



INTERNATIONAL FENCING FEDERATION

HANDBOOK OF SPECIFICATIONS

Veteran World Championships



December 2011 Edition

The FIE gives the organisation of the Veteran World Championships to a national Federation. The organisers can institute for this purpose a World Championships Organising Committee which, since its inception, has to communicate directly to the FIE from which it gets its instructions.

From its inception until its dissolution, this Organising Committee must respect the Statutes, the Administrative Rules and the Handbook of regulations of the FIE.

The FIE has the ultimate competence over any question related to the World Championships.

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1. ADMINISTRATIVE AND LOGISTICAL OBLIGATIONS

A candidacy request (see Annex) must reach the FIE head office six (6) months before the FIE Congress. Following receipt of the candidacy documents, the FIE Executive Committee will analyse the candidacy.

The candidacy procedure must follow the FIE Statutes guidelines, and the chapter 8 of the FIE organisation rules.

One or two delegates will supervise the competition preparations with the Organising Committee's cooperation and support. This supervision will be maintained until the beginning of the Championships. The role of these delegates is to:

- check the fixed installations and the technical organisation project of the Championships;
- cooperate with the Organising Committee, if required, to find solutions allowing a better flow of the competition, while respecting FIE rules;
- establish, in cooperation and agreement with the Organising Committee, the schedule for the competitions preliminary, elimination and finals;
- supervise all the technical aspects of the transport organisation, the specialised service providers, the hosting, the accreditation, the equipment control, and the official hotels.

1.1 ENTRY OF FENCERS

Participation

The participation to the Veteran World Championships is determined by chapter 8 of the FIE Organising Rules.

Entry

The entries of fencers are to be made by the National Federation of the participants, to the organisers in accordance with article 0.88 of the FIE Organisation Rules.

The entries in individual events are limited to four (4) fencers per category, per sex, per weapon and per country, in accordance with article 0.88 of the FIE Organisation Rules.

Entry fees

The cost of entry fees is set in article 6.2 of the Administrative Rules of the FIE.

1.2 DESIGNATION AND EXPENSES

Designation and expenses

The Organisation Committee will pay for the expenses of the President of the FIE or his representative (plane ticket in economy class, lodging and per diem), in accordance with article 0.93 of the FIE Organisation Rules.

Officials

According to financial arrangements stipulated in Chapter 7 of the Administrative Rules of the FIE, the following officials are designated by the Executive Committee of the FIE and reimbursed by the organisers:

- three (3) members of the Directoire technique, including one of the host country;
 - one (1) delegate of the Refereeing Commission;
 - one (1) delegate of the SEMI Commission;
 - one (1) delegate of the Medical Commission;
- (Article 0.93 of the FIE Organisation Rules)

Referees

For the Veteran World Championships, the referees will be provided by the national federations, according to the quota stipulated in article 0.81 of the FIE Rules:

- 1 – 4 fencers : 0 referees
- 5 – 9 fencers: 1 referee
- from 10 fencers : 2 referees

The referees supplied by Federations will remain at the disposal of the organizer for the entire duration of the Championships.

According to financial arrangements stipulated in Chapter 7 of the Administrative Rules of the FIE, the referees will be reimbursed by the organisers.

The organisers may recruit the FIE referees required for the smooth running of the Championships.

All the Referees nominated for the Championships must attend the refereeing meetings to be held the day before or the morning of the competitions. The organisers are responsible for the administrative and logistical organisation of these meetings.

Video-refereeing, wireless apparatus and transparent mask

For the individual events of the Veteran World Championships, in all three weapons, video-refereeing is **optional** and may be used as soon as the schedule allows the competition to be organised on 4 pistes only, and in any case from the 32 tables in the conventional weapons.

Wireless apparatus is optional at the Veteran World Championships.



Transparent masks are optional at the Veteran World Championships, in all three weapons.

If used, the video-refereeing system must be homologated by the FIE.

1.3 TRANSPORTATION – ACCOMMODATION

Transportation

- Shuttle buses will be provided between:
 - the official hotels and the venue of the competition;
 - the official hotels and train stations/airports, according to the arrival times stated by the delegations.

- precise timetables (which must be adhered to) will be distributed and posted in the hall of each official Veteran Championships hotel and at the venue of the competition.

- a specific transportation service must be provided for the technical personnel of the competitions (competition management, piste and signs, electronic posting, wireless system, video-refereeing system). The transportation must arrive on site one hour prior to the beginning of the first event.

Accommodation

- The official of the Organising Committee in charge of this task must ensure that all the participants are adequately accommodated.

- The former will have negotiated special rates for the delegations beforehand.

2. INFRASTRUCTURES AND PREMISES

The halls intended for competitions must have the following facilities :

- air conditioning to ensure that the temperature remains between 17 and 22 degrees;
- non-blinding lighting for pistes and other areas in accordance with television standards;
- simple decor in good taste (flags of participating nations, lights, flowers...);
- cloakrooms, showers, bathrooms...

The installation of an adequate public address system to allow the supplying of information simultaneously to all people present on the entire site of the competitions (competition halls, cloakrooms, other rooms...).

The organising body must inform itself of the electrical needs (positioning, number, power, voltage, type of plugs, etc.) of the various service providers and presenters.

As official FIE competition, the Veteran Championships must be organised using only materials and equipment approved (homologated) by the FIE, such as :

- Fencing Pistes
- Signal boxes and reels
- Video-refereeing equipment
- Equipment for weapon control

2.1 COMPETITION HALLS

The International Fencing Federation proposes a layout model of the competition site, depending on the number of fencers entered.

The round of pools and the preliminary tables phase will take place on 8 pistes or more (depending on the number of fencers entered). From the table of 64, the competition may take place on 8 pistes for non conventional weapons, but preferably on 4 pistes. From the table of 32, the competition must take place on only 4 pistes.

The possible site configurations are as follows:

- 1 hall with 4 coloured pistes + 1 hall for the final + 4 adjoining pistes
or
- 1 hall with 5 coloured pistes, (piste for the final in the center) + 4 adjoining pistes

Direct elimination matches (128, 64, 31, 16) must begin as soon as pistes are free. They must still respect the posted schedule and allow for the minimum delay between matches, shown below, in accordance with the rules:

- sabre: 10 minutes
- foil: 15 minutes
- epee: 15 minutes

The placement and colour of the pistes must be respected rigorously.

Adjoining pistes hall(s)

- At least 5 to 8 pistes.
- these pistes, mounted on a soft surface, can be spread across several halls as long as they are near one another and in the same site;
- each piste must be equipped with one signal box and 2 reels, all corresponding to FIE standards;
- a zone equipped with chairs for the fencers must be provided at each end of the pistes, outside the bout area;
- the referee zone must measure at least 3.50m;
- the pistes must be numbered;
- one or more medical stations, with trained personnel, must be provided;
- a security service must ensure smooth circulation of people and check that only competing fencers and referees are inside the bout area.

The following diagrams show the arrangement of a hall with 8 pistes and indicate minimum necessary distances.

Accessibility

This or these halls must be accessible to all (public, fencers, coaches, officials...).

