



# **European Veterans Fencing Championships**

## **HANDBOOK OF REGULATIONS**

EVF gives the organisation of the European Veteran Fencing Championships to a national Federation. The organisers can institute for this purpose a European Veterans Fencing Championships Organising Committee which, from its inception, has to communicate directly with EVF from which it gets its instructions.

From its inception until its dissolution, this Organising Committee must fulfil the requirements of the EVF Handbook of Regulations.

EVF has the ultimate authority over any question related to the European Individual and Team Championships.

---

## Table of Contents

<b>1</b>	<b>ADMINISTRATIVE AND LOGISTICAL OBLIGATIONS .....</b>	<b>5</b>
1.1	ENTRY OF FENCERS.....	5
1.2	DESIGNATION AND EXPENSES .....	7
1.3	TRANSPORTATION & ACCOMMODATION .....	8
<b>2</b>	<b>INFRASTRUCTURE AND PREMISES.....</b>	<b>9</b>
2.1	COMPETITION HALL/S.....	9
2.2	OTHER SITES.....	13
<b>3</b>	<b>THE COMPETITION .....</b>	<b>15</b>
3.1	RULES OF THE COMPETITION .....	15
3.2	PROGRAMME OF THE CHAMPIONSHIPS .....	16
3.3	THE DIRECTOIRE TECHNIQUE.....	17
3.4	ACCREDITATION OF PARTICIPANTS AND OFFICIALS.....	18
3.5	WEAPON AND EQUIPMENT CONTROL .....	18
3.6	THE SCORING STAFF .....	20
3.7	OPENING AND CLOSING CEREMONIES, AND FINALS .....	20
<b>4</b>	<b>MEDICAL SERVICE.....</b>	<b>23</b>
4.1	GENERAL.....	23
4.2	PERSONNEL.....	23
4.3	FIRST AID POST/MEDICAL TREATMENT ROOM.....	24
4.4	LOGISTICS. ....	24
4.5	EQUIPMENT.....	25
4.6	MEDICAL RECORDS.....	25
1.7	DOPING CONTROL .....	25
4.7	PHYSIOTHERAPY AND MASSAGE.....	25

---

4.8	BASIC EMERGENCY MEDICINE .....	26
<b>5</b>	<b>CHAMPIONSHIPS WEBSITE.....</b>	<b>27</b>
<b>6</b>	<b>MISCELLANEOUS .....</b>	<b>28</b>
6.1	PUBLIC ADDRESS SYSTEM AND INTERNAL COMMUNICATIONS .....	28
6.2	PUBLICITY - PROMOTION – PARTNERSHIPS .....	28
6.3	SUGGESTIONS .....	29

## 1 ADMINISTRATIVE AND LOGISTICAL OBLIGATIONS

A candidacy request ([see the Bid Questionnaire document on the EVF website](#)) must reach the EVF Treasurer/Secretary preferably 24 months before and at least six months before the European Veterans Fencing Congress. Following receipt of the candidacy documents, the Board of the EVF will analyse the candidacy.

A candidacy bid will not be presented to members for consideration until a visit has been undertaken and a report submitted to the Board.

In order to be considered, this document must include all the plans and dimensions of the competition venues and where possible some photographs. In all cases they must conform to the guidelines and dimensions stated in the veterans Championship specification.

The EVF Competition Supervisor will oversee the competition preparations with the Organising Committee's cooperation and support. This supervision will be maintained until the conclusion of the Championships. The role of this delegate 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 EVF 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.

These roles may be carried out at email distance.

### 1.1 ENTRY OF FENCERS

#### 1.1.1 Eligibility

For the purposes of the Championships, "Veteran" is defined as 40 years and over. Eligibility to compete in a particular age group or team is defined as the age achieved on or after the 1st January of the year of the championships (i.e. age on the 31st December in the year of the championships).

Each competitor must be a citizen or subject of a constitutional part of Europe as defined by the European Fencing Confederation.

An eligible competitor must be registered to the European Veterans Fencing Championships by his/her National federation

An eligible competitor may represent the country of his or her birth provided that he or she is a citizen or subject of that country.

If an eligible competitor wishes to represent a European country other than that of his or her birth, he or she must have been ordinarily resident in that country for a minimum continuous period of twelve months during the twenty four months prior to the closing date of the entries to the European Veterans Fencing Championships concerned.

