



Canadian Fencing Federation Policy Document

Procedure for Canadian Domestic Competition Organizers:

All forms and information can be found on the CFF website under Canadian Domestic Competitions and then Competition Organizers.

Rationale:

To be an effective tool for the development of fencing within Canada and to integrate into the LTAD, the competitions organized by clubs or provinces require wide participation, strength and structure. To facilitate this goal, these competitions can be registered with the CFF and the results subsequently added to the Canadian Domestic rankings for cadet, junior, open and veteran's events.

The Provincial Branch member is responsible for competitions within their jurisdiction and therefore assumes responsibility for registering events with the CFF national office, sanctioning competitions within their province and ensuring that results submitted to the CFF comply with CFF requirements and that registration and ranking fees are paid to the CFF.

The Canadian Domestic Competition results will be used in the selection process for CSC events and Canadian National Championships.

Responsibilities:

CFF:

1. to ensure access to the required information, procedures, policies, forms, rankings and payment processing for domestic competition organizers
2. to receive payment, register and rank the event
3. to place the event in the online CFF Competition Calendar
4. to rank the results from the registered event in the Canadian Domestic rankings.

Provincial Branch:

1. to submit a full list of competitions to be registered within their jurisdiction to the CFF national office prior to September 30th each year.

2. to ensure the competition events comply with accepted norms for competitions in Canada and any additional requirements that may be announced from time to time by the CFF. Certify that the competition has met the sanctioning conditions of the host branch.
3. to submit the competition results to the CFF in the required format and with the required fees.
4. to ensure that the competition organizers correct any incorrectly submitted results and pay any additional fees

Competition Organizers:

1. to apply to the provincial branch for sanction
2. to run the competition events in compliance with accepted norms for competitions in Canada and any additional requirements that may be announced from time to time by the CFF.
3. to ensure that competitors meet the age, nationality and gender requirements for the event
4. to ensure that each competitor holds a current validated CFF licence prior to competition.
5. to ensure that the CFF licence number is correct for each competitor
6. to submit the competition results in the approved format and fees to the provincial branch for submission to the CFF.
7. to submit in the approved format the referee activity log with the competition results.
8. to correct any incorrectly submitted results and pay any additional fees

Procedure:

1. The Provincial branch submits a list of approved competitions for registration to the CFF prior to September 30th each year. This list may be modified, but no less than 30 days notice may be given for an event.
2. The Provincial Branch registers each competition using the approved form and payment of the registration fee (http://fencing.ca/competitions_home.htm)

- according to the CFF Domestic Competitions payment policy more than 30 days prior to the event.
3. Registration requests will be processed by the CFF within two (2) working days. If the registration is received less than 30 days prior, the competition will be removed from the CFF competition calendar and additional registration fees may be applicable.
 4. Competition organizers run the event with the minimum requirement of a round of pools and a direct elimination table.
 5. Competition organizers must check the format of the results file using the *fff* check utility available on the CFF website. This utility does not check that the competitor's information and licence numbers are correct.
 6. Competition organizers submit competition results, referee activity logs and payments to the branch for submission to the CFF national office. If *engarde* is used as the competition software, submit the results in the *fff* format as exported from Engarde 8.16 (Competition Organizers: Engarde Requirements). If the competition is run using an alternative method, ensure that the results are submitted in a comma separated text format that is fully compliant to the Engarde 8.16 export *fff* format.
 7. The CFF will rank results received by 4pm eastern time on a Tuesday and rankings will be posted to the CFF website before 9am eastern time Friday if no problems are encountered with the results files. Results will only be ranked if the payment of all fees has been completed.
 8. The CFF will return competition results files to the competition branch members office if the files fail to rank due to incorrect format (engarde 8.16) or other data errors. It is the responsibility of the competition organizers to correct the errors or formatting issues.
 9. The competition organizers will need to correct format (note: other versions of *engarde* have different data formats) or data errors and forward the corrected files to their branch for resubmission the corrected file using the 'Corrected Competitions Resubmission using the approved form with the payment of the fines according to the CFF Domestic Competitions payment policy. Results will be ranked according to point 6.

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