Design of the adjoining pistes hall

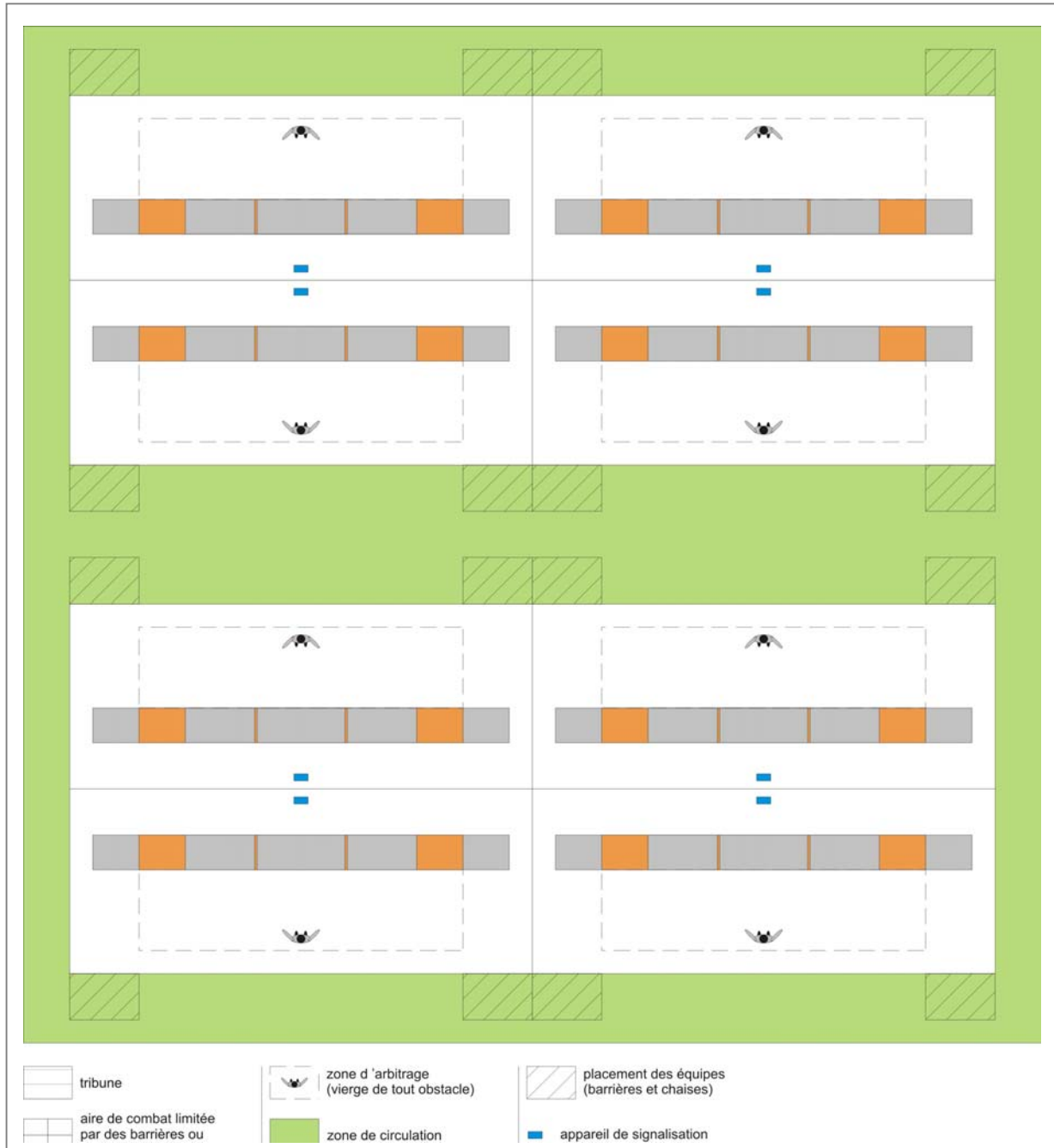
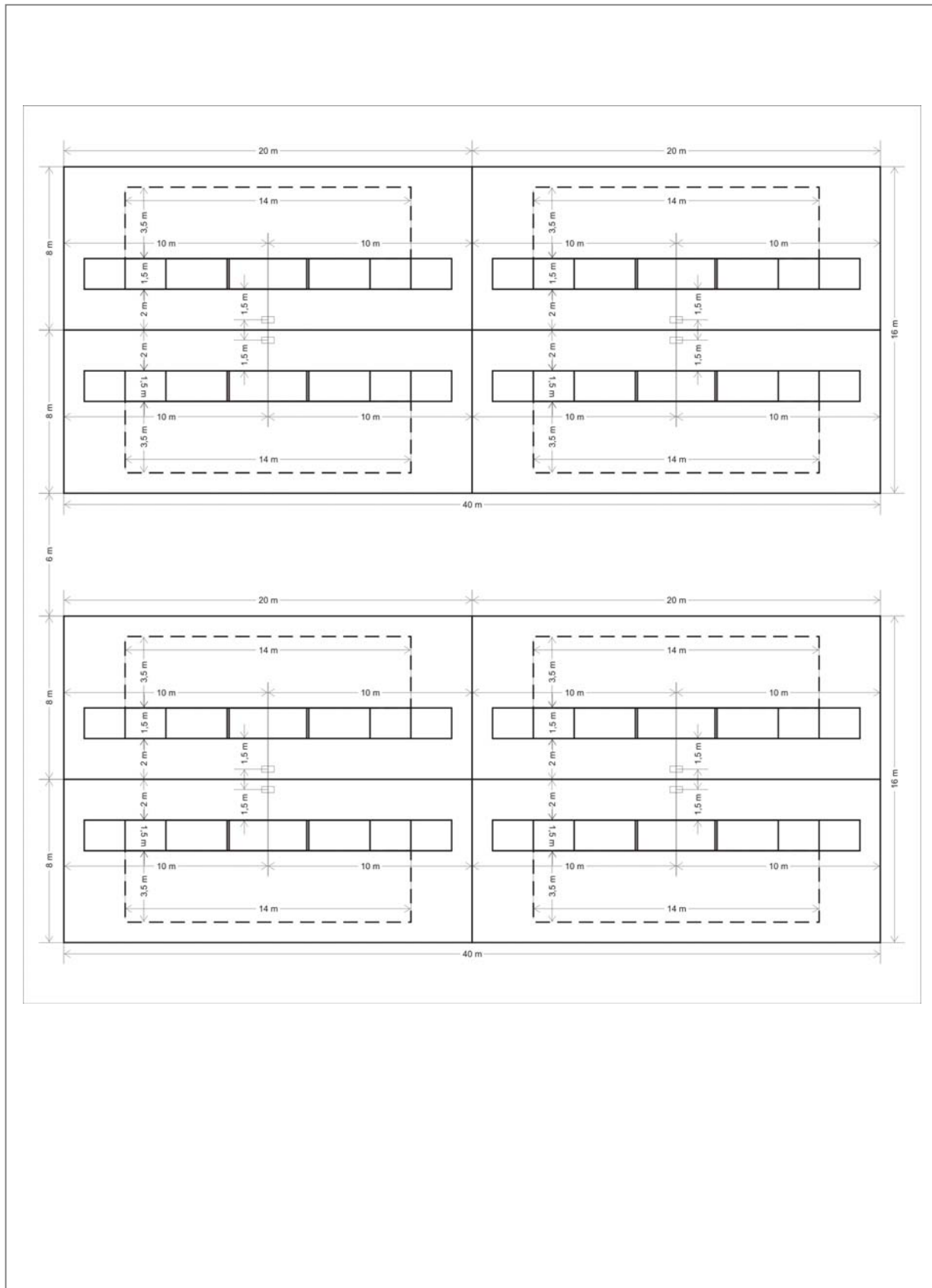


Diagram of the adjoining pistes halls (dimensions)



Direct Elimination Hall

- **4 coloured pistes, or on carpets of different colours.**

- Each one of the **4 coloured zones** must have a dimension of approximately 20 meters in length by 10 meters in width.

- Each piste must be equipped with the following, in accordance with the FIE norms:

- a scoring apparatus including 2 reels, wireless apparatus following the competition rules.
- an electronic scoring board or big plasma screens for each piste, with two sides if tiers of seats are located on both sides, indicating the names and nationalities of the fencers, the score, the rounds, the cards, the time, and the priority (see drawing in **attachment**). Exceptionally, the posting of fencer's and team's names on printed cards will be allowed.
- an electronic scoring board or big plasma screens indicating the matches and timetable of the table of 32, even the table of 64 (see drawing in **attachment**). Exceptionally, the posting of the fencer's and team's names on printed cards will be allowed.
- spare scoring hits apparatus with reels must be arranged.
- if video-refereeing is used, a fixture for the video-refereeing camera (outside of the bouting area) which must be on the referee's side.
- a video refereeing station situated on the referee's side.

At Veteran Championships, signal boxes may be accepted exceptionally instead of electronic score boards.

- a zone equipped with chairs and reserved for the coaches, must be set at each end of the piste.

- **the refereeing zone will be at least 3.50m from the piste.**

- the area of the 4 fencing pistes must be surrounded by fences.

- additional zones with tables and chairs will be set up for:

- ! • the representatives of the Directoire Technique
- ! • medical and emergency services
- ! • the FIE refereeing delegate
- ! • the running of the scoring boards
- ! • the press

- !
- **a public address system with a microphone** will be at disposal of the Directoire Technique.
 - a **security service** will ensure the orderly circulation of the persons and make sure that the only individuals in the fencing zone are the fencers of the match and the referee, and that only authorised persons are present in the hall of competitions (officials, referees, technicians, photographers...)
 - this hall must contain tiers of seats or a gallery to welcome the expected number of spectators.
 - the following drawings present the layout of a hall with 4 pistes and the **minimum distances to be respected**.

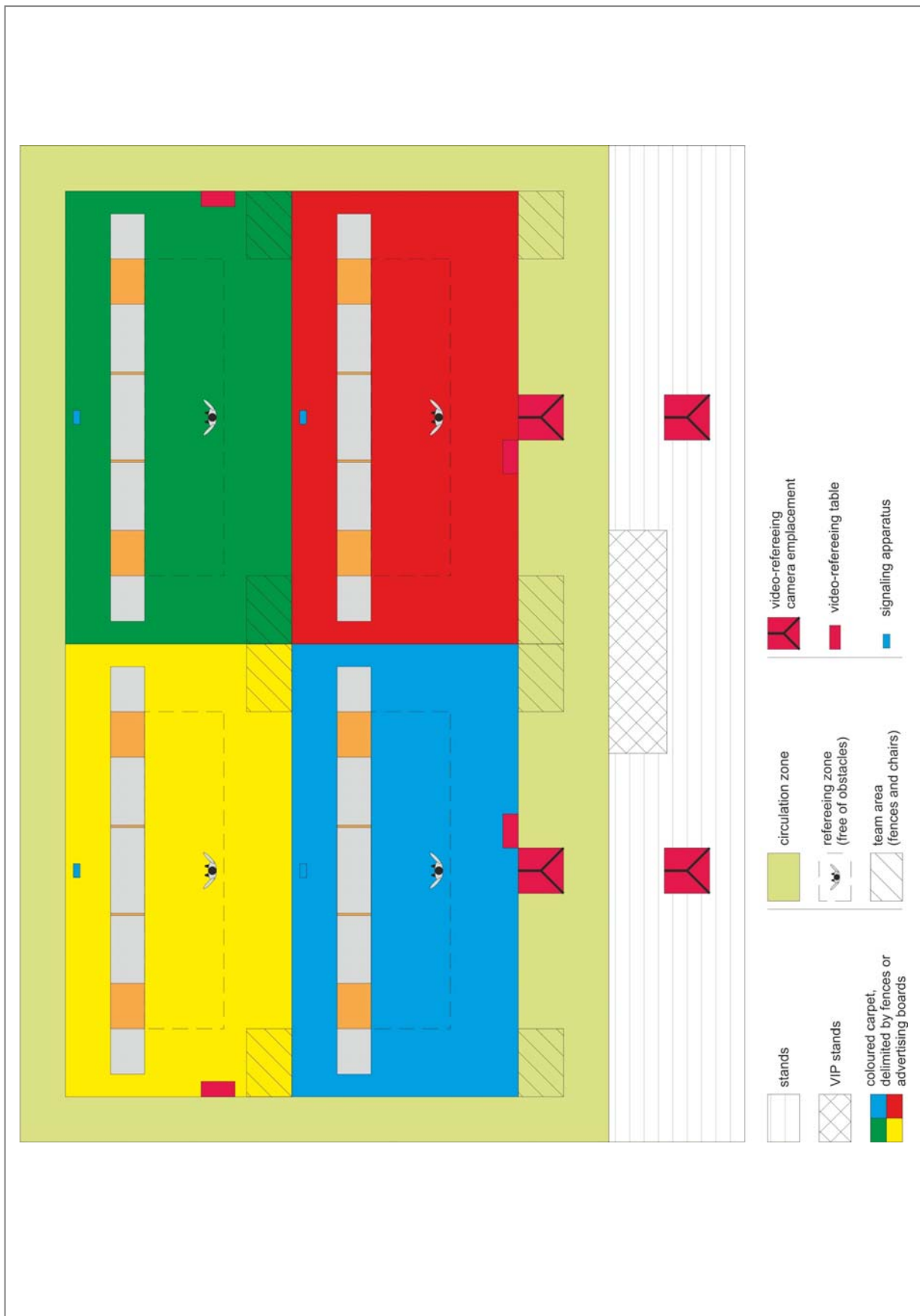
For these competitions, a call room may be provided from the table of 32 or 16. It can be located inside the competition hall but must be clearly sectioned off and its access controlled. It must contain an area for the **control of weapons as well as chairs for the waiting fencers and referees**. The call room must also have an emplacement for the wireless system, if it is to be used.