Where a competitor has already competed in the European Championships for one celebration of the Championships he or she may represent another European country at a future celebration provided that they are eligible, with the approval of the EVF and written permission of the fencing federation for the country for whom the participant is registering to compete

If a fencer has multiple nationalities he/she may choose the country he/she wishes to represent.

An eligible competitor must produce a valid passport or identity card (for identification, proof of European Citizenship and confirmation of date of birth) and, if fencing for a country other than of his or her birth, proof of ordinary residence for the required period in that country.

A medical certificate is not required for European Veterans Fencing Championships.

Organisers may require a discharge of responsibility signed by each participant.

### 1.1.2 Entry

The entries in EVF Individual Championships are unlimited per age category, per gender, per weapon and per country.

The entries in EVF Team Championships are limited to one (1) team per country per age category, per gender, per weapon. Teams will consist of three (3) fencers with a maximum of two (2) reserves.

### 1.1.3 Entry Fees

The cost of entry fees will be determined by the organising committee who must submit their proposal to the Board of EVF for advice. The final approval will be voted by the Congress members.

The entry fees will cover the cost of supply of referees and the EVF membership fees .

Entry fees may be paid, in euro or local currency either, directly on the day of Accreditation, or by Bank transfer at the time of Registration at the discretion of the Organising committee.

## 1.2 DESIGNATION AND EXPENSES

### 1.2.1 Officials

The organising committee of EVF Championships, which will receive all of the entry fee from participating delegations, must, at their own expense, invite the following officials or their representatives:

- the President of EVF
- the Competition Supervisor

Travel, quality accommodation and standard FIE per diem payment to be paid by the organisers covering 7 days for individual years and 6 days for team years.

### 1.2.2 Referees

The organisers will recruit the appropriate number of referees in cooperation with the EVF Competition Supervisor in order to ensure that there will be the correct proportion for the smooth running of the Championships.

EVF accepts referees over 60.

A referee fee, voted by the Congress, should be combined with the registration fee to cover the cost of referees. EVF member countries may put forward names of referees, with email contact details, for consideration for selection to ensure a spread of referees of the appropriate standard across participating countries.

The Championship organisers will supply all referees with drinks and refreshments throughout the day when working.

All referees nominated for the championships must attend the referees 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.

Travel and accommodation costs and FIE standard per diem for referees is to be paid by the organisers covering 6 days for individual years and 5 days for team years. The organisers will submit to the Secretary/Treasurer of the EVF an account showing costs of supplying referees and income received from the referee levy.

### 1.2.3 Live Streaming, video refereeing and wireless apparatus

Live streaming for the finals is required. Two cameras for team championships and three cameras for individual championships.

Video refereeing is not mandatory.

Wireless apparatus will not be used because of the cost of personal equipment to the individual veteran fencers.

### **1.3 TRANSPORTATION & ACCOMMODATION**

#### **1.3.1 Transportation**

Shuttle services will be provided between:

- the hotels and venue where necessary, i.e. if the distance between the official hotels and the venue of the competition is greater than 15 minutes walk
- the official hotels and train stations/airports at the discretion of the organisers.

Precise timetables (which must be adhered to) will be distributed and posted in the hall of each official European Veterans Fencing Championship hotel and at the venue of the competition.

A specific transportation service must be provided for the technical personnel of the championships (competition management, Directoire Technique and personnel responsible for piste, signs, electronic posting etc). The transportation must arrive on site one hour prior to the beginning of the first event each day.

An official photographer either paid or as a volunteer is recommended to be engaged to record the event and the ceremonies in order to be uploaded to the EVF Website and Social Media

#### **1.3.2 Accommodation**

The official of the Organising Committee in charge of this task must ensure that there is a sufficient supply of suitable accommodation.

The official will have negotiated special rates for the delegations beforehand.



