

Pacific Coast Section Operations Manual

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Pacific Coast Section Operations Manual

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I. Introduction

The Pacific Coast Section of the United States Fencing Association includes the states of California, Hawaii and Nevada. The purpose of the Section is to conduct the Section championships, which qualify fencers to the US National Championships, to conduct tournaments within the Section and to promote the sport of fencing within the Section. Members of a Division within the Section are automatically members of the Section.

The purpose of the Pacific Coast Section Operations Manual is to define the processes under which the Bylaws of the Section are carried out. All operations of the Pacific Coast Section are conducted under the Rules of the United States Fencing Association (USFA), the USFA Bylaws, and the Section Bylaws. The USFA Operations Manual and Athlete's Handbook also carry supplementary material that is not repeated in this Pacific Coast Section Operations Manual.

The Operations Manual will be revised by the Section Executive Committee to reflect any changes made in the USFA rules. Such revisions will require the approval of a majority of the Section's Executive Committee. The USFA rule will take precedence during the period in which the Executive Committee revises the Operations Manual. These changes become effective after passage by a simple majority of the Section Executive Committee.

A Section Member may propose a revision to the Operations Manual by submitting it to the Section Chair in writing. A simple majority of the members of the Section Executive Committee is required to modify the Section Operations Manual. Such changes will be effective commencing with the adoption of the change.

II. Section Championships

The Pacific Coast Section is responsible under the USFA Operations Manual for conducting senior section championships and an Under 19 section championships to determine those who qualify for the National Championships in Division I-A and Under 19 competitions respectively. The individual section championships are open only to members of the section who are eligible to enter the national championships. All fencers entered in the Section Championships must meet the USFA age and nationality rules for that particular championship.

All information about the fencers entering the Pacific Coast Championships will be verified with the USFA membership records.

Club Affiliation: club affiliation registered with the USFA as of March 1 of the competition year will be used for the Pacific Coast Championships. (If a fencer joins the USFA after March 1, the club registered with the USFA at the time the fencers joins will be used.) It is the responsibility of the fencer to insure that the USFA has properly noted the club which the fencer is representing in the current season. Any NCAA fencer who

properly registers the club with the USFA as of March 1 is eligible to fence on a club team at the Senior PCCs and is exempt from the requirement to fence for the club before March 1.

Ratings: only ratings recognized by the USFA as of the Tuesday before the tournament will be used at Pacific Coast Section Championships. Fencers whose ratings on the entry form differ from what the USFA recognizes will be advised of the difference two weeks before the tournament. It is the fencer's responsibility to make sure that the host of the tournament in which (s)he earned the new rating has submitted it to the USFA in time for it to be used for the Pacific Coast Championships.

A. Senior Section Championships

The Section conducts its Senior Sectional Championship in May of each year before the date specified by the USFA for completion of qualifying competitions for the National Championships. The Section Chair and Section Vice-Chair for Seniors, assisted by the Section Executive Board, are responsible for conducting the tournament. The tournament includes individual men's and women's competitions in all three weapons and team men's and women's competitions in all three weapons. (The team competitions are not a qualifying competition for the National Championships.)

A team for the Senior Section Championships is made up of members of a single club who have represented that club at least once in a tournament in the current fencing season in a tournament of the Pacific Coast Section or one of its Divisions prior to March 1 of the year of the championships. A club team can include members of different Divisions of the Pacific Coast Section provided they are from the same club and have represented that club at least once in the current fencing season. Teams representing clubs within the Pacific Coast Section may include fencers who are members of foreign divisions (as defined by the USFA) who are current residents of the Pacific Coast Section, members of the club, and who have represented the club at least once in the season prior to March 1. The teams representing clubs may also include individuals who are members of the club and who have represented the club in one tournament prior to March 1, but who are not currently eligible to enter the Section individual championships due to citizenship issues. The members of foreign divisions must demonstrate residency within the Pacific Coast Section.

A "composite team" consisting of members of one Division but not all in the same club will be allowed to compete in the team championships if there is no club team entered from that Division. Composite teams should submit their entry at the same time as other teams; these teams will be notified at the close of the period for entering the tournament if they will be accepted in the competition.