Preferably, this call room would be located next to the competition hall or in a hall adjacent to the competition hall, and must be 60/90 m².

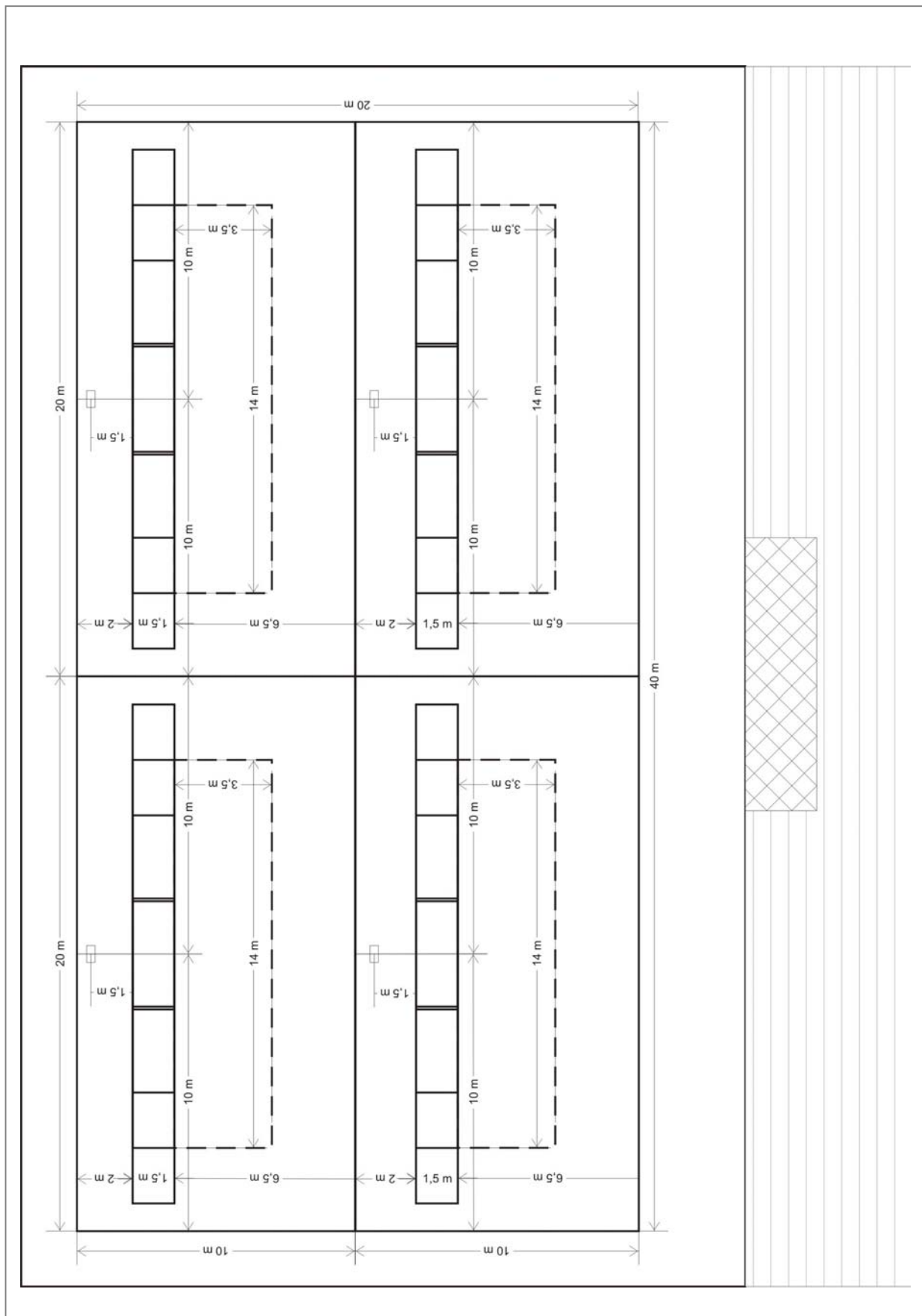
Accessibility

- officials
- referees
- technicians
- enrolled fencers and their coaches
- staff of various media
- doctors and physiotherapists

Drawing of the direct elimination hall and one stand



Drawing of the direct elimination hall and one stand (dimensions)



Drawing of the direct elimination hall with two stands

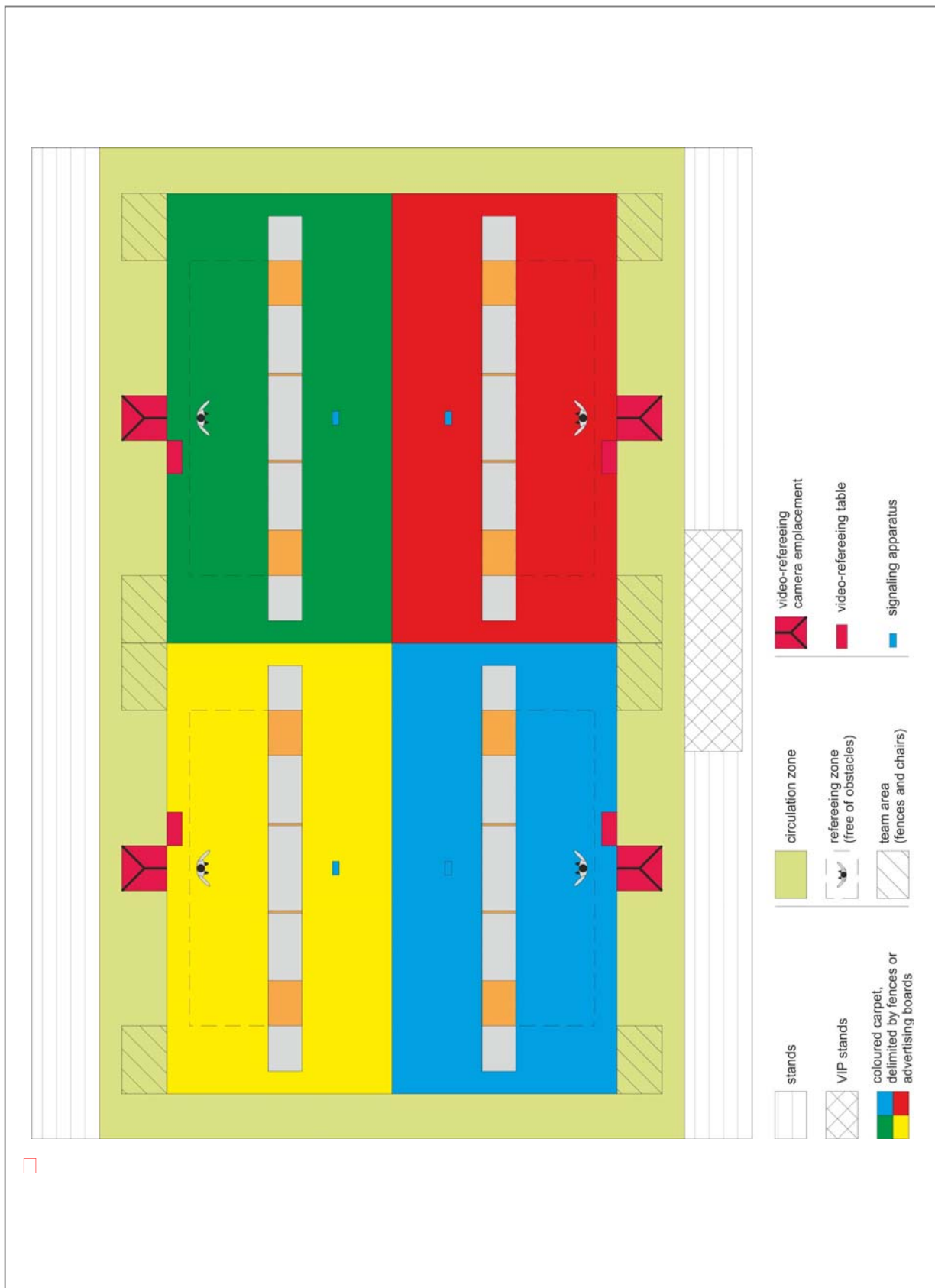
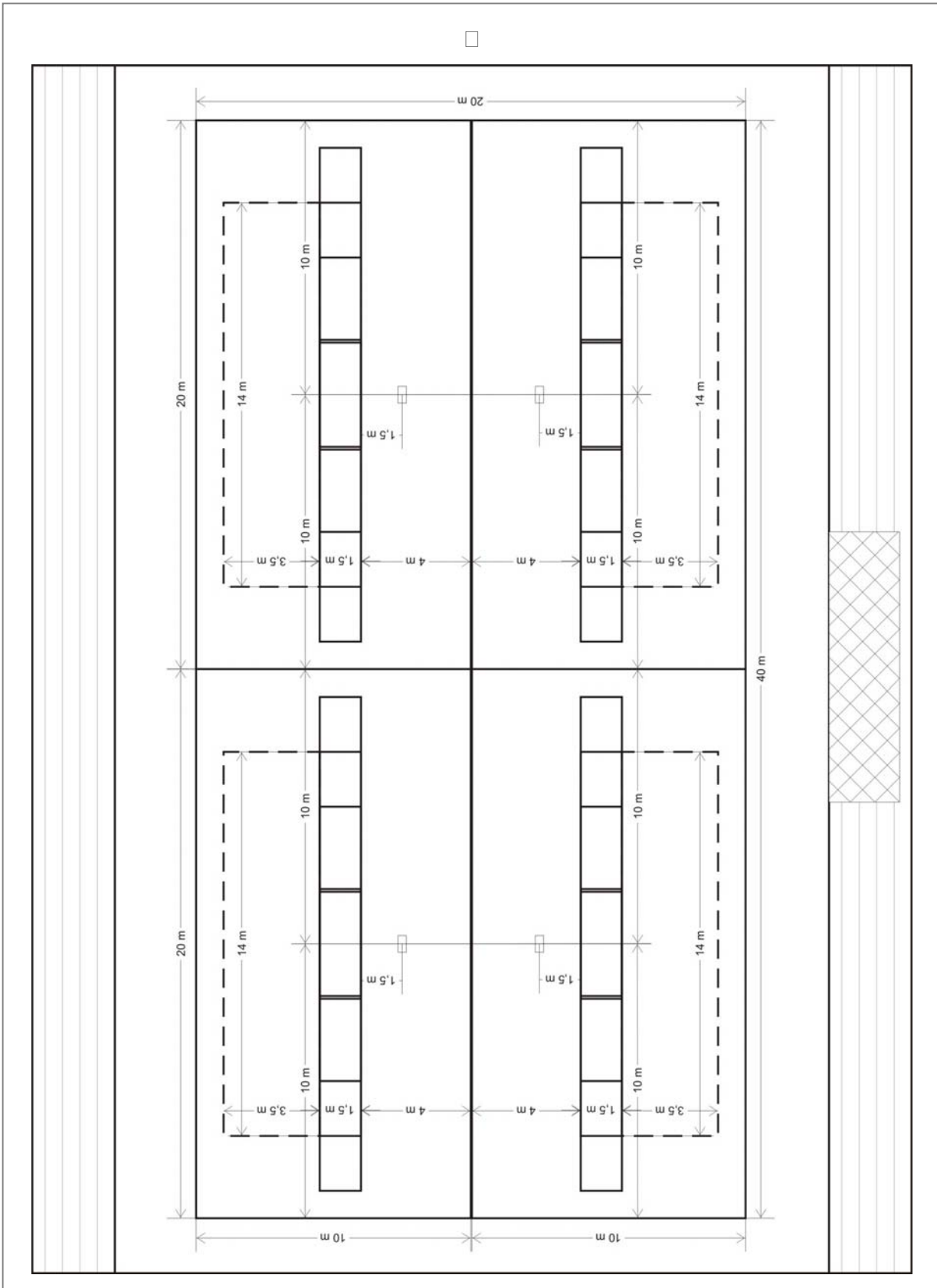