## 2 INFRASTRUCTURE AND PREMISES

The venues intended for competitions must have the following facilities:

- air conditioning to ensure that the temperature remains at comfortable levels for competition, (suggest between 17 and 22 degrees C)
- non blinding lighting for pistes and other areas
- simple décor in good taste (flags of participating nations, lights, flowers etc.)
- cloakrooms, hot showers, bathroom etc.(these facilities must be regularly checked and cleaned)
- Free Wi-Fi connection available to all.
- The installation of an adequate public address system to allow the supply of information, simultaneously to all people present on the entire site of the competitions, (competition halls, cloakrooms, other rooms etc.).
- Electronic and paper notice boards with live results, poules, D/E matches, pistes and times

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

- Fencing pistes
- Signal boxes (displaying score, time penalties etc) and reels
- Competition management software
- Equipment for weapon control
- Video refereeing equipment (if used)

### 2.1 COMPETITION HALL/S

EVF requires that the organisers adhere as closely as possible to dimensions, separation of pistes etc, especially where safety issues are concerned, to the proposals set out in the FIE Handbook of Specifications for Veterans World Championships section 2.1.

#### 2.1.1 Pistes

For EVF Individual Championships the following number of pistes may be required dependent on the number of entries and events, the minimum should be :

- Individual Championships: 32 pistes plus a finals piste
- Team Championships: 15 pistes plus a finals piste

Pistes, mounted on a soft surface, can be spread across several halls as long as they are near one another and on the same site.

Due to the number of events taking place each day and to avoid delays it is not necessary to use the system of coloured pistes for the direct elimination stages.

Each piste must be equipped as follows;

- a scoring apparatus including 2 reels, with the display of score and time
- a zone equipped with chairs for the fencers must be provided at each end of the pistes, outside the bout area
- the width of the referee zone must allow refereeing to progress safely
- each piste must be numbered
- the fencing pistes or groups of fencing pistes must be surrounded by barriers that allow for circulation of spectators without impeding the fencers or referees.

This or these hall/s must contain tiers of seats or a gallery to welcome the expected number of spectators and competitors.

### 2.1.2 Accessibility

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

The Competition Hall/s will be serviced with:

- a public address system with a microphone at disposal of the Directoire Technique. This address system must be capable of being clearly audible in all areas of the venue.
- 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

Additional zones with tables and chairs will be set up for:

- the Directoire Technique
- medical and emergency services
- the running of the scoring boards
- the press, if appropriate
- Participating country armourers or technicians

### 2.1.3 Call Room

A call room may be provided for the Finals. It can be located inside the competition hall but must be clearly sectioned off and its access controlled. It may contain an area for the control of weapons as well as chairs for the waiting fencers and referees.

If weapon control is not undertaken in the Call Room an armourer must be present by the piste throughout the finals.

Preferably, this call room of adequate dimensions would be located next to the Finals hall/area or in a hall adjacent to the competition hall.

#### Accessibility

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

#### 2.1.4 Area for finals

**A single piste:** - 1.50m to 2m in width and a minimum of 16m in length. It is not a requirement, but if the piste is on a podium, it should be 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 area must contain tiers of seats or a gallery to welcome the expected number of spectators and competitors

The piste must be equipped with the following, to comply with FIE regulations:

- a scoring apparatus including 2 reels. A spare set of reels must be available in case of a fault developing.
- an electronic scoring board, indicating the names and nationalities of the fencers, the score, the rounds, the cards, the time, the priority. If such equipment is not available then the posting of the fencer's or Teams names on printed cards will be allowed.
- large stopclocks at the end of the pistes or two large repeating signal machines are recommended but not mandatory.
- an adequate installation of several sets of extension lights will be positioned to ensure a good view for the referee and the public.
- if video-refereeing is used, a location for the video-refereeing camera (outside of the bout area), always situated on the referee's side.
- At European Veterans Individual Championships a zone equipped with chairs and reserved for the coaches, must be set at each end of the piste.
- At European Veterans Team Championships a zone with 5 chairs for the fencers and one reserved for the coaches, must be set at each end of the piste.
- The refereeing zone will be at least 4 meters from the piste.

---

Additional zones with tables and chairs, outside of the fencing zone, will be set up for:

- the representatives of the Directoire Technique.
- the 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/announcer
- 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 are present in the competition hall.

A podium, with a large step to allow space for both third places, for the individual medal ceremonies. In the case of Team Championships the podium must be large and strong enough to hold the Gold, Silver and Bronze medal winning Teams with up to 5 fencers per team. The podium to include steps if necessary to facilitate fencers being able to get onto it

A mechanism for hoisting the 3 or 4 flags of the nations represented on the podium. Sufficient flags to accommodate multiple medalists from the one country.