All teams are required to check in on Saturday afternoon. This check in will be used to identify the fencers on the team and seed the teams for Sunday's team competitions.

Teams will be seeded for the team competition based on the results of the individual competitions in the Senior Section Championships. The assignment of quality points (no higher than fifth) will be accomplished by an advisory group to the bout committee consisting of three people (coaches, fencers or referees). The advisory committee will make the assignment of quality points for the individuals who are eligible for the team competition but not entered in the individual competitions. If there is a tie in the ranking of any team, a coin toss will be used to break the tie.

The Section has perpetual trophies for some team competitions. The winning team will have their photo taken with the trophy, be given individual medals, and the opportunity to sign a contract to take the trophy to their club after providing a dollar deposit to the Section.

The Section Executive Board has the responsibility for finding a venue for the tournament. Section members, clubs or Divisions wishing to propose a possible venue for the tournament should contact the Section Chair and Vice–Chair for Seniors 18 months in advance of the tournament to discuss the possibility of their proposed venue.

At any location, a local club or Division may propose to assist the Section Executive Board with set up, tear down, and will be paid by the Section for that assistance. This proposal is submitted in writing to the Section Chair and Vice–Chair for Seniors and they will recommend approval of the proposal to the Section Executive Board. A local club or Division whose proposal is accepted is given the opportunity to design and sell tournament souvenirs and/or food, and to retain all the revenues, subject to limitations imposed by the venue. The local club or Division may choose to offer information about the local area to the fencers but is not required to do so.

Should there be no local club or Division which proposes to assist the Section with set up and tear down, the Section Chair and Vice–Chair for Seniors may identify a crew to assist. This crew may be paid or receive discounted registration fees for the tournament at the discretion of the Section Executive Board. Should there be no local club or Division interested in the sales of souvenirs or food, the Section Executive Board may permit another vendor to do so, subject to the limitations imposed by the venue.

The Section Executive Board will receive all the entries and fees for the tournament and pay out the expenses. The Section Executive Board will appoint the bout committee and arrange for the FOC, referees, armorers, bout table staff, trainer and/or nurse, any other staff and necessary equipment for the tournament. The Section Executive Board will order the medals. The Section Executive Board will make any arrangements with vendors, including equipment vendors, and food or souvenir vendors in the case where there is no participation by a local club or Division.

B. Under 19 Section Championships

The Section Executive Board conducts its Under 19 Championship competitions in all three weapons for men and women as qualifying competitions for the National Championships. Entry in the Under 19 Section Championships is limited to section members who meet the age and nationality requirements and who are eligible to enter the National Under 19 Championships.

It is the Section Executive Board's preference to conduct a single championship tournament in which the Under 19 championships are held in conjunction with championships for Cadet, Youth 14, Youth 12 and Youth 10 fencers. However, the space requirements for 30 competitions within a two-day period are very high and the Section Executive Board may choose to split the Youth portion (Youth 14, Youth 12 and Youth 10 competitions) from the Junior portions (Under 19 and cadet competitions.)

The tournament or tournaments for the youth and junior section championships should be held in March and April, if at all possible. National schedules, the timing of Easter and venue availability may force the tournament to an earlier date; however the goal should be to have the tournament(s) no earlier than March 1 and no later than April 30.

The Section Chair is accompanied by the Vice-Chair for Juniors on the Under 19 and cadet portion of the championship and by the Vice-Chair for Youth on the Youth 14, Youth 12 and Youth 10 portion of the championships.

Cadet, Youth 14, Youth 12 and Youth 10 competitions are open and not subject to the section membership, and nationality rules of the Under 19 competitions. USFA age rules will apply. (Since the USFA age rules for the Under 19 competition will be those specified for the National Championships, the Executive Board may, at its discretion, allow the youngest fencers who are permitted to enter the Under 19 competitions to also enter the Cadet competitions without regard to national points standings.)

The Section Executive Board is responsible for finding a venue for the tournament. Section members, clubs or Divisions wishing to propose a possible venue for the tournament should contact the Section Chair, the Vice-Chair for Juniors and the Vice-Chair for Youth 18 months in advance of the tournament to discuss the possibility of their proposed venue.