Diagram of the direct elimination hall with two stands (dimensions)



Hall for the final

- **1 single piste** :
 - 1.50 m to 2 m in width.
 - 18 m in length.
 - on a podium raised 30 to 50 cm with the necessary secondary safety features on the sides and at the end of the piste (a suitable slope).

- this hall must contain tiers of seats or a gallery to welcome the expected number of spectators.

- the piste must be equipped with the following, to comply with FIE regulations:
 - a scoring apparatus including 2 reels, even if the wireless system is used.
 - an electronic scoring board with two sides, or big plasma screens in case of tiers of seats on both sides, indicating the names and nationalities of the fencers, the score, the rounds, the cards, the time, the priority (see drawing in **attachment**). In this particular case, the posting of the fencer's names on printed cards will be allowed.
 - 2 large stopwatches at the end of the pistes or two large repeating signal machines.
 - an adequate installation of several sets of extension lights will be settled to ensure a good view for the referee and the public.
 - signal boxes with spare reels on hand.
 - an electronic scoring board indicating the bouts of the table of 8 and their schedule, large enough to be read by the last rows of the public. (see drawing in **attachment**), which can, in this case only, be replaced by big plasma screens of large printed cards posted near the stands.
 - if video-refereeing is used, a location for the video-refereeing camera (outside of the bouting area), always situated on the referee's side.

- for direct elimination tables, a reserved zone at each end of the piste, outside of the fencing zone, will be set up for coaches (with chairs).

- **the refereeing zone will be at least 4 meters from the piste.**

- zones with tables and chairs, outside of the fencing zone, will be set up for:
 - the representatives of the Directoire Technique.
 - the FIE refereeing delegate.
 - medical services.
 - the running of the scoring board.

- a good public address system will be installed, including:
 - a microphone for the Directoire Technique.
 - a wireless microphone for the referee.
 - a wireless microphone for the speaker.
 - the playing of national anthems and background music.

- a **security service** will ensure the orderly circulation of persons and make sure that the only individuals in the fencing zone are the fencers currently in matches as well as the referees, and that only authorised personnel be present in the competition hall (officials, referees, technicians, photographers...).

- A call room may be set up next to the finals hall, if the one near the 4 coloured pistes is too far away.

- a **podium**, with a large step to allow space for both third places, for the individual medal ceremonies.

- a **mechanism for hoisting the 4 flags** of the nations represented on the podium.

- an **area which is close** but independent of the finals hall, for fencers to warm up while waiting for their match.

- **medical services** with a First Aid Station.

- an appropriate location for the press and the television cameras.

- an appropriate decoration of the hall:
 - the FIE flag and the flag of the organiser's country, surrounded by the flags of all the participating countries.
 - carpeting, floral arrangements...

- the following diagrams present the layout of the finals hall with the minimum distances to be respected.

Accessibility

- officials
- referees
- technicians
- enrolled fencers
- coaches during the minute of break of the individual competition
- doctors and physiotherapists of each delegation
- press photographers

Drawing of the hall for the final with a single stand

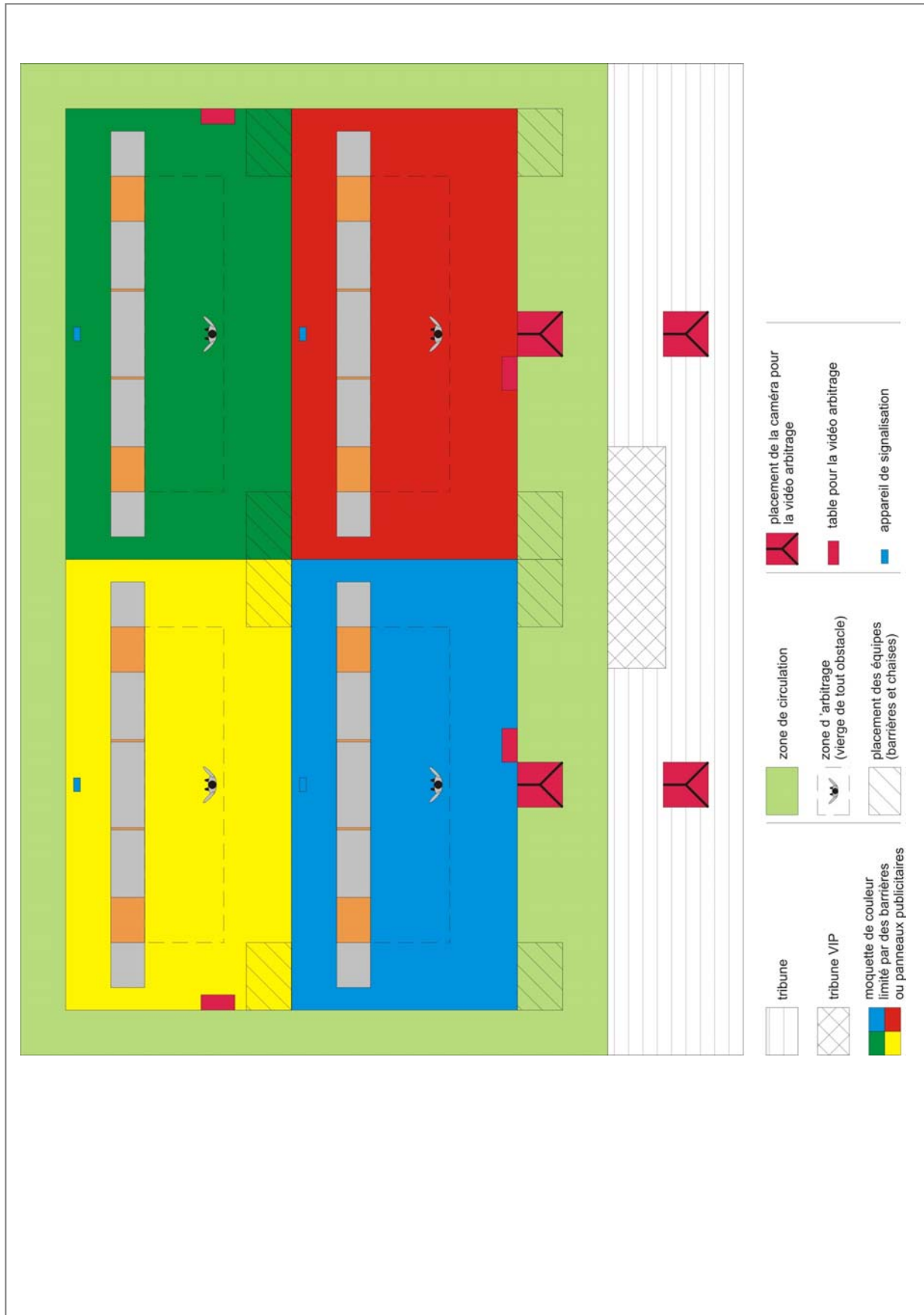


Diagram of the hall for the final with a single stand (dimensions)

