent.
- 26. Within 21 days of its appointment, the case review panel shall convene a hearing. The hearing shall be governed by such procedures as the panel may decide, provided that:
 - The complainant and respondent shall be given 14 days notice, in writing, of the day, time and place of the hearing.
 - · Members of the panel shall select a chairperson from among themselves.
 - · A quorum shall be all three panel members.
 - Decisions shall be by majority vote. If a majority vote decision is not possible, the decision of the chairperson will be the decision of the panel.
 - The hearing shall be held *in camera*.
 - Both parties shall be present at the hearing to give evidence and to answer questions of the other party and of the panel. If the complainant does not appear, the matter will be dismissed. If the respondent does not appear, the hearing will proceed.
 - The complainant and respondent may be accompanied by a representative or adviser.
 - The harassment officer may attend the hearing at the request of the panel.
- 27. Within 14 days of the hearing, the case review panel shall present its findings in a report to the C.F.F. Vice-President Finance and Administration and Executive Director, which shall contain:
 - · a summary of the relevant facts;
 - a determination as to whether the acts complained of constitute harassment as defined in this policy;
 - recommended disciplinary action against the respondent, if the acts constitute harassment; and recommended measures to remedy or mitigate the harm or loss suffered by the complainant, if the acts constitute harassment.
- 28. If the panel determines that the allegations of harassment are false, vexatious, retaliatory, or unfounded, their report shall recommend disciplinary action against the complainant.

- 29. A copy of the report of the case review panel shall be provided, without delay, to both the complainant and the respondent.
- 30. When determining appropriate disciplinary action and corrective measures, the case review panel shall consider such factors as:

the nature of the harassment;

whether the harassment involved any physical contact;

whether the harassment was an isolated incident or part of an ongoing pattern;

the nature of the relationship between complainant and harasser;

the age of the complainant;

whether the harasser had been involved in previous harassment incidents;

whether the harasser admitted responsibility and expressed a willingness to change; and

whether the harasser retaliated against the complainant.

In recommending disciplinary sanctions, the panel may consider the following options, singly or in combination, depending on the severity of the harassment: verbal apology;

a written apology;

a letter of reprimand from the sport organization;

a fine or levy;

referral to counselling;

removal of certain privileges of membership or employment;

demotion or a pay cut;

temporary suspension with or without pay;

termination of employment or contract; or

expulsion from membership.

- Where the investigation does not result in a finding of harassment, a copy of the report of the case review panel shall be placed in the harassment officer's files. These files shall be kept confidential and access to them shall be restricted to the C.F.F. Vice-President Finance and Administration, the Executive Director, and harassment officers.
- Where the investigation results in a finding of harassment, a copy of the report of the case review panel shall be placed in the personnel or membership file of the respondent. Unless the findings of the panel are overturned upon appeal, this report shall be retained for a period of ten years, unless new circumstances dictate that the report should be kept for a longer period of time.

PROCEDURE WHERE A PERSON BELIEVE A COLLEGUE HAS BEEN

HARRASSED

34. Where a person believes that a colleague has experienced or is experiencing harassment and reports this belief to a harassment officer, the officer shall meet with the person who is said to have experienced harassment and shall then proceed in accordance with Section 22.

APPEALS

- 35. Both the complainant and the respondent shall have the right to appeal the decision and recommendations of the case review panel. A notice of intention to appeal, along with grounds for the appeal, must be provided to the chairperson of the case review panel within 14 days of the complainant or respondent receiving the panel's report.
- 36. Permissible grounds for an appeal are: the panel did not follow the procedures laid out in this policy; members of the panel were influenced by bias; or the panel reached a decision which was grossly unfair or unreasonable.
- 37. In the event that a notice of appeal is filed, the C.F.F. Vice-President Finance and Administration and the Executive Director shall together appoint a minimum of three members to constitute the appeal body. This appeal body shall consist of at least one woman and at least one man. These individuals must have no significant personal or professional involvement with either the complainant or respondent, and no prior involvement in the dispute between them.
- 38. The appeal body shall base its decision solely on a review of the documentation surrounding the complaint, including the complainant's and respondent's statements, the reports of the harassment officer and the case review panel, and the notice of appeal.
- 39. Within ten days of its appointment, the appeal body shall present its findings in a report to the C.F.F. Vice-President Finance and Administration and Executive Director. The appeal body shall have the authority to uphold the decision of the panel, to reverse the decision of the panel, and/or to modify any of the panel's recommendations for disciplinary action or remedial measures.
- 40. A copy of the appeal body's report shall be provided, without delay, to the complainant and respondent.
- 41. The decision of the appeal body shall be final.