At any location, a local club or Division may propose to assist the Section Executive Board with set up, tear down, and will be paid by the Section for that assistance. This proposal is submitted in writing to the Section Chair, Vice-Chair for Juniors and Vice-Chair for Youth and they will recommend approval of the proposal to the Section Executive Board. A local club or Division whose proposal is accepted is given the opportunity to design and sell tournament souvenirs and/or food, and to retain all the revenues, subject to limitations imposed by the venue. The local club or Division

may choose to offer information about the local area to the fencers but is not required to do so.

Should there be no local club or Division which proposes to assist the Section with set up and tear down, the Section Chair, Vice–Chair for Juniors and Vice–Chair for Youth may identify a crew to assist. This crew may be paid or receive discounted registration fees for the tournament at the discretion of the Section Executive Board. Should there be no local club or Division interested in the sales of souvenirs or food, the Section Executive Board may permit another vendor to do so, subject to the limitations imposed by the venue.

The Section Executive Board will receive all the entries and fees for the tournament and pay out the expenses. The Section Executive Board will appoint the bout committee and arrange for the FOC, referees, armorers, bout table staff, trainer and/or nurse, any other staff and necessary equipment for the tournament. The Section Executive Board will order the medals. The Section Executive Board will make any arrangements with vendors, including equipment vendors, and food or souvenir vendors in the case where there is no participation by a local club or Division.

III. Section Circuit Tournaments

The Pacific Coast Section has developed two circuit tournaments as of 2004 in the interest of promoting the sport of fencing within the Section. The Senior Section Circuit and the Southern California/Nevada Youth/Junior Circuit are conducted under the supervision of the Section Executive Board. Each circuit is governed by its own set of rules, which are published on the Section website and made available to any club or division considering hosting such a tournament. The Section collects a fee from each circuit tournament host and provides advertising on the section website, overall circuit trophies, and the administrative support to determine the overall circuit winners.

As the section circuit tournaments are a means of promoting the sport of fencing in the region and providing quality opportunities for competition that are relatively local and as the circuit tournaments (for the most part) are not for–profit activities, divisions and clubs are encouraged to loan equipment to the section circuit tournaments at no cost to the local hosts, with the local hosts being expected to provide an armorer to work on the equipment and contribute to its maintenance.

Local hosts should submit bids for the tournaments in the coming season (August 1 to July 31) no later than March 31 of each year. Bids are reviewed by the Section Executive Board with the guidelines established for the circuit in mind, which are on the Section website and included as Appendices to this operations manual. Tournaments are encouraged to maintain open communications with the Section Executive Board.

Each local tournament host will arrange for all the tournament staff, equipment, and awards. The Section Executive Board will assist, as available, where needed. The local host will receive all the funds and pay all the expenses, including the fee to the

Section provided in the contract. The local host may sell food and/or souvenirs to supplement their income from the tournament. The local host may solicit donations to support the tournament.

Each local tournament host will report the tournament results to the Section Executive Board (either the Chair or the Secretary) in writing within one day after the tournament is over.

Participation in the Section Circuit tournaments is open to anyone who is a member of the USFA or any other authorized body of the *Fédération internationale d'escrime* who qualify for the announced category of competition. Consideration for the overall Section Circuit trophies is limited to members of the Section and residents of the Section who are members of “foreign divisions” or the National Division of the USFA by virtue of their citizenship. (i.e., a resident of Los Angeles, California, who is identified by the USFA as in the “Germany” Division maybe considered for the trophy as long as the fencer is a resident of the Section and meets the other qualifications to enter the circuit tournaments.) Members of Divisions in other USA–based Sections or members of the National Division or foreign divisions who are not residents of the Pacific Coast Section are welcomed at all circuit tournaments and encouraged to participate, but are not considered for the overall trophies.

IV. Scheduling

There are limited weekends for tournaments and it is important that all parts of the Section work together on scheduling issues. Division qualifying tournaments may not be scheduled for the same weekend as a National tournament for the Senior or Under 19 Section Championships. Section Circuit tournaments are scheduled to avoid conflicts with national tournaments, to the extent possible. We do recognize that there will be some conflicts, especially for those tournaments that are part of the circuit but which have to reserve their venue years in advance. Divisions are encouraged to avoid scheduling local tournaments on the same weekends as Section Circuit tournaments, which will maximize the opportunities for fencing within the Section.