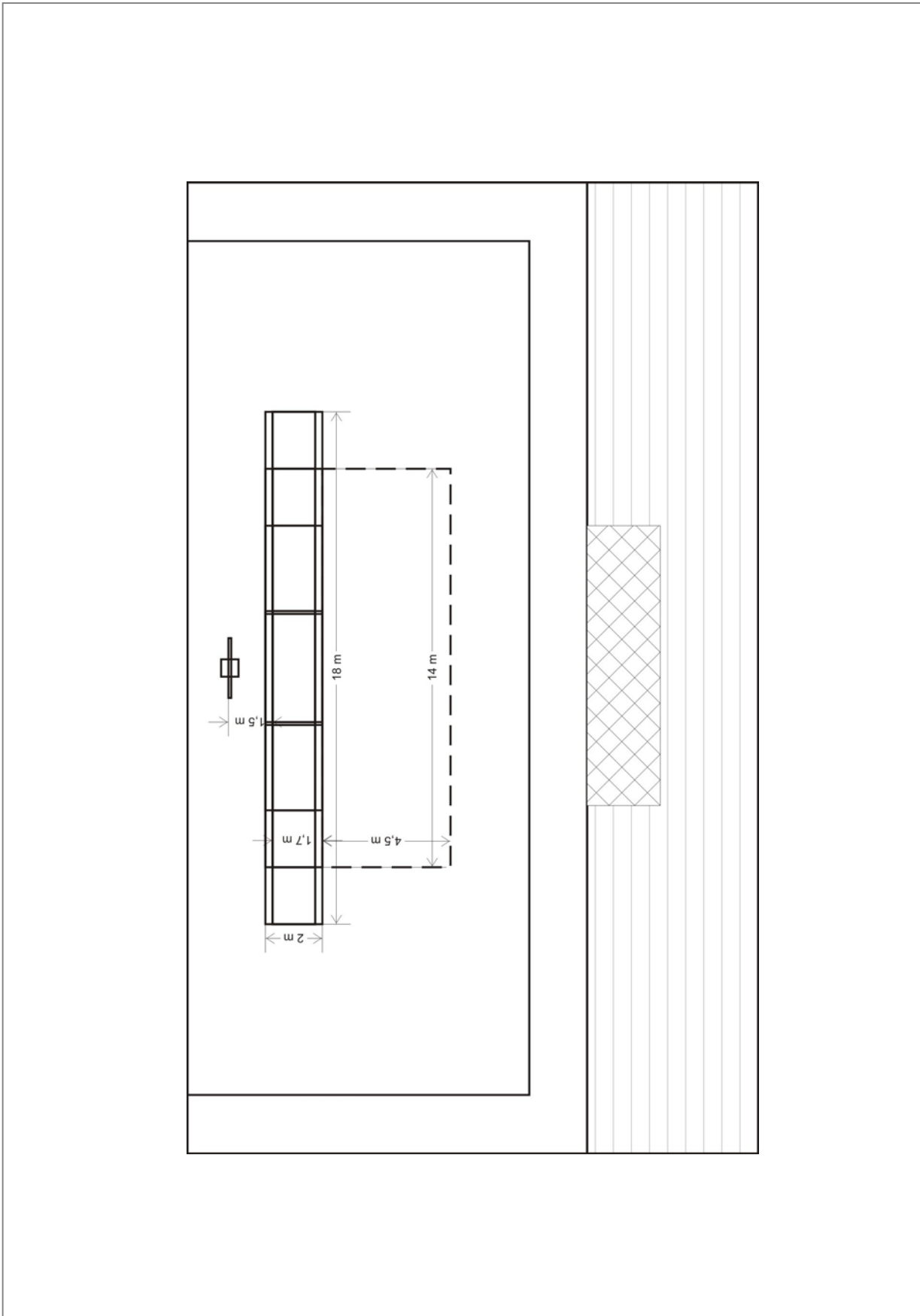
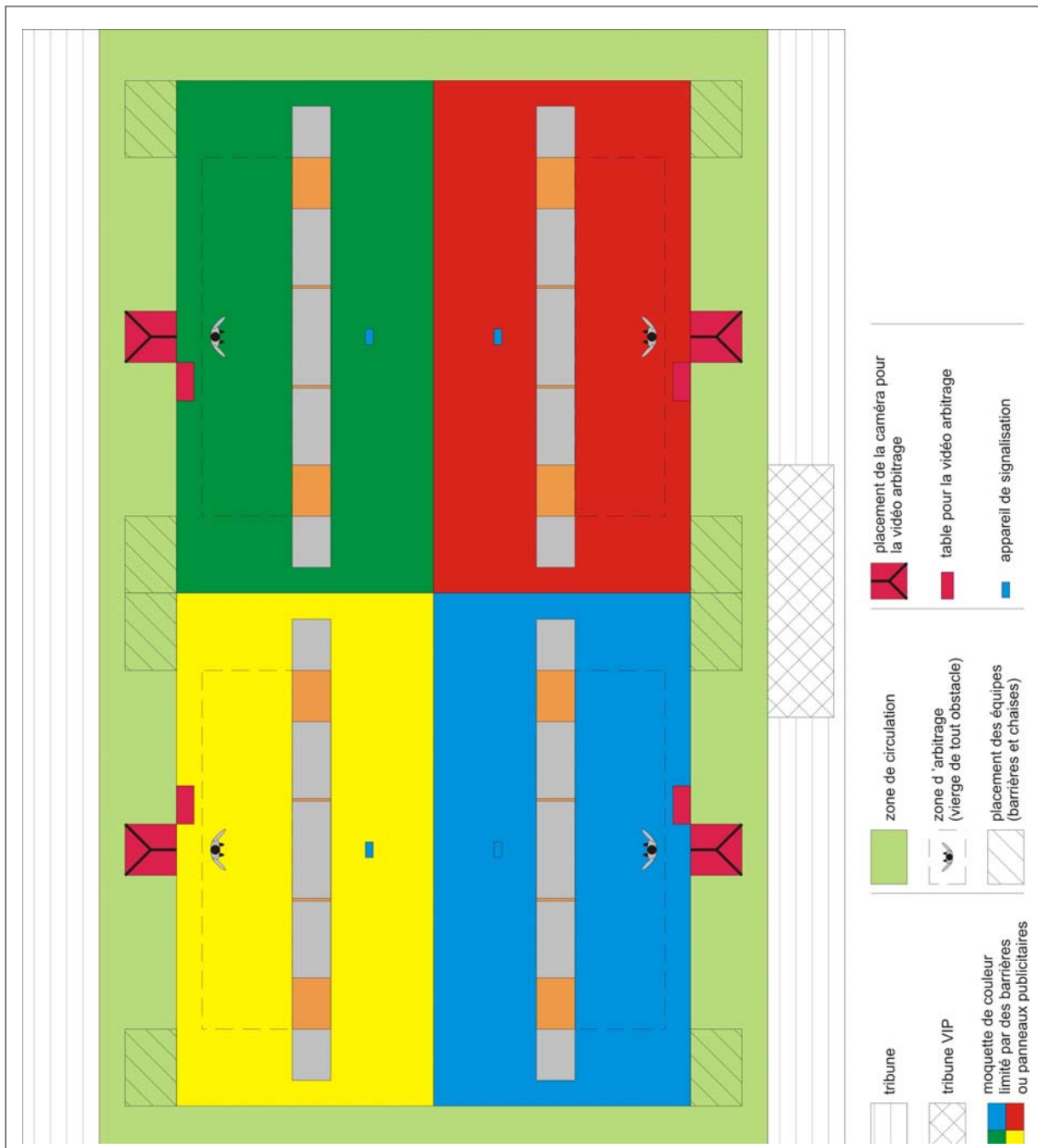
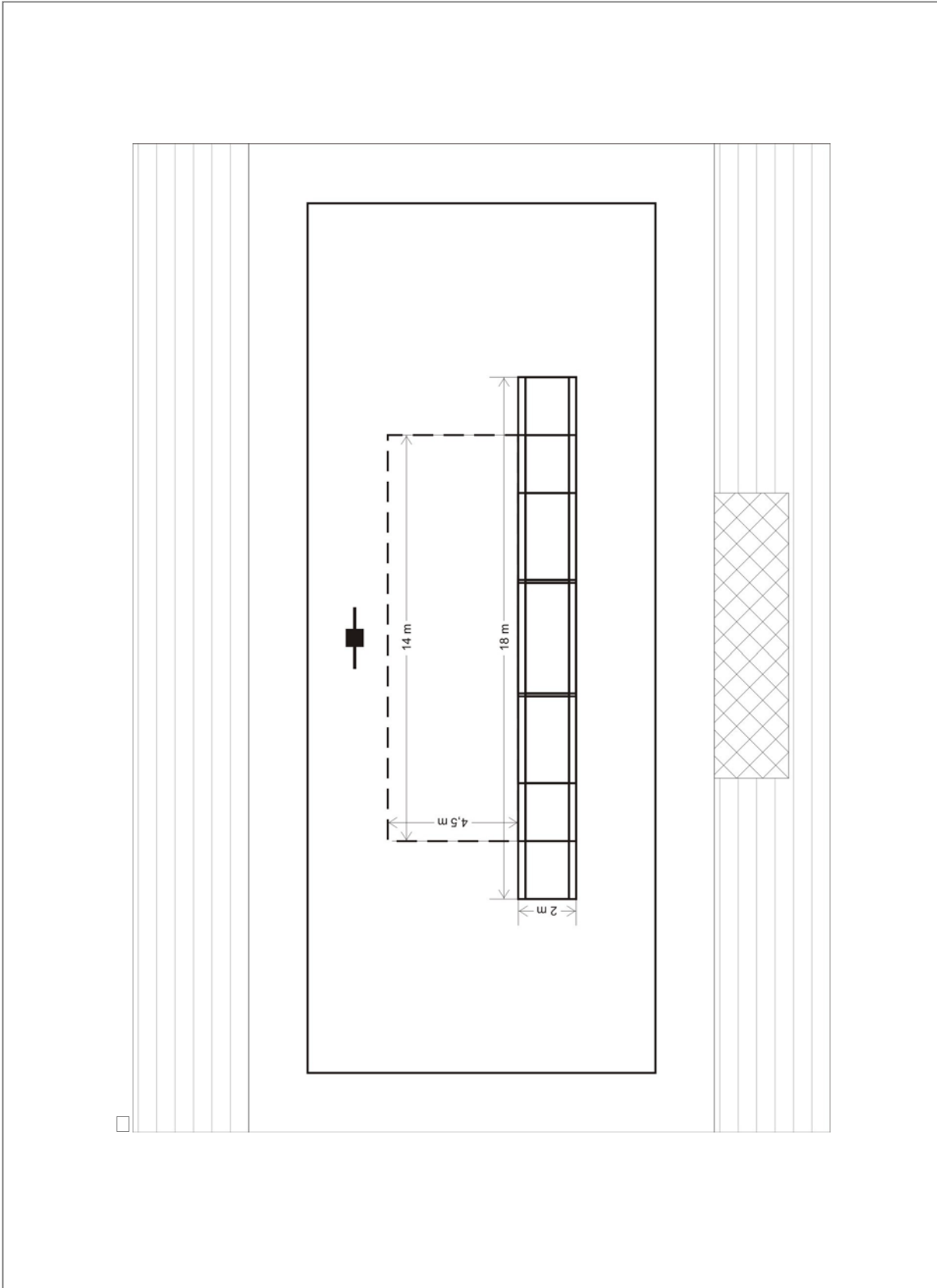


