



**2016-2017
Regional Junior/Cadet Circuit
(RJCC)
Guidelines**

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TOURNAMENT SELECTION CONSIDERATIONS

Among the criteria the Regional Coordinator and National Office consider when determining hosts for RJCC tournaments are...*:

- RJCCs must occur between August 1, 2016 - May 7, 2017
- Size, quality, and safety of venue
- History of tournament staff and bidding organizer in producing successful events
- Ability to meet venue requirements (see below)
- Location and date of competition in regards to other RYC, SYC, ROC, RJCC tournaments or NACs. Please take note of the National and Regional Tournament Schedule when selecting dates for RJCC events
- Availability of qualified Safe Sport Compliant Staff
- Viability of schedule submitted in relation to tournament resources, number of events and projected numbers
- RJCC Host Organizer must be a current USA Fencing member

* More detailed information concerning selection criteria may be found in the **Tournament Organizer Requirements and Bid Overview** document on <http://www.usfencing.org/page/show/780402-usa-fencing-regional-roc-syc-bid-packet>

BIDDING ORGANIZERS

- For the 2016-2017 Season Tournament organizers are to complete the online RJCC Bid Application available through <https://www.emailmeform.com/builder/form/bc94dF23907PMGDZld6R> and submit a \$100 bid processing fee. Completed Bids will be forwarded to the Regional Coordinator to determine viability. Viable bids will be ranked within the region and forwarded to the Regional Manager at the National Office for consideration for final approval.
- RJCC organizers agree to support the Regional tournament system by avoiding hosting logistically close competing tournaments on dates that conflict with other Regional Tournaments in their home Region.
- All bidding RJCC organizers agree to have read the **Tournament Organizer Requirements and Bid Overview** document available at <http://www.usfencing.org/page/show/780402-usa-fencing-regional-roc-ryc-syc-bid-packet> and this **RJCC Guidelines** document. These serve as reference and support resources for all regional organizers.
- Ordinarily, a single viable location may be approved to host up to 2 Regional tournaments a season. This is to promote equitable distribution of tournaments throughout the region. The National Office is permitted to deviate from this norm at their discretion according to the number of interested bidders and viable locations in their region in conjunction with the needs of the fencing population.
- Approved RJCCs will be posted the USFencing regional calendar on usfencing.org: <http://www.usfencing.com/page/show/699858-regional-events>
- Only approved RJCCs will be considered for qualification purposes.
- Approved RJCC Organizers have access to one free email blast advertising their tournament to the membership. Contact the Regional Manager, Leslie Winckler (l.winckler@usfencing.org) to request an e-blast transmission to the applicable membership.

VENUE REQUIREMENTS

The fencing venue is a most important element in hosting a successful tournament. Interested bidders may contact Christine Simmons (c.simmons@usfencing.org) for guidance in negotiating venue contract agreements. It must be available from approximately 6:00 a.m.–11:59 p.m. each day of the tournament and for at least one day in advance for set up. It must be clean, well maintained, and possess the following characteristics:

1. Minimum ceiling height of 15 feet.
2. Depending on the Region and the projected number of registrants, the number of strips and the strip layout is an important consideration. Bids must reflect an adequate number of strips to accommodate the historical number of registrants in a given region.

One fencing strip measures 14 meters long x 1.5 meters wide and must include 2 meters on either end as a safety zone. Venue flooring should be a wood, composition or carpet surface on which fencing strips can be affixed. At least 4 strips must be grounded strips. Organizers may request a relaxation of the 4 grounded strip requirement in the **Venue Considerations** portion of the online bid submission. Decisions to adjust this requirement will be regionally responsive.

Strip layout must provide an adequate amount of space for the referee on the side of each strip, with the scoring box to be placed approximately 3 feet out from the center of the opposite side of the strip. Scoring boxes back to back are the ideal arrangement.