V. Voting

Voting for officers at the Section Annual Meeting will be by all members of the Section present at the Section Annual Meeting.

If voting is needed to be done by proxy due to a special meeting it will be handled by U.S. Mail. Ballots are mailed to each Section member only. The USFA membership list will be used for this mailing. The Section will pay any costs associated with the mailing. The Section Executive Committee shall appoint an election commission for a specific ballot proxy. Members will have three (3) weeks from the time of mailing to return their ballots in order for them to be counted. Ballots will be returned to an independent auditor appointed by the Section Executive Committee. The independent auditor will process, certify and count all votes.

VI. Investigations

In the event of an investigation which involves a recall, the Section Executive Committee will appoint a five (5) member committee to investigate the charges. The appointed Investigation Committee will elect its chair and will initiate the website discussion of the issues for two (2) weeks followed by a two (2) week discussion of the issues by the Section Executive Committee. The Section Executive Committee will receive the report from the investigation committee chair and will vote by majority vote (by email) whether or not to submit the proposal to the Section Membership for a full vote. If the Section Membership is to vote on the recall, the same procedure for proxy voting will ensue. (See Section V above.)

VII. Publication of Information

The information about section tournaments and all section business will be published on the section website, *www.pcsfencing.com*. All section tournaments and section circuit tournaments will be kept on a master calendar on the website. Information for entering all section championships will be available on the website. Links to the information for entering section circuit tournaments will be on the website. Information on proposing to assist the Section Executive Committee with running the Section Championships will be on the website. Information on proposing venues for the Section Championships will be on the website. Information on hosting a Section Circuit Tournament will be on the website. Minutes of the Section Annual Meeting, meetings of the Section Executive Board and Section Executive Committee meetings will be on the website. Publication of all materials will be in a timely manner.

VIII. Perpetual Trophies

The Section owns five perpetual trophies: senior team champions for men's épée, foil and sabre and women's foil, and the Hurst Trophy for the most successful club in the Under 19 competition at the Junior Pacific Coast Championships as of October 2004. These trophies (and any future perpetual trophies) will be kept under the care of the Section Chair. If the winner of a perpetual trophy or a winning club wants to take the trophy to their club or home, the club owner and fencers will need to provide a \$200 deposit to the Section and sign a contract agreeing to return the trophy and its box. The trophy will be returned to the Section Chair two weeks prior to the competition or appropriate arrangements will be made with the Section Chair for delivery of the trophy. A laminated copy of this page of the Operations Manual will be attached to each trophy's box. The history of each trophy is on the Section website and will be included in the trophy box.

The contract will specify the penalties for the failure to return the trophy to the

tournament. The deposit will remain with the Section. In the case of the team trophies, the club and the specific fencers who won the trophy will not be permitted to enter subject team competition at the Senior Pacific Coast Championships if the trophy is not returned to the tournament. In the case of the Hurst Trophy, a club that fails to return the trophy to the tournament will not be eligible to win the trophy in that years' Under 19 competition. The contract will also provide that should a club be dissolved, the fencers (in the case of the team trophies) and club owner will be responsible for returning the trophy to the Section Chair immediately.

Any club or individual which does take the perpetual trophy home will report quarterly on the status of the trophy to the Section Vice Chair for Seniors regarding the senior team trophies or to the Section Vice Chair for Juniors regarding the Hurst trophy.

Appendix A: Edwin K. Hurst Trophy

The purpose of the Hurst Trophy is to recognize the club that is most successful at each year's Junior Pacific Coast Championship. It was created by Dr. William F. Kellogg (1920-2003) who also designed it. It was named for Edwin (Buzz) Hurst, well-known West Coast fencing coach, past President of the U.S. Fencing Coaches Association, past Vice-President of the USFA, the 1998 USFCA Regional Coach of the Year, and former Navy carrier pilot during the Vietnam War. Dr. Kellogg was a world-renowned physicist and was a fencer for many years, beginning the sport at the Massachusetts Institute of Technology where he was named the captain of the fencing team in his senior year. He was a highly-decorated hero of World War II. In addition to having been awarded the Distinguished Service Cross, our Army's highest decoration for heroism, he was personally decorated with the Order of Alexander Nevsky (one of Russia's highest combat awards) by Josef Stalin.