Diagram of the hall for the final with two stands



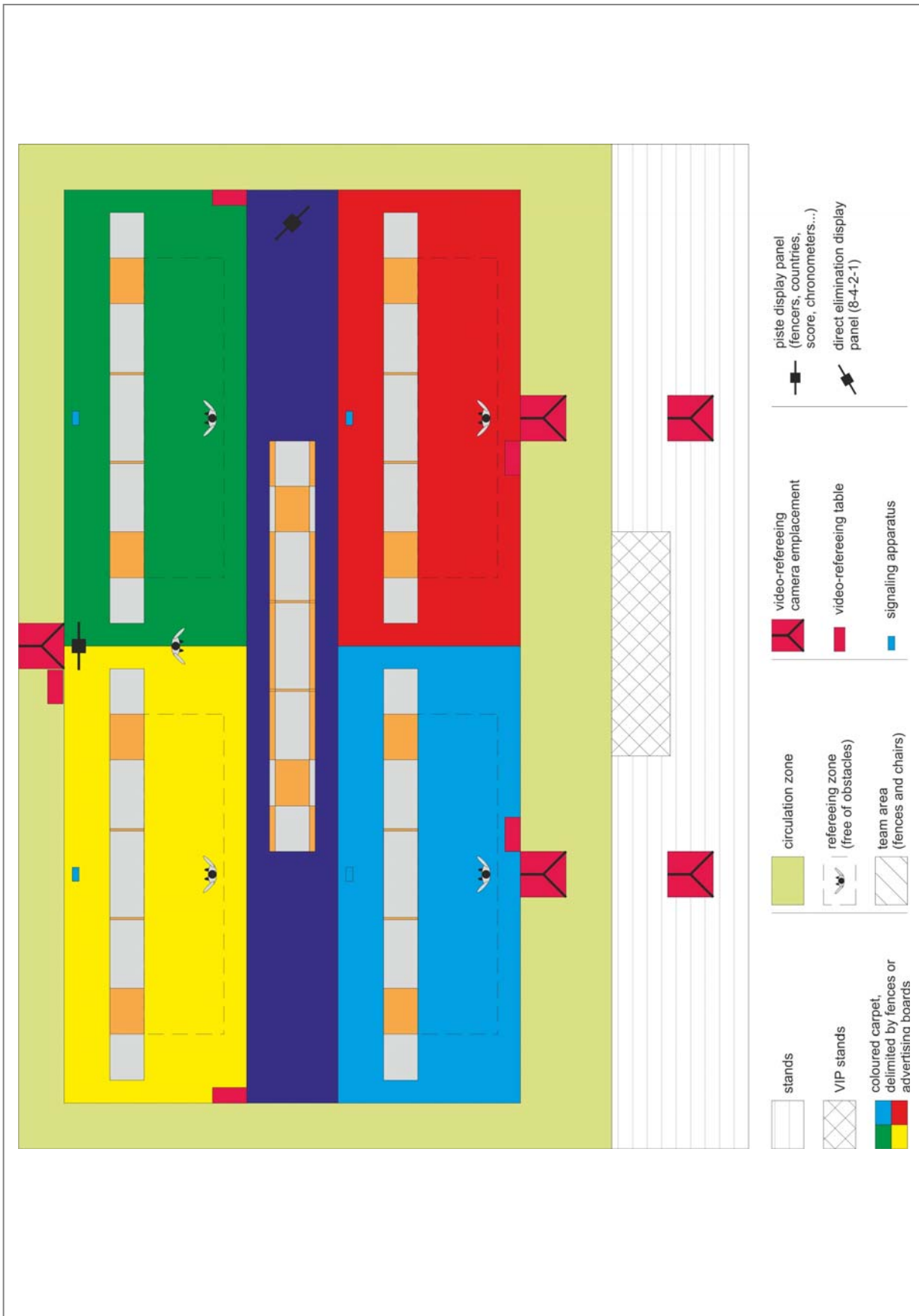
Master design for the finals hall with two stands (dimensions)



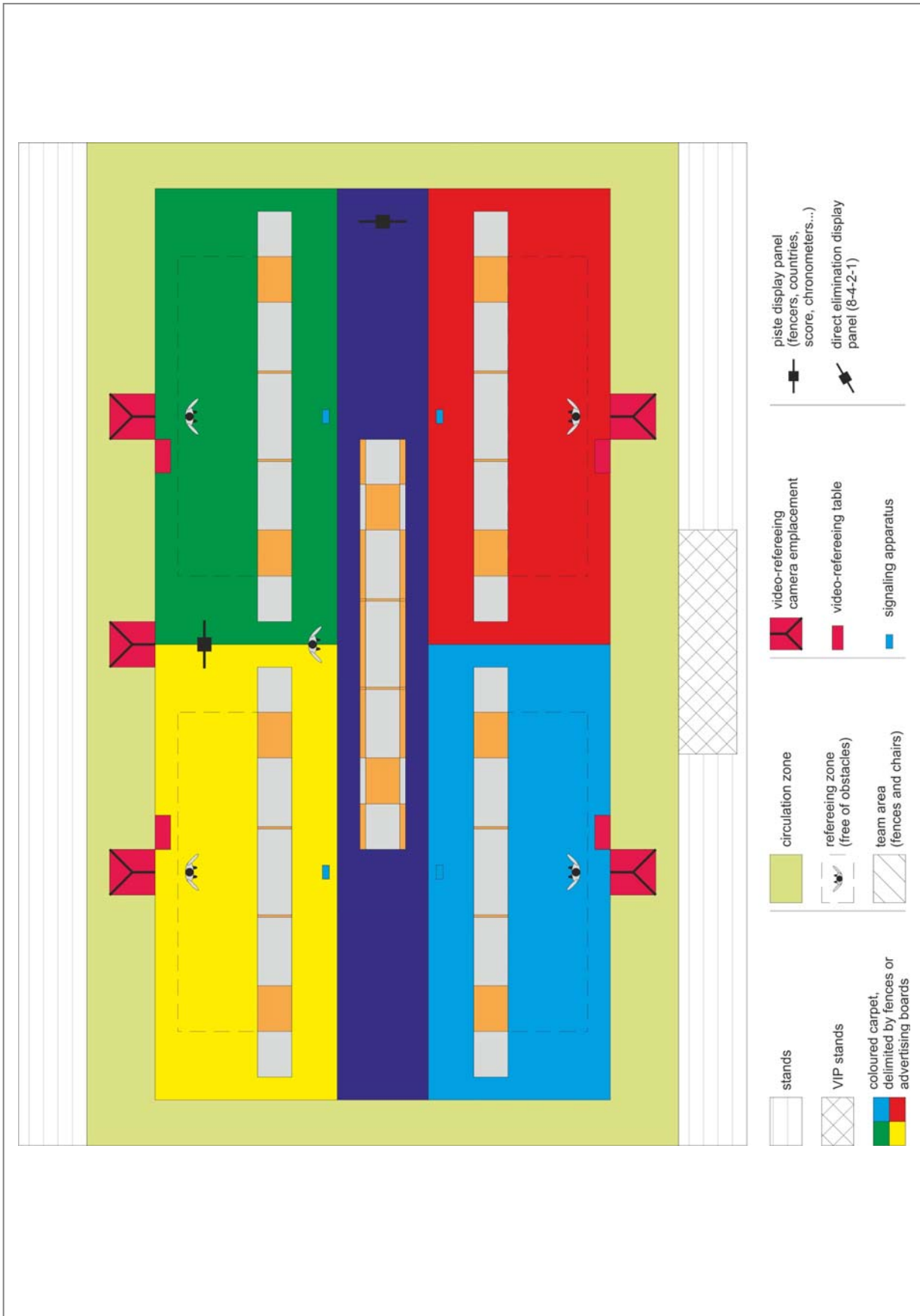
Direct elimination and finals hall

- **5 coloured pistes**, or regular pistes on **differently coloured carpets**, with **1 piste for the final** raised on a podium in the middle of these 4 pistes.
- 4 coloured zones with a dimension of approximately **20 meters in length by 8 meters in width**.
- **1 zone of different colour, roughly 40 meters in length and 4 meters in width** to come in between the coloured pistes so as to accommodate the podium for the final (as presented in the following diagram).
- the necessary equipment and the configuration of this hall includes the previously and separately described guidelines for the hall of 4 coloured pistes and the final.
- before the finals, all unnecessary equipment for the proper proceeding of the finals will be removed to allow for a better visibility of the fencing zone.
- the following diagrams present the disposition of a hall of 5 pistes and the **minimum distances to be respected**.