3. Competition area must be well lit with even lighting throughout.
4. Area on or near the fencing floor for Armory, Registration Desk, Officials Lounge, and Trainer. Area on or near the fencing floor for vendor booths is optional.
5. An Athletic Trainer is required on site during all hours of competition, and must be easily accessible in the main hall of competition. Access to ice is mandatory.
6. Ample amount of restrooms.
7. The temperature in the competition hall must be between 65° and 75° F.
8. A stage or visibly designated area for the Bout Committee. The BC area is centrally located with clear site to all strips, and should be equipped with sufficient tables, chairs, electricity, internet access, and public address system.
9. The public address system needs to reach all areas of the venue, including the designated Officials Lounge, with a microphone located at the BC Stage.
10. An area must be designated and easily accessible to fencers for posting pools, DE tables, and results. Internet access and live results are preferable.
11. Adequate space for fencing bag storage away from the competition floor.
12. Adequate parking and easy access to transportation, especially to the host hotel.
13. Venue food/drink concessions are open throughout the competition. Concessions must include “athlete-friendly” foods (fruit, energy bars, bagels, water, sports drink).
14. Water stations and/or drinking fountains must be available.
15. It is desirable that a finals strip is separated from the preliminary strips to provide special attention for athletes with an enhanced audience seating area.

SCHEDULING

A complete projected schedule of all events to be held at the tournament is to be submitted with each RJCC bid. Schedules should be designed with consideration given to the projected number of participants in relation to the available strips. Consideration should also be given to fencers competing in cross over age groups. If the RJCC is run over multiple days, events within the same weapon and gender with direct age cross over should NOT be scheduled on the same day. For example: Cadet WE and Junior WE should not be held on the same day. Organizers bidding for additional events outside the RJCC must also ensure cross over events are separated.

RJCC tournaments organizers may submit bids for Regional Junior only or Regional Cadet only Tournaments, a combined Regional Junior and Cadet Tournament or an RJCC combined with outside events (such as an RYC, ROC or team events). RJCCs may be single, double or include all three weapons. They must include both mens' and womens' events. Regional Cadet Events may be combined with SYC tournaments if there is a need in a given region.

Organizers requesting to combine RJCCs, RJC's or RCCs with an SYC, RYC, IROC or other non-regional events should submit a strip management plan, including projected participant numbers, along with their schedule.

EVENT STAFF

All USA Fencing rules and regulations concerning Safe Sport, Membership, Background Check Clearance and the hiring of staff under the age of 18 (minors) must be adhered to. Refer to the **Tournament Organizer Requirements and Bid Overview Packet** for more detailed information.

Bout Committee: The number of people on the BC should be determined by the size of the tournament. Prior experience is essential to running a successful tournament. Contact Tournament Committee (tc@usfencing.org) if you need assistance in hiring qualified BC staff.

Referees: Contact your Regional Coordinator <http://www.usfencing.org/rycregionalcoordinators> or Mary Mahon (meldarius@aol.com) if you need assistance in hiring Referees. Information is also posted at <http://www.fencingofficials.org/>. The Fencing Officials Commission (FOC) may hold testing and/or clinics in conjunction with the RJCC tournament. Referees can be paid on a flat fee basis or per-round basis.

Armorers: Generally, 2 armorers are required, some tournaments will require more. Depending on the projected number of entries, the number of armorers must be sufficient to move athletes through equipment check in order to keep the tournament schedule moving. It is also critical to have enough working electrical equipment (2 extra sets beyond what the number being used).

Medical: The LOC is obligated to provide one Athletic Trainer on site during all hours of competition and be equipped with proper medical supplies including ice.

All of the Tournament Staff should know where the closest hospital is from the venue, and be able to provide directions in case of an emergency.

REGISTRATION

Entry Fees*: *The RJCC* entry fees consist of a maximum \$30 registration and \$40 for each event entered (**new 2016-2017**). This amount does not include required state and local taxes or the cost to registrants for using online registration via askfred.net. Organizers may set their registration and/or entry fees lower at their own discretion.

**New 2016-2017:* Organizers may request an exemption from the max fee standard in their original online bid submission. Costs such as high venue rental fees and staff travel/housing are examples which would warrant such a request. Organizers are required to provide substantiating information for such an exemption to be granted.

USA FENCING receives \$5 per participant Program Support Fee at each RJCC, and is included in the registration fee. Monies must be paid to USA Fencing within **72 hours** of the tournament. Classification changes and regional points updates will be made by the National Office once the Program Fee has been paid and membership applications, referee report and complete results in an Excel format have been received.

Late Entry Policy: Late entry fees are to be set at the discretion of the organizer, but must not exceed the triple fee amount and can be no more stringent than the National Office policy.

Refund Policy: Organizers may implement their own refund policies for their RJCC as long as they are no more stringent than the policies of the National Office. This pertains to both no-shows and withdrawals.

Waiver of Liability: Organizers must include a statement in the waiver that photography, filming, recording or any other form of media of the athlete during the tournament can be used by the host organization and USA Fencing. There should be a check box option for individuals to refuse media coverage of the fencer.