Medical services with a First Aid Station.

A location for the press and the television cameras if appropriate.

An appropriate decoration of the hall:

- the EVF flag and the flag of the organiser's country, surrounded by the flags of all the participating countries.
- carpeting, floral arrangements etc

### **Accessibility**

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

### 2.1.5 Room/zone for accreditation of athletes and officials

A large room or area, with sufficient tables to check participant's entry details and to issue accreditation tags without a build up of waiting registrants. EVF software to be used for Accreditation.

#### Accessibility

- Fencers
- Heads of delegations
- Officials

### 2.1.6 Rooms for the general checking weapons and equipment

A large room to welcome the fencers and allow the storage of equipment to be checked. Sufficient receiving points and staff on day one to ensure the rapid deposit of bags by fencers without long queues. A real-time weapon control system may be used provided enough staff ensure rigour and speed.

#### Accessibility

- assigned staff
- fencers

A room/area 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 the day before the beginning of the first event.

A station for the control of competitor's equipment may be installed in the call room.

#### Accessibility

- assigned staff
- officials

## 2.2 OTHER SITES

### 2.2.1 Directoire Technique

Office (or reserved location) for the Directoire Technique

Preferably, the DT is to be situated in the competition hall.

- minimum surface: 30 m<sup>2</sup>.
- at least 3 tables of 2m in length with chairs.
- at least 1 computer for each weapon event per day to run the competition with 1 or several printers (laser, if possible).
- 1 computer with printer, containing text and database software.
- spare materials in case of technical emergencies (printer, computer, ink cartridges, etc.)
- access to the internet

- 1 fast colour photocopier or printer up to A3 size capability
- 1 microphone to supply information on the entire site of the competition
- 1 space reserved for the Refereeing co-ordinator

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

A Central Notice Board 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.

Central notice board

- walls or boards with good lighting accessible to all
- 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 and any other relevant notice.

Rooms for medical services

A room/zone to accommodate the First Aid Station.

### **2.2.2 Other rooms and spaces**

- Workshop for weapon repair containing a work bench, with vices and necessary tools, for assembling weapons accessible to the delegations before the competition, and throughout its duration.
- Break room or zone for the referees with refreshments and snacks available throughout the day, as well as chairs and a large table.
- A room designated as EVF office for the use of EVF Board Members
- It is mandatory to supply Internet access for organisers and participants.

### 3 THE COMPETITION

#### 3.1 RULES OF THE COMPETITION

##### 3.1.1 Individual Championships

There are four age categories : 40-49 (or V1), 50-59 (or V2), 60-69 (or V3), 70 and over (or V4). Every fencer can only fence in the age category to which he or she belongs except if fewer than 6 fencers enter a category. In such a case they join the nearer age category but provide separate results.

The formula begins with a round of poules of 7 and 6 fencers. These pools are composed according to the individual seeding system of EVF.

In the case of several fencers of the same country in a poule, the 0.15. FIE rule will be applied.

The bouts of the poules are of 5 hits, 3 mn, according to the 0.17. FIE rule.

No fencers will be eliminated from the poules and they will be followed by a Direct Elimination tableau established taking into account the results of the bouts, according to 0.19. FIE rule.

Direct Elimination bouts are of 10 hits with consideration of 0.23. and 0.24. FIE rules.

The two fencers who lose the semi-final matches are placed equal third and will each receive a bronze medal.

The indication of the name and nationality of the fencer on the back of his jacket is mandatory.

The wearing of national colours is strongly recommended but not mandatory.

##### 3.1.2 Team Championships

There will be Team Championships events for both Men and Women at two age categories:

**Veterans** teams of three composed of fencers belonging to either age group 40-49 or to age group 50-59, with at least one fencer belonging to age group 50-59, plus up to two reserves

**Grand Veterans** teams of three composed of fencers belonging to either age group 60-69 or to age group 70 and over, with at least one fencer belonging to age group 70 and over, plus up to two reserves

Each country may enter only one team per weapon per category.

Fencing mode is 45 hits relay system with application of passivity rule at any bout.