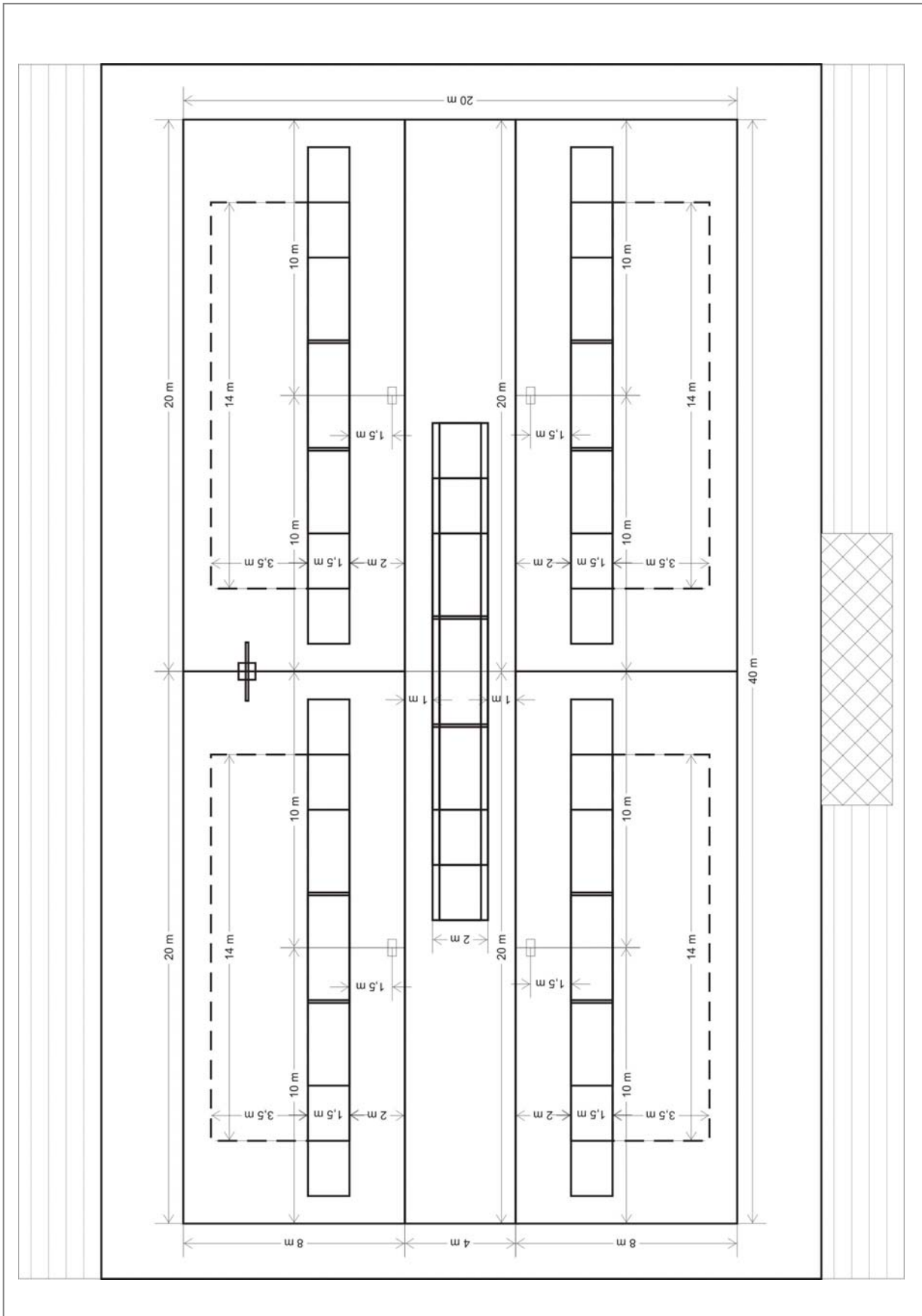
Drawing of the direct elimination and finals halls with a single stand



Drawing of the direct elimination and finals hall with two stands



Master diagram of the direct elimination and finals hall with two stands (dimensions)



Training halls

- one or several specific halls, including:
 - 4 pistes or the same number of pistes used by fencers participating in the Championships;
 - each piste must be equipped with the required signalling equipment.

- this or these halls will only be accessible to the delegations.

- an occupation schedule of this hall will be established and distributed to all participants.

- a security service will control its access.

Accessibility

- fencers
- coaches
- chiefs of delegation
- medical service personnel
- FIE and DT

Rooms for the general checking weapons and equipment

- a large room to welcome the fencers and allow the storage of equipment to be checked.

Accessibility

- assigned staff
 - fencers
- a room adjacent to the preceding one with the necessary equipment to check weapons and equipment, in accordance with FIE norms. This room must be operational and open 24 hours before the beginning of the first event.

 - 2 control stations for the weapons are to be installed in the call room.

2.2 OTHER SITES

Office (or reserved location) for the Directoire Technique

- Preferably, the DT is to be situated in the competition hall.
- minimum surface: 30 m².
- at least 3 tables of 2m in length with chairs.
- 1 or several computers to run the competition with 1 or several printers (laser, if possible).
- 1 computer with printer, containing text and table software.
- spare materials in case of technical emergencies (printer, computer, ink cartridges, etc.)
- 1 access to internet.
- 1 fast photocopier.
- 1 microphone to supply information on the entire site of the competition.
- 1 space reserved for the FIE Refereeing Delegate.

The zone for the display of results must be close to the DT location.

Accessibility

- members of the Directoire Technique
- assigned staff
- heads of delegations

Zone for the posting of results

Large boards will be set up in a space large enough to allow an easy consultation for a large number of persons. Several of these spaces may be put in place.

Rooms for medical services

- 1 room to accommodate the **First Aid Station**.

The **medical handbook of specifications** is to be consulted on the FIE Internet Website.

Other rooms and spaces

- **1 workshop for weapon repair**, containing two work benches with vices and necessary tools for assembling weapons accessible to the delegations before the competition, and throughout its duration.
- **1 break room for the referees** with refreshments and snacks available, as well armchairs and a large table, and a computer linked to Internet.

3. THE COMPETITION

3.1 PROGRAMME OF THE COMPETITION

It will include:

- a meeting of the referees either the day before the beginning of the events or on the morning of
- a meeting of the Directoire Technique the day before the beginning of the events.
- opening ceremonies before the first final;
- closing ceremonies before the last final.
- each day a men's event and a women's event in different weapons.

Proposed schedule

With the entries closed according to the accreditation the day before the competition, the Directoire technique must publish the list of present fencers, as well as the timetable of each round of pools, with the composition of each pool, in the official hotels and at the competition site, at the latest at 7 p.m. the day before the competition. No fencers are exempted from the pools.

Transportation between the hotels and the venue of the competition, at intervals taking these timetables into account, will have to be arranged and posted (each fencer must have the possibility to arrive at least 1 hour before the beginning of his round of pools).

3.2 THE DIRECTOIRE TECHNIQUE

Assigned staff

Specialised staff:

- the Directoire Technique will be composed as specified in article o.93 of the Organisation Rules
- **1 or 2 computer operators specialised in the software program processing the data of the competition, in accordance with the FIE Rules.**

Other staff:

- 2 persons to verify the documents, as well as file, archive and carry the notices on the board.

Functions

- The fencers **must be registered by their respective national federations**, and must confirm their presence at the competition as they pay the participation fee and get their accreditation. The list of registered fencers will be published at 5 pm (local time) the day before the event starts.

- this list will be compared with the list of absent fencers who did not get their accreditation or who are announced by the heads of delegations.

At 7 pm (local time) the day before each event starts:

1. posting of the participants lists, in structured order according to the initial rankings,
 2. posting of the formula of the competition (number of participants, number of pools, number of fencers eliminated after the pools ...),
 3. composition of pools and posting of pools **with the start times and the piste numbers.**
- **posting of results after the pools and of the ranking of qualified and eliminated athletes.**
 - at the end of the posting of the pool results, the delegations will have 10 minutes to make eventual reclamations or corrections. Once these 10 minutes have elapsed the DE tables will be posted (with the match schedule) and the results updated.
 - **drawing of lots for referees and establishment of the bout sheets.**
 - **all the documents produced by the Directoire technique must be posted.**

The Directoire Technique must send the results and the whole file of the competition to the FIE after the end of the competition.

The results and rankings remain property of the FIE and can be posted on the organiser's site. But they cannot be directly posted on the Internet site of the result management company or any other site without the specific consent of the FIE.

Allocation of pistes

For the allocation of colours and numbers of the pistes from the preliminary 64 tables, the Directoire technique must respect the following order :

- blue piste
- yellow piste
- green piste
- red piste
- piste 5
- piste 6
- piste 7
- piste 8

The next few pages demonstrate the complete tables to be followed.

When the table is incomplete in an individual event, matches must be organised in such a fashion that the maximum amount of matches from each quarter of the table correspond to the correct colour.

Piste colours and numbers for individual competitions

Prel T 64		T64		T 32		T 16		T 8		semi-final	final
1	blue	1	blue	1	blue						
64		64		32							
33	5	33	blue	32	blue			1			
32		32						16	blue		
17	5	17	blue								
48		48		17	blue						
49	blue	49	blue	16	blue						
16		16									
9	blue	9	blue							1	blue
56		56		9	blue					8	
41	5	41	blue	24	blue						
24		24									
25	5	25	blue					9	blue		
40		40						8			
57	blue	57	blue	25	blue						
8		8		8	blue						
<hr/>											
										1	podium
5	yellow	5	yellow	5	yellow						
60		60		28							
37	6	37	yellow	28	yellow			5	yellow		
28		28						12	yellow		
21	6	21	yellow								
44		44		21	yellow						
53	yellow	53	yellow	12	yellow						
12		12									
13	yellow	13	yellow								
52		52		13	yellow						
45	6	45	yellow	20	yellow						
20		20									
29	6	29	yellow					13	yellow		
36		36						4			
61	yellow	61	yellow	4	yellow						
4		4									
<hr/>											
										1	podium
3	green	3	green	3	green						
62		62		30							
35	7	35	green								
30		30						3	green		
19	7	19	green					14	green		
46		46		19	green						
51	green	51	green	14	green						
14		14									
11	green	11	green								
54		54		11	green						
43	7	43	green	22	green						
22		22									
27	7	27	green					11	green		
28		28						6			
59	green	59	green	27	green						
6		6		6	green						
<hr/>											
										3	podium
7	red	7	red	7	red						
58		58		26							
39	8	39	red								
26		26						7	red		
23	8	23	red					10	red		
42		42									
55	red	55	red	10	red						
10		10									
15	red	15	red								
50		50		15	red						
47	8	47	red	18	red						
18		18									
31	7	31	red					15	red		
34		34						2			
63	red	63	red	31	red						
				2							

3.3 THE SCORING STAFF

Each fencing area (one piste) must have 2 persons wearing a simple uniform (T-shirt and trousers):

- 1 timekeeper to use the remote.
- 1 person to look after the pool or bout sheet, to be signed by the Referee, the fencers or the team captains.
- Both of these people must be:
 - trained for the task
 - punctual

Distribution of results

Central notice board

- walls or boards accessible to all with good lighting
- easily legible (if possible, enlarged to A3 format)
- posting of all the documents issued by the Directoire Technique: composition of the pools, direct elimination table, rankings, notices ...