REVIEW AND APPROVAL

- 42. This policy was approved by the C.F.F. Board of Directors on April 13, 1996.
- 43. This policy shall be reviewed by the Vice-President Finance and Administration and Executive Director on an annual basis.

FENCING • ESCRIME CANADA

Planning the Scope of a Project or Committee

Authority

- a) Who has the authority to approve any proposed changes?
- b) Who has the authority to approve the project plan?
- c) Who has the authority to ensure deadlines are met?

Stakeholders

- a) Who are the people responsible for executing this process
- b) Who are the people who will be directly affected by the results of this change?
- c) Who else will be affected by changes to this process?
- d) What are the stakeholders' attitudes about the changes potentially affecting them?

Project Leader

a) Who will be the task leader, responsible for maintaining momentum, reporting to authority, leading to completion, etc.?

Team Composition

- a) Who should be on the team?
- b) Whose approval is necessary for team members to be able to make the time commitment?
- c) Is substitution practical and acceptable?

Desired Outcomes

- a) What will success look like at the end of the process?
- b) What is the prime goal?
- c) What are the secondary goals, if any?
- d) What are the indicators of a successful process?

Start and End Points

a) What are the first and last steps in the process under review, or the initiative to be completed?

Background

a) What situation has lead to the decision to alter / improve this process, or launch this initiative?

Organizational Frame of reference

a) What organizational factors / conditions should be considered while working on this process?

Linkages

a) What other processes or projects are linked to this process or initiative we are working on?

Barriers

a) What barriers are there to successful completion of this project?

Authorities' Parameters / Expectations

a) What are the sponsor's or authorities' preference regarding completion time, frequency and format of progress reports, committee membership and level of personal involvement?

Group Members Roles

- a) What specific roles are going to be played by individual group members (technical advisor, facilitator, chairperson, recorder etc.)?
- b) Will the roles rotate or stay with each person throughout the project's lifespan?

Learning Modes

a) What skills must be acquired or training undertaken in order to attain high quality results in this project?

Communication Plan

- a) How frequently and what detail should the work of this committee be communicated, and to whom?
- b) Who needs to know about the results of this project, how soon, and in what way?

Resources

- a) What resources are needed?
- b) What resources are available?

Logistics

- a) How often will the group meet?
- b) Where will the group meet?

FENCING • ESCRIME CANADA

Scope of a Board Appointee

Background

a) What situation has lead to the decision to create and appoint to this position?

Desired Outcomes

- a) What will success look like by having this appointee?
- b) What is the prime goal?
- c) What are the secondary goals, if any?
- d) What are the indicators of a successful process?

Authority

- a) Who has the authority to appoint this position?
- b) What authority is delegated to the appointee?
- c) Who has the authority to ensure outcomes are met?

Stakeholders

- a) Who are the people / groups this appointee will interact with outside of the organization?
- b) Who are the people who will be directly affected by the interactions / actions of this appointee?

Reporting Structure

a) Who will the Board appointee report to and in what manner?

Appointment Duration and Review

- a) What is the term of the appointment?
- b) What are the terms to terminate the position early?

Organizational Frame of reference

- a) What organizational factors / conditions should be considered by the appointee?
- b) What organizational factors / conditions should be considered by the Board in disclosure of information to the appointee?

Resources

- a) What resources are needed?
- b) What resources are available?