The competition begins with a round of poules of 3 and 4 teams composed according to the team seeding system of EVF. No teams will be eliminated and they will be followed by a Direct Elimination tableau established taking into account the results of the poules.

Particular cases depending on the number of teams :

- only 1 team: the organisers must inform all nations that there will be no competition at that weapon.
- 2 teams: only one match between these two teams.
- 3 teams: one poule of three followed by D.E. from an incomplete tableau of 4.
- 4 teams: one poule of four followed by D.E. from a tableau of 4.
- 5 teams: one poule of five followed by D.E. from an incomplete tableau of 8.

All classification matches will be performed

The losers of the semi-finals have to fence for the Bronze medal.

Substitution of reserves (up to two per match) must maintain compliance with the age category representation requirement.

The indication of the name and nationality of the fencer on the back of his jacket is mandatory.

The wearing of national colours is mandatory.

## 3.2 PROGRAMME OF THE CHAMPIONSHIPS

Except in case of force majeure, validated in good time by the EVF Board, European Championships take place during the week containing Ascension Day.

### 3.2.1 List of events

- the EVF Congress to be held on the evening prior to the start of the championships – see 3.2.1.1
- a meeting of the referees either the day before the beginning of the events or on the morning of competition
- a meeting of the Directoire Technique the day before the beginning of the events.
- opening ceremony before the first day's final
- closing ceremony after the last day's final and before the medal ceremonies
- each day men's events and women's events held in different weapons.

#### 3.2.1.1 The Congress

A suitable room or space to be provided at the venue comprising a head table for Board members, seating for members and seating for observers and visitors. The room to also include projector and screen, wifi and internet access. Light refreshments to be provided for participants for approximately 30 minutes following the conclusion of the Congress



### 3.2.2 Proposed schedule of the competition

The time table must be determined and agreed several months in advance and published in the Championship website.. It must allow a fencer to fence all three weapons if they so choose.

With the entries closed according to the accreditation the day before the weapon 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 at the competition site, on the website and (optionally) social media at the latest at 7 p.m. the day before the weapon competition. No fencers or teams 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 opportunity to arrive at least 1 hour before the beginning of his/her round of pools).

Referees will make the first of the three calls 10 minutes before the official starting time of the poules and 5 minutes before the official starting time of D/E bouts. Fencers not present after third call will be eliminated.

## 3.3 THE DIRECTOIRE TECHNIQUE

### 3.3.1 Assigned staff

The Championships take place under the control of EVF via:

- The President of EVF who presides over the championships
- The Competition Supervisor of EVF who supervises the Directoire Technique and the running of the fencing events
- The Organising Committee which appoints officials of their choice to:
  - supervise weapon and equipment control
  - coordinate the utilisation of referees in cooperation with the supervisor of the Directoire Technique
  - supervise the medical requirements and personnel
  - manage the FIE approved software program processing the data of the competition, in accordance with the FIE Rules
  - verify the documents, as well as file, archive and post the notices on the boards (2 persons are required).

### 3.3.2 Functions

The duties and responsibilities of the Directoire Technique are:

#### **Posting of registered/accredited fencers**

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 the Directoire Technique will:

- post the participants lists, in structured order according to the initial rankings as determined by EVF rules
- post the formula of the competition, number and names of participants,
- post the composition 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 which should be clearly announced, the delegations will have 10 minutes to make eventual reclamations or corrections. Once these 10 minutes have elapsed the DE tables with updated results will be posted, with the match time and location on the central notice board.

**Posting all the documents produced by the Directoire Technique**

The Directoire Technique must promptly send the results and the whole file in PDF and Excel format of the competition to the EVF Secretary/treasurer after the end of the competition.

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

### **3.4 ACCREDITATION OF PARTICIPANTS AND OFFICIALS**

The fencers must be registered by their respective national federations, or national veterans associations as applicable, and must confirm their presence at the competition by submitting their passports for proof of identity and age as they get their accreditation.

The organiser must nominate a person to be in charge of the accreditation of fencers and officials. The organiser should provide sufficient dedicated personnel to avoid an excessive waiting time. (at least 4 terminals on day 1).

It is recommended that EVF Accreditation software be used.