3.4 WEAPON AND EQUIPMENT CONTROL

Fencers equipment and materials must adhere to the regulations set forth by the FIE (article 9.4.4 of the Administrative Rules, o.7 of the Organisational Rules, t.43 and t.45 of the Technical Rules, m. 8, m.9, m.12, m.13, m.17, and m.23 of the Equipment Rules). They must also follow the clothing manufacturing regulation 4. Quality label.

All weapons and/or material that do not meet the standards will be refused.

The organiser must nominate a person to be in charge of the equipment control, under observation by the FIE SEMI Commission delegate. This control must take place in three stages during the competition, to comply with the FIE Rules (article o.7), as follows:

- general weapon control before the competition.
- verification by the referee before each bout of the pools and preliminary rounds of direct elimination.
- further verification before each bout of the table of 64, by the referee on the piste or in the call room, then from the tables of 32, 16 and for the final, in the call room.

General control

• Receipt of equipment:

labelling and provision of receipt, storage of fencing bags, indication of the time when equipment is ready for collection

• Equipment control :

blades, masks, jackets, breeches, plastrons, body wires and mask cords, gloves

• Equipment pick-up.

A suitable method of marking must be in place.

Verification during the pools and preliminary rounds of direct elimination

This verification must be carried out before each bout by the referee directly, who must have access to the necessary test apparatus (test weights, gauges) at each scoring table.

Verification during the table of 64, of 32 and the final

This verification must be done, jointly by 2 controllers, in the hall or next to the call room. The weapons will be brought to the pistes, in coloured bags, by volunteers and remitted to the fencers under the surveillance of the Referee.

3.5 OPENING AND CLOSING CEREMONIES, AND FINALS

These are the "highlights" of the World Championships, for the media and the audience, therefore their staging must be perfect, without compromising the sporting component (quality of the piste, lighting, space for the fencers, space for the referee - refer to the final hall drawing). The organisers must pay special attention to:

- ~ the aesthetics of the scene,
- ~ the ease of understanding for the on site and television audiences,
- ~ the ease of filming for TV cameramen and photographs,
- ~ the respect of the schedule,
- ~ the official protocol, and
- ~ the reliability of the equipment.

The Organising Committee will designate a person in charge of the protocol (Master of Ceremonies) and of the general organisation of these phases.

The person in charge of the protocol, under the supervision of the FIE Chief of Protocol :

1. ensures that the FIE protocol is followed in conformity with the FIE Administrative Rules.
2. establishes the order of priority of seats in the VIP box,
3. ensures the security service enforces the rules concerning occupancy of the reserved or assigned seats,
4. constantly communicates with the President or his representative to get and communicate the name of the FIE personality who will present the awards,
5. is responsible, and contributes to the organisation of the award ceremonies, in conformity with the FIE Administrative Rules. (Chapter 4, paragraph 4.5.1 ; Chapter 10, paragraphs: 10.2.3.1 and 10.2.3.2.)

Opening Ceremony

- it must be organised just before the first final of the Veteran World Championships,
- it must respect the following order:

1. an optional interlude (small show) of short duration (20 minutes maximum),
2. a parade of participating nations flags,
3. brief speeches (2 minutes maximum per speaker) of the Organising Federation's President, of the FIE President, then eventually of the guest of honour, pronounced from a lectern equipped with a microphone, installed on the final's podium,
4. the declaration by a VIP that the Veteran World Championships are open,
5. the hoisting of the FIE and organising Nation's flags, while the national anthem of the host country is played.

The ceremony will not last more than half an hour, except in case there are more than two presentation of awards.

Running of a final

1. presentation of the finalists:

- announcement of their respective sporting achievements (their 2 best most representative results)
- they must be dressed in fencing clothes, with a weapon in their hand. They must salute the public, bell to the chin.

Their sporting achievements will have been collected beforehand.

2. presentation of the referees.

Fencers and referees will have been instructed beforehand about the introduction ceremony and the etiquette process relating to the prize-giving ceremony.

3. the bouts must begin immediately after the presentation.

The fencers must present themselves fully dressed, with their weapons checked.

4. **the final bout will take place 10 minutes after the last semi-final**, if there is only one final. If 2 finals are presented in the same evening, the 4 semi-finals will be fenced one after the other, followed without pause by the 2 finals.

5. the prizes must be awarded quickly after the final bout.

- **the protocol ceremony must respect the following FIE Administrative Rules, and the instructions of the chief of protocol for the competition :**

- Chapter 4, paragraph 4.5.1
- Chapter 10, paragraphs: 10.2.3.1 and 10.2.3.2.

- the following must be ready or prepared as quickly as possible:

- the podium.
- the medals, cups and trophies.
- the national flags of the finalists ready for hoisting at base of the mast.
- the national anthem of the winner.

- the officials scheduled to award the prizes, in accordance with the FIE protocol (article 10.2.3 and 4.5.1 of the Administrative Rules), will have been warned beforehand and will be led from the stand of honour to the podium by a hostess.

- the security personnel must ensure that the piste is not invaded by the public.

- as their places are announced, the finalists, previously informed, must arrive in official track-suits, without weapons, on the podium.

Closing Ceremony

- it must be organised just before the last final of the Veteran World Championships,
- it must respect the following order :

1. speech of the Organising Federation's President,
2. **speech of the FIE President, closing the Veteran World Championships,**

3. the FIE and Organising Nation's flags are slowly brought down the masts, while the national anthem of the host country is played. The President of the Organising Federation then gives the last flag to the FIE President or to his representative, who in turn passes it to the President of the Organising Federation, or his representative, if next year's Championships have already been awarded.

The commentator - speaker

A commentator, directed by the Master of Ceremonies, will conduct all these public phases.

The animation must:

- be reserved.
- spoken in one of the FIE official languages first, then in the language of the organising country.
- not interfere during the bouts and must not comment on the referee's decisions.

Empty periods must be filled (entertainment, shows, background music ...).

Reserved zones in the gallery of the hall of the final

Groups of seats will be reserved for:

- the FIE supervisor of the competition
- VIPs
- DT members and delegates
- referees
- athletes
- others...

The rest of the seating can be given to the public.

4. MEDICAL SERVICE

Please refer to the attached mandatory Medical handbook of specifications.



5. MISCELLANEOUS

5.1 PUBLIC ADDRESS SYSTEM AND INTERNAL COMMUNICATIONS

General sound system

The installation of an appropriate sound system must allow the supplying of information simultaneously to all people present at the venue of the competition (competition halls, cloakrooms, adjacent halls...)

Sign-posting with arrows

Taking into account the large number of people attending these events, it is necessary to manage the flow of circulation of participants and spectators and allow them to locate places with a wide sign-posting system with numerous arrows.

5.2 PUBLICITY - PROMOTION – PARTNERSHIPS

The organiser formally accepts the responsibility of promoting fencing at a local, national and international levels, by all forms of media, and particularly through television.

This action, of utmost importance for our sport, will be lead in close collaboration with the Bureau of the FIE.

Press, radio and television

Preferably, the organiser should make an agreement with the national or local television to broadcast the final at the very least. The TV signal must necessarily be made available to the company which is streaming the images so that they may be broadcasted over the Internet.

Partners and sponsors

All sponsorship projects must be submitted to the FIE President to take into account all contracts and exclusive rights already existing within the FIE.

The billboards, in the competition halls, should preferably **be monochromatic and of standard sizes**, and placed in such a way as to not interfere with the view of the television cameras. This is **mandatory in the finals hall**.

FIE logo and flag

The FIE logo: the Graphic Chart must be respected, and will be forwarded by the FIE office on request.

The FIE flag must be hoisted or hung in the competition hall.

5.3 SUGGESTIONS

Catering

The « non-stop » nature of the events requires permanent catering at reasonable prices, at the site of the competition:

- bar and sale of drinks,
- sandwiches and fast food service,
- « Classic » restaurant

Security guards – Surveillance Staff - Police services

- taking into account the cost of equipment installed, a 24-hour **security service** is absolutely essential.
- access to the various sites of the competition must be regulated, and a **security staff** which is « friendly but firm » is needed so that the rules are complied with. The members of this service can be equipped with walkie-talkies.
- a « discreet » **police service** and the presence of a **fire service** should also be planned.



6. ANNEXES

Electronic scoring boards or plasma screens present on each piste of direct elimination

The match scoring board must convey the following information :

- ~ name and nationality of the two fencers,
- ~ stop-watch,
- ~ score (0-50),
- ~ red and yellow cards,
- ~ the number of the period (1-3),
- ~ priority to the right or to the left,
- ~ valid hit repeaters (right and left)
- ~ off target hit repeaters (right and left)

The direct elimination scoring board (tree) must convey the following information :

- ~ the title of the event
- ~ the 8 fencers and their nationality
- ~ the planned schedule for each match

Other handbooks of specifications to be consulted

- **Candidacy questionnaire**
- **Medical handbook of specifications (available on www.fie.ch)**
- **Television handbook of specifications (available on www.fie.ch)**