TOURNAMENT CHECK-IN

Fencers must check-in with their membership card or a letter of good standing. Membership exceptions for foreign fencers do apply. Athletes without proof of membership must complete competitive membership registration prior to competing. **In order to expedite the processing of results and the updating of points, online membership application is highly recommended on the day of a regional tournament.** Organizers should have a computer dedicated to use for online membership applications to be completed available at registration. If paper membership forms are completed, they should be faxed to the National Office at the end of the last event of the tournament (719) 632-5737. Payment will be returned if membership can be verified.

ELIGIBILITY

Fencers must be current competitive members of USA Fencing in good standing to compete in RJCC events. Membership exceptions for foreign fencers do apply. Fencers may complete a membership application on the day of the tournament prior to competing.

Please refer to the Age Classification Chart for birth year requirements and exceptions.

<http://www.usfencing.org/page/show/698393-age-and-classification-eligibility>

Foreign Fencers:

Foreign fencers may compete in RJCCs. However, they are not eligible to compete at the Junior Olympics because it is a National Championship. When calculating the qualifying % from the RRPS for the Junior Olympics, any foreign fencers who fall into the qualifying % will be skipped and the next eligible fencer will earn qualification.

Foreign fencers are not eligible to win an overall RRPS patch. A foreign athlete who falls into the top 3 on the RRPS will be skipped and the next eligible athlete will win the patch.

Foreign Fencers may qualify for the July Challenge if they fall into the regional qualifying percent or if they meet the USA Fencing classification standard as defined in the Athlete Handbook 2.2.5

EQUIPMENT REQUIREMENTS

Uniforms (jacket, pants, knee-high socks, fencing glove):	Standard fencing uniforms; cannot have any rips, tear, or holes (gloves included). Warm-up pants are not allowed. Fencing glove must cover the lower half of the forearm. Tape covering holes on gloves is not permitted. 800 N requirement for sabre must be enforced.
Plastrons (underarm protectors):	Standard fencing plastron; required with every uniform
Chest Protector:	Required for females
Masks:	12K punch test; sewn in bib visual inspection - cannot have any rips, tears or holes in the bib; all rivets must be installed; covering over the welds must be present and installed so it will not catch a blade. Conductive Bib in foil is required; retrofit conductive bibs must be installed such that they will not catch a blade; they shall be tested for conductivity of 5 ohms or less with no dead areas; tabs are not required; if tabs are present, they must be conductive - if not they must be removed. Elastic strap at back of mask is required and must be tight enough to prevent the mask from falling off.
Lame	Tested for conductivity of 5 ohms or less with no dead areas; must not have any rips, tears or holes or loose seams.
Body Cord/ Mask Cord	Tested for continuity and conductivity of one (1) Ohm or less per line; clips must be visibly soldered and free of corrosion
Weapon Handle:	Any attachment to a weapon's handle must fix the hand in one position such that the top of the thumb is no more than 2 cm from the inner surface of the guard. French grip epee handles shall not exceed 20 cm in length when measured from the front of the guard to the end of the pommel nut.
Names on Uniforms:	Not required at RJCCs

EQUIPMENT CHECK

Fencers **must** get all standard equipment inspected and approved by the Armorers prior to competition. This includes lames, body and mask cords, masks and gloves. Weapons are checked (weights and shims) during pools and direct eliminations for all events.

RULES OF COMPETITION

RJCC events are run in accordance with USA Fencing rules and formats. Each Tournament Director should have a copy of the current USA Fencing Rulebook, RJCC Guidelines, Tournament Organizer and Bid Requirement Overview, USA Fencing Athlete Handbook and USA Fencing Operations Manual onsite.

Note: At least 2 athletes must compete (have fenced) in a given RJCC age/weapon event to fulfill eligibility requirements for inclusion in the Regional Ranking Points Standings (RRPS). Event results submitted with only 1 participant listed will not result in the athlete fulfilling the qualification requirement.

Open Entry: RJCCs award **regional points** which may lead to Qualification to the Junior Olympic Championships and/or the July Challenge. Therefore, no caps on entry can be made on any RJCC event within any registration period. Once all registration is closed, organizers are no longer required to accept entries.

Participation: Any athlete who is age eligible may compete in an RJCC.