**Functions**

- To confirm identity, date of birth and accurate spelling of names by checking passports
- To confirm entry and attendance
- To supply appropriate Accreditation Tag
- To ensure that at the close of accreditation for each event the list of those participants present are given to the Directoire Technique.

Accreditation personnel must be trained for the task and punctual

### **3.5 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, 0.7 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. and carry the Quality label.

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

The organiser must nominate a person to be in charge of the equipment control, under observation by an EVF delegate. This control must take place in three stages during the competition, to comply with the FIE Rules as follows:

- a) general weapon control before the competition. The organisers should provide a sufficient number of dedicated operators to avoid excess of waiting time for the control and return of fencer's equipment. Maximum queuing time 30 minutes.
- b) Verification by the referee before each bout of the pools and preliminary rounds of direct elimination.
- c) further verification before each bout of the table of Direct Elimination, by the referee on the piste then, for the final, in the call room if weapon control in call room is implemented, or at the finals piste after each bout.

### 3.5.1 General control

#### **Receipt of equipment**

Labelling and provision of receipt, storage of fencing bags, indication of the time when equipment is ready for collection. Sufficient personnel for a speedy process.

#### **Equipment control**

Weapons, masks, jackets, breeches, plastrons, body wires, chest protectors, mask cords and gloves

A suitable method of marking of control marks must be in place. The marking of equipment to be made with sensitivity to where it might show on the fencer.

#### **Return of Equipment**

Equipment should be returned to the fencer in the presence of a member of the weapon control staff so that any discrepancies may be checked. Return should take place at a different point to that which is used to deposit bags.

#### **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 final of Individual events only**

This verification may be done, jointly by 2 controllers, in the hall or next to the call room.

The weapons may be brought to the pistes, in coloured bags, by volunteers and remitted to the fencers under the surveillance of the Referee.

### 3.6 THE SCORING STAFF

Each fencing area (one piste) must have 2 persons wearing a simple uniform eg 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

### 3.7 OPENING AND CLOSING CEREMONIES, AND FINALS

These are the "highlights" of the European Veterans Fencing Championships, for the media and the audience, therefore their staging must be produced to a high standard to leave a pleasurable experience, without compromising the sporting component.

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
- the reliability of the equipment.

The Organising Committee will designate a person in charge of the protocol and of the general organisation of these phases, the Protocol Manager.

The Protocol Manager, under the supervision of the EVF President :

- a) ensures that the EVF protocol is followed in conformity with the EVF Administrative Rules.
- b) establishes the order of priority of seats in the VIP box
- c) ensures the security service enforces the rules concerning occupancy of the reserved or assigned seats,
- d) constantly communicates with the EVF President or his/her representative to get and communicate the name of the EVF personality and/or others who will present the awards
- e) is responsible, and contributes to the organisation of the award ceremonies, in cooperation with the President of the EVF or his/her representative.

#### 3.7.1 Opening Ceremony

The opening ceremony must be organised just before the first final of the European Veteran Fencing Championships and must respect the following order:

- a) an optional interlude (small show) of short duration (20 minutes maximum)

- b) a parade of participating nations flags
- c) brief speeches (2 minutes maximum per speaker) of the Organising Federation's President, of any guest of honour and eventually the EVF President, pronounced from a lectern equipped with microphone, installed on the final's podium
- d) the declaration by the EVF President that the European Veteran Individual/Team (as applicable) Championships are open
- e) the hoisting of the EVF flag, while the anthem of Europe (Ode to Joy) is played.

The ceremony will not last more than half an hour.

### 3.7.2 Running of a final

- a) Presentation of the finalists:
  - announcement of their respective sporting achievements (their 2 best most representative results)
  - the fencers must be dressed in fencing clothes, with a weapon in their hand. They must salute the public, weapon guard to the chin.
  - Their sporting achievements will have been collected beforehand.
- b) Presentation of the referees.
- c) Fencers and referees will have been instructed beforehand about the introduction ceremony and the etiquette process relating to the prize-giving ceremony.
- d) The bouts must begin immediately after the presentation. The fencers must present themselves fully dressed and ready to fence, with their weapons checked.
- e) With the exception of the first day when the final will follow the opening ceremony, the final bouts will take place 10 minutes after the last semi-final, all semi-finals will be fenced one after the other, followed as soon as possible by the finals.
- f) The medals and any prizes must be awarded quickly after the last final each day.