The winning club will be determined by the weighting the finish of the top 16 fencers in each competition by the number of fencers in that competition. The trophy will be presented at the end of the Championship. The winning club may keep the trophy in its possession until the next year's championship when it is obligated to return it to the site according to current P.C.C. regulations.

The point system for the Hurst Trophy:

Points will be awarded to finalists in the junior competitions progressively in descending order based on the number in the final, i.e. in a final of eight, 1st place gets 8 points and 8th place gets 1 point. With a final of six, the points will be from 6 to 1.

If there are at least 16 fencers in the competition, the fencers in the final will receive an additional point and fencers who place 9 through 16 will receive one point.

For each full increment of 8 fencers in the competition, the fencers who finish 1st through 16th place will receive an additional point.

The club's total will be the sum of all points earned by the fencers who place in the top 16 of all six junior competitions.

Appendix B: Guidelines for Section Championship Tournaments

The Senior Pacific Coast Championships will need to have space for at least 18 strips or 20,000 square feet total in the venue.

The combined Junior and Youth Pacific Coast Section Championships will need to have space for at least 24 strips or 26,000 square feet.

Junior Pacific Coast Championships need to have at least 12 strips or 14,000 square feet total.

Youth Pacific Coast Championships will need at least 9 strips or 10,000 square feet.

Appendix C: Guidelines for Senior Section Circuit Tournaments

The tournament will be run in accordance with all USFA rules, using any USFA approved format. There is no need to fence off for third and fourth place if you choose not to do it. All fourth place finishes will receive third place points anyway.

That confirmation of current USFA membership by showing their USFA card will be required for all competitors.

That a minimum of two (2) rated referees for the entire tournament and for the finals of each event will be provided and that a good faith effort will be made to provide as many rated referees as possible.

Separate men's and women's events will be run for each weapon. At the discretion of the bout committee, women may be allowed to fence in men's events. Women must have their own event no matter how many women show. If the women fence in the men's event regardless if they fence in their own event the placing of the women will not be pulled out when deciding final placements of the men for points. The women will not receive any points in the men's events. Women's placing stands "as is" and no adjustments will be taken for the men when women fence in the men events.

Prizes will be awarded to the top eight (8) finalists in each event. All finalists will be awarded on the "finals strip" or where deemed appropriate in order to give the most attention to the winners. Additional prizes and/or wild awards are encouraged.

Suggested entry fee is twenty dollars (\$20.00) per person per weapon. Each tournament organizer has the ability to charge whatever entry/event fee they see fit though.

Promotion of the tournament will be on the Section website as well as the Division and/or club website with clear directions to the venue and hotel information a minimum of five months before the event. You will report to the Section Chair to make sure the event is being held in accordance with this contract. Inviting participation from outside the Pacific Coast Section is also encouraged, as is media coverage.

Upon approval of the tournament, a fee of \$75 is sent to the Pacific Coast Section for each weapon in the tournament, unless otherwise agreed to with the Section Executive Board.

A complete set of results must be submitted to the Section Chair within Two (2) days after the event. Results must be in plain text format and sent via e-mail. The report shall include the following: The names of all competitors, their classification, club affiliation, Division affiliation, Section affiliation if from another Section or Nation, Final placement, and any new classifications earned at the event. Failure to complete results in

seven (7) days will result in the inability to host another Pacific Coast Section Circuit event.

There must be sufficient space for the tournament size you are requesting with room to move about and store fencing bags. One strip must be grounded for all semi-final bouts and finals in Epee and Foil. Saber is only recommended to have a grounded strip.

Appendix D: Guidelines for the Southern California/Nevada Junior Circuit

Mission Statement

The Southern California/Nevada Junior/Youth Circuit is sponsored by the Pacific Coast Section of the United States Fencing Association for the purpose of promoting opportunities for junior fencers in the southern portion of the Section. One goal is to provide a positive atmosphere in which the first-time competitor can learn what competition is about, while encouraging experienced (and rated) local fencers to also compete. A second goal is to increase the opportunity for separate gender fencing in the southern portion of the section. By increasing the opportunities for junior/youth fencers to compete locally, the Section is also promoting the sport of fencing. The Pacific Coast Section provides the overall awards to support the Southern California/Nevada Junior/Youth Circuit.