Tournament Format: The format for all RJCC events must be one round of pools with 100% promoted to a direct elimination (DE) tableau. All events must use pools of six or seven whenever possible. In events with fewer than 11 entrants, the BC may elect to have two rounds of pools followed by 100% promoted to a DE tableau.

There is no fence-off for third place

All RJCC tournaments must run using standard electrical scoring equipment

Combining Events:

No event at an RJCC may be combined regardless of number of entrants.

Seeding: Seeding should be based on the following order:

- National Rolling Points Standing regardless of classification
- Classification and year
- If athlete has neither National Points nor a weapon classification they are seeded on a random basis with the other athletes in the same situation

Fencers from the same club should be separated as much as possible in the first round of competition. Seeding must be posted prior to the posting of pools.

Tournament Software: USA Fencing strongly recommends using Fencing Time as the software for these tournaments. Any software used must be capable of interfacing with www.askfred.net to run the tournament. The bout committee should be experienced with the chosen software. Tracking of referees is mandatory. Organizers are encouraged to provide live result updates for their tournament.

POINTS, QUALIFICATION & CLASSIFICATION

Points:

All athletes whose USA Fencing's membership division is in the region in which the RJCC is held will earn regional points based on placement. Athletes fencing in an RJCC outside their region will not earn regional points. Larger fields will award more points for placement. A percentage of athletes will earn qualification from their rankings on the RRPS. For more information on this Regional Points formula see the **Regional Recognition Initiative** Document available <http://www.usfencing.org/rycresources>

Up to the best 2 results in a given category will be combined to determine a fencer's Regional Rank each season.

There is **NO** trickle down for points at the Regional level. Points earned in a Regional Cadet or Junior tournament only appear in the category in which they were earned. (For example: Junior regional points do NOT trickle down to Cadet).

There **IS** trickle down for QUALIFICATION at the Regional level. Therefore, if a fencer qualifies in an older age group and is age eligible for a younger age group, they earn qualification in that category as well. (For example: If a fencer qualifies to the July Challenge in Juniors and is age eligible for Cadet, he/she will also qualify in Cadet)

There are **NO** National Points earned at RJCC events.

*Junior and Cadet **National** Points (NRPS) are also only awarded at NACs, the July Challenge and Junior Olympic/National Championships.*

Qualification:

The RJCC tournament serves as one qualifying path for Cadet and Junior fencers to the Junior Olympic National Championships and the USA Fencing Summer Nationals July Challenge.

A percentage of point holders from each region will earn qualification to the Summer National Championships and for the Junior Olympic Championships in Junior and Cadet.

For more information on Cadet and Junior qualification paths refer to the Athlete's Handbook: <http://www.usfencing.org/athletehandbook> and the qualification table available under the "Qualification" tab on the RJCC resources page at <http://www.usfencing.org/rjccresources>.

Organizers are responsible for being able to answer questions from the membership concerning Regional Points and Qualification at their tournament.

Classifications:

Classifications may be awarded only at tournaments at which electrical apparatus for the scoring of touches is used. The Cadet competition must meet or exceed criteria in Group C1 or higher to award changes in classification. Please refer to the Classification Chart for more information.

<http://www.usfencing.org/page/show/698401-classification-chart>

Classifications and qualification are not finalized until complete results, membership applications, referee report, classification change report and program service fees are received by the National Office. All must be received within 72 hours of the completion of an RJCC tournament for results to be accepted for points and qualification.

AWARDS

Organizers should provide medals, ribbons, trophies or certificates to the top 8 finishers in events that have 10 or more entrants and to at least the top 3 in events with fewer than 10 entrants.

There need not be a fence-off for third place.

Results should be posted in a public forum by the Tournament Organizer within 1 day of the completion of the tournament.

REGIONAL RECOGNITION

A **Regional Ranking Point System** (RRPS) is in place to recognize participation and accomplishment of developing athletes at the regional level. At the end of the Cadet/Junior season, the top 3 fencers of each age group and gender in each of the 6 regions will be awarded Regional Winner Patches by US Fencing. If there is a tie for any of the three places, all fencers will earn awards. Regional Award Winners for the Junior and Cadet categories will be recognized at the Junior Olympic Championships. For more details on this initiative, refer to the Regional Recognition Initiative document http://assets.ngin.com/attachments/document/0071/8330/Regional_Recognition_Initiative_Information_Document_2015-2016_-3.9.15.pdf.