The following must be ready or prepared as quickly as possible:

- the podium.
- the medals, (trophies and flowers optional).
- the national flags of the finalists ready for hoisting at base of the mast. There must be sufficient flags to allow for the possibility of three fencers from one country
- the national anthem of the Gold medal winner.

The officials scheduled to award the prizes will have been warned beforehand and will be led from the stand of honour to the podium by a hostess or the President

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 (zipped up to throat), without weapons, on the podium.

### 3.7.3 Closing Ceremony

The closing ceremony must be organised immediately after the last final of the European Veterans Fencing Championships and before the medal ceremonies it should respect the following order :

- 
- Gathering of all the officials, volunteers, technical staff and others involved in the organisation of the event
  - speech of the Organising Federation's President (optional)
  - speech of the EVF President, recognising the assembled organisers and closing the European Veteran Fencing Championships,
  - the EVF flag is slowly brought down the mast, while the anthem of Europe (Ode to Joy) is played. If the next year's Championships have already been awarded, the President of the Organising Federation, or his/her representative, then gives the EVF flag to the EVF President or to his/her representative, who in turn passes it to the President of the next Organising Federation, or his/her representative.
  - The EVF flag must be returned to the EVF President or his or her representative after the closing ceremony.

#### 3.7.4 The Master of Ceremonies

He/she will conduct all these public phases. He/She will be chosen for the quality of his/her voice and competence at speaking in public with a microphone. The MC will co-ordinate with the President.

The animation must:

- be reserved
- spoken in one of the EVF 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 ...).

#### 3.7.5 Reserved zones in the gallery of the hall of the final

Groups of seats may be reserved for:

- the EVF supervisor of the championships
- VIPs
- DT members and delegates
- referees
- athletes
- others...

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

## 4 MEDICAL SERVICE

### 4.1 GENERAL

All organisers of the events are expected to take their health and safety responsibilities seriously. They will need to work with an experienced local medical professional to put in place appropriate services so that any injured or unwell participant will receive adequate medical care without delay.

The medical service is responsible for all people in the event (participants, officials and spectators).

The organisers must ensure that the medical persons are covered by insurance.

The medical cover must be provided from the start of scheduled practice time until the last bout every day.

The doctor or paramedic must be present in the hall at least one hour before the start and for the full duration of the competition.

If the event is to take place in 2 or more halls, and the time required for the emergency personnel to get from their station to the furthest hall is more than 2 minutes, the emergency cover must be duplicated.

Ambulance(s) on-site or on standby, must reach the Fencing Halls within 10 minutes.

The ambulance shall be fully equipped and staffed.

A separate transporter for minor injuries is to be available for the duration of the event.

There shall all the time be access to a hospital with an emergency unit.

Efficient communication devices (radio or cell phones).

Medical and First Aid staff must wear clearly visible uniforms.

If the doctor is absent for some time (eg accompanying a patient in the ambulance), the tournament must stop until s/he is back in the Hall

The organisers must confirm in writing that the medical specifications will be met.

If the medical specification is not met, the event cannot take place.

### 4.2 PERSONNEL

There are 3 medical areas to take care of. If the medical person is also competent in one of the other areas the roles can be combined.

- Medical and surgical emergencies
- Sports trauma
- Sports trauma

#### 4.2.1 Medical and surgical emergencies

One locally licensed doctor or paramedic trained and experienced in life threatening emergencies (ALS).

Equipment see below.

#### 4.2.2 Sports trauma

One locally licensed doctor, physiotherapist or paramedic trained and having experience in sports injuries.

Equipment see below

#### 4.2.3 General medical care

One locally licensed doctor trained and experienced in dealing with general medical care.

Equipment see below.

#### 4.2.4 Additional medical services not mandatory

- Nurses
- Sports physiotherapist
- Sports masseur

If an athlete bring his/her own medical person he/she is welcome to assist in diagnostic and treatment, but the official and locally licensed medical person has the final responsibility and is in charge.

#### 4.3 FIRST AID POST/MEDICAL TREATMENT ROOM.

There must be a First-Aid / Medical room(s) and First Aid Post close to the competition area/s.

The First Aid Post must be clearly signposted.