The formal statement of the guidelines for the circuit is distributed to the tournament organizers to insure that there is a clear and common understanding of the roles and responsibilities of all parties involved in the Circuit.

Pacific Coast Section Responsibilities

The Pacific Coast Section provides oversight for the Southern California/Nevada Junior/Youth Circuit. The Section defines standards that all circuit tournaments need to meet or exceed.

The Section provides the overall circuit awards, in a format determined by the section officers, at the end of each season's competition. The Section computes the overall circuit standings (using a points system) to determine the winners of the overall circuit awards. The overall circuit awards are given for men and women; there are no overall mixed awards.

The Section provides marketing assistance to the tournament, including publicizing the tournament within the Section and to all the other tournaments in the Circuit; and publicizing the tournament on the Section's website.

The Section provides assistance to the local hosts if they have questions on process for their tournament, including such issues as identifying appropriate staff for the tournament and arranging for enough scoring equipment. The local host is responsible for providing weights, shims, clocks and penalty cards for the referees, if the referees do not have them.

The Section coordinates the dates among the tournaments in the Circuit so that they compliment each other and work within the rest of the season for the Section.

The Section collects a fee of \$50 per tournament to help offset the costs of the overall awards.

Local Host Responsibilities

The local host subscribes to the goals of the Circuit as expressed in the mission statement.

The local host does the tournament marketing, collects all the entries and fees, conducts

the tournament, makes all the decisions regarding concessions at the tournament, including food and tee shirts, hires and pays the tournament staff and makes all decisions on any local promotional material; selects the medals for the local tournament and decides how they will be awarded; and retains all the net income from the tournament.

The local host follows the guidelines established by the Pacific Coast Section for the conduct of the tournament.

The local host provides the results to the Section for the publication and determination of the overall winners.

The local host will pay a \$50 fee to the Section to be in the Circuit.

The local host will provide a list of all the tournament officials (bout table, FOC, armorers, referees, and first aide) and identify the vendor no less than one month before the tournament in writing to the Section Chair and Secretary.

Overall Tournament Conduct:

The tournament should be conducted following all rules of the United States Fencing Association.

Tournament organizers should be aware of physical conditions at the time of the tournament, including, but not limited to, weather, lighting, air circulation, floor conditions, that may impact the safety factors and adjust for those conditions. It should be noted that these conditions may not be anticipated, but the tournament operations should be adjusted to compensate for any adverse effects.

Because the tournament is oriented to providing a positive learning experience for the first-time competitor, an effort should be made to inform all competitors of the rules and allow reasonable time for the communication of this information at all stages of the tournament.

Local hosts should provide a venue that is appropriate to the expected participation level for the tournament; recognizing that venue capacity is a function of the size of the venue, the hours it is available, and the capacity of the tournament staff to work the hours needed.

The local host provides an armorer to inspect the masks and maintain the scoring equipment. The local host will include inspection of body cords and lames. The local host will arrange for the presence of a well-stocked vendor at the tournament.

The local host will arrange for a person trained in first aide who is present at the competition.

The fencing will be mixed if there are not six men and six women in any competition. If there are at least six men and six women, the fencing will be separate.

The competition will be one round of pools (five-touch bouts) with 100% promoted to direct elimination.

Every effort will be made to provide the maximum fencing opportunity for each participant. Special care will be taken for competitions with a small number of entries. Competitions with only ten entries either fence the pool round as one pool (double stripped, if appropriate) or have a fence off for all places, at the discretion of the bout committee and the local host. Competitions with nine or fewer entries will be fenced as one pool, and may include the fence off for all places, at the discretion of the bout committee and the local host.

At this time, the Section supports competitions for Junior, Cadet and Youth 14 fencers in épée, foil and sabre and Youth 12 in foil. The Section will support efforts to expand the competitions to include Youth 12 for épée and sabre. Local hosts may extend their competitions to include Youth 10 fencing as well. The Section will not support that until it is demonstrated that the Youth 10 competition is viable for all the tournaments in Circuit.