Rankings will be managed by the National Office and available for viewing on the USA Fencing Website at <http://www.usfencing.org/regionalrankings>. These rankings are regional only and ARE NOT RELATED IN ANY WAY TO THE NATIONAL ROLLING POINT STANDINGS. All athletes residing in the region in which the tournament is held earn regional points based on placement. Larger fields will award more points for placement.

HOSPITALITY

Venue food/drink concessions should be readily available and open throughout the competition. Concessions must include “athlete-friendly” foods (fruit, energy bars, bagels, water, sports drink).

Organizers should provide information on local hotels, and be prepared to answer questions regarding directions, restaurants, and attractions.

Any workshops or informational opportunities for coaches, parents, referees and athletes that can be organized in conjunction with an RJCC tournament are encouraged.

Each RJCC may have a member of USA Fencing staff, Tournament Committee, Youth Development Committee or selected representative in attendance to observe the event and ensure it is run appropriately. The LOC is responsible for transportation, accommodation, and food for Officials, Armorers, and the BC including the FOC and the representative from USA Fencing Staff/ Tournament Committee if applicable. The LOC provides honoraria for Officials, Armorers, and the BC.

POST-EVENT RESPONSIBILITIES

Submit the following items **no later than 72 hours following the Tournament.**

- Email complete Results Report which should include any Classification Changes in an Excel format to the USA Fencing Regional Manager, Leslie Winckler (l.winckler@usfencing.org), Fencing Time v3.02 or later provides this report. Organizers submitting a report in any other format will have it sent back to them.
- Send your referee report to Mary Mahon (meldarius@aol.com) and the Regional Manager
- Online payment is preferred in order to accelerate the process of updating points post-tournament. Payments must be received by the National office within 72 hours following the tournament. To pay by credit card contact Melissa Jones (Melissa.jones@usfencing.org). A check made out to the United States Fencing Association for \$5.00 per registrant indicating which RJCC. Please submit the check with the RJCC Program Support Fee Form.
- Membership Forms with payment, not completed online, faxed to (719) 632-5737
- *If COMPLETE tournament results, membership applications, Event Officials form and payment are not received within 72 hours, the tournament organizer will receive a documented warning and the breach in the bid contract agreement will be reported to the relevant oversight group where it will be included in the factors under consideration when reviewing future bids submitted by the organizer.*
- Online RJCC **Customer Surveys** will be sent out by the Regional Manager to all participants in each regional tournament requesting their feedback. Once completed, survey results will be forwarded to the Organizer and Regional Coordinator by the Regional Manager. *If organizers have any questions or concerns in relation to the survey results, they should contact their Regional Coordinator.*
- Photos and/or video of the tournament to be showcased on USA Fencing website to increase awareness of Regional Programs; send to Nicole Jomantas (n.jomantas@usfencing.org)

USA Fencing
4065 Sinton Road, Suite 140
Colorado Springs, CO 80907
information@usfencing.org

* **Confirmation that all tournament forms and payment have been sent to the National Office should be submitted to your Regional Coordinator no later than 72 hours following the Tournament.** <http://www.usfencing.org/rycregionalcoordinators>

**United States Fencing Association
2016-2017 Regional Junior/Cadet Circuit Program Support Fee**

All tournaments designated as Regional Junior and/or Cadet Competitions (RJCC) shall be required to remit a Program Support Fee of \$5.00 per individual registrant to USA Fencing National Office. This includes individual registrants in non-RJCC events that may be approved with the tournament. *If those events are RYC events the required \$2 fee should be submitted for those registrants.* Any registrant who competes in a both categories of a combined RJCC and RYC is considered an individual registrant twice (\$7). Complete results, referee report, membership applications and program service fees must be submitted to the National Office before classification, qualification or inclusion in the RRPS will be recognized.

Tournament Title: _____

Contact Name: _____

City, State: _____

Host Club: _____

Tournament Date(s): _____

USA Fencing Region: _____

Total Number of Participants: _____ X \$5.00 = Total Amount: _____

Method of Payment:

Check or Money Order Enclosed

Payable to USA Fencing • \$25 charge for returned checks

Check/Money Order Number: _____

Name/Club on Check: _____

Credit Card (Debit cards accepted with a Visa or MasterCard Logo only)

VISA MasterCard AMEX Discover

Card # _____

Expiration Date _____

Signature _____

Cardholder _____

Please mail this form with payment to the address below to be received within 72 hours following your tournament:

USA Fencing
Attn: Finance Department
4065 Sinton Road, Suite 140
Colorado Springs, CO 80907