#### 4.4 LOGISTICS.

Good communication and cooperation between the medical persons and the Directoire Technique is absolutely essential.

- two way radio communication equipment must be provided for efficient communication between the emergency medical personnel and the Directoire Technique. Mobile phones may be used if it is demonstrated that the signal strength of all the essential personnel's equipment is strong
- good public address system
- Efficient means of communicating with hospital

The referees must know how to call medical help and who to call (e.g. doctor or physiotherapist).



A responsible person must be appointed if extra material is required to be brought to the piste (e.g. stretcher, defibrillator or surgical equipment). The responsible person must know the location of the equipment required.

The use of Action cards is advised.

Good public address system (eg pharmacies, hospital, ambulances etc. ).

It is preferable that all the arrangements between Directoire Technique, medical persons, referees and helpers are notified at a meeting before the competition.

#### **4.5 EQUIPMENT**

- Appropriate first aid equipment for sports, including compression bandages, casts, stretchers, crutches
- A ready supply of ice
- Stethoscope
- Flash light
- Defibrillator
- Oxygen
- Suction
- Rubern mask
- Laryngoscope (check that battery is present and charged)
- Tubes for intubation
- Emergency tracheotomy set
- Equipment for chest drainage
- Needle and syringes for intracardial injection
- Urinal catheters
- Surgical set for suturing and dressings also local anaesthesia

#### **4.6 MEDICAL RECORDS**

All treatment of patients must be recorded.

#### **1.7 DOPING CONTROL**

Doping control is not required at European Veterans Fencing championships unless it is mandatory for the host country.

The cost of doping control will be the responsibility of the organising committee.

#### **4.7 PHYSIOTHERAPY AND MASSAGE**

The provision of physiotherapy and massage facilities is optional.

## 4.8 BASIC EMERGENCY MEDICINE

sport		
Drug	Child	Adult
Adrenalin 1mg/ml	0.01mg/kg im	0.5-0.8mg im/0.3-0.5mg iv with stop 1 mg iv repeated every 3 minutes
Atropin 1mg/ml		
Furix 10 mg/ml	1 mg(0.1ml)/kg iv/im	40-120 mg iv
Ibumetin 400 mg		200-400 mg max x3daily
Morfin 20 mg/ml	0.05-0.2 mg/kg sc	10-20 mg im/5 mg iv
Nitrolingual 0,4 mg/dosis		1 dosis sublingualt
Pinex 500 mg	50 mg/kg/døgn	1g x 3-4 daily
Solumedrol 40 mg	2 mg/kg iv	80-120 mg iv
Stesolid 5 mg/ml	0.2 mg/kg iv	0.2 mg/kg iv
Tavegyl 1 mg/ml	0.0125-0.025 mg/kg im	1-2 mg iv
Klorhexidin (not in the eye)		
NaCl for irrigation		
Isoton NaCl 1000 ml to infusion		
Penicillin		

## 5 CHAMPIONSHIPS WEBSITE

It is important to have a well presented, clear and easily navigable website for each European Veterans Fencing Championships. The website should be in English plus any other language/s at the discretion of the organisers.

The organisers should publish the website in good time in advance of the Championships, not less than 6 months but preferably immediately following the previous championships.

The website should contain the following:

- Details of Championships
  - Title
  - Date
  - Venue (Name and address of venue)
- Welcome from the Organisation Federation President
- Welcome from the President of the Organising Committee
- Welcome from EVF President
- Welcome from the Chief of the host City (Optional)
- Championships timetable
- Rules for Championships (Individual or Team as applicable)
- Details of Entry Fees and method of payment
- Official Entry Forms with closing dates and details of where and how to submit
- Details of official accommodation
- Details of transport or shuttle service between official hotels and fencing venue
- A prominent page to show urgent additional information and updates
- Entry list by weapon, by gender and Age Category
- Results updated at the end of each day of the championships
- Email contact details for the submission of any questions to the organisers
- Photo Gallery (optional but strongly recommended)

## **6 MISCELLANEOUS**

### **6.1 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 site wide sign-posting system with arrows.

### **6.2 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.

#### **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 EVF President to take into account all contracts and exclusive rights already existing within the EVF.

The billboards, in the competition halls, should preferably be 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.

#### **EVF logo and flag**

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

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

### 6.3 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.

[End of document]