



2016-2017

Regional Open Circuit (ROC)

**Division 1A/ Division 2/ Veteran
Guidelines**

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TOURNAMENT SELECTION CONSIDERATIONS

Among the criteria the Tournament Committee and National Office consider when determining hosts for ROC tournaments are... *:

- ROCs 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)
- Balancing bid awards, locations and eligible organizers in the Region
- Location and date of competition in regards to other RYC, SYC, ROC and/or RJCC tournaments or NACs. Please take note of the National and Regional Tournament Schedule when selecting dates for ROC events
- Availability of qualified Safe Sport Compliant Staff
- Viability of schedule submitted in relation to tournament resources, number of events and projected numbers
- ROC 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 at <http://www.usfencing.org/regional-bid-packet>

BIDDING ORGANIZERS

- For the 2016-2017 Season Tournament organizers are to complete the online ROC 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 Tournament Committee to determine viability. Approved bids will be ranked by region and forwarded to the National Office for consideration for final approval.
- All bidding ROC organizers agree to have read the **Tournament Organizer and Bid Requirement Overview** document available at <http://www.usfencing.org/regional-bid-packet> and this **ROC Guidelines** document. These serve as reference and support resources for all regional organizers.
- Approved ROCs will be posted the USA Fencing regional calendar on usafencing.com: <http://www.usfencing.org/regional-events>. Only approved ROCs will be considered for qualification purposes.
- Approved ROC 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. 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 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 should 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 8 strips must be grounded strips.
3. 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.
4. Competition area must be well lit with even lighting throughout.
5. 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.
6. 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.
7. Ample amount of restrooms.
8. The temperature in the competition hall must be between 65° and 75° F.
9. 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.
10. 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.
11. An area must be designated and easily accessible to fencers for posting pools, DE tables, and results. Internet access and live results are preferable.
12. Adequate space for fencing bag storage away from the competition floor.
13. Adequate parking and easy access to transportation, especially to the host hotel.
14. Venue food/drink concessions are open throughout the competition. Concessions must include “athlete-friendly” foods (fruit, energy bars, bagels, water, sports drink).
15. Water stations and/or drinking fountains must be available.
16. Meeting space to gather and feed Officials
17. 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.

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 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 should 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 events is to be submitted with each ROC bid. Schedules should be designed with consideration given to the projected number of participants in relation to the available strips. Events within the same weapon and gender with direct age cross over should NOT be scheduled on the same day. For example: DIV 1A WE and DIV 2 WE should not be held on the same day.

ROC tournaments organizers may submit bids for Div 1A, Div2 or Veterans only or combine ROC categories. ROCs may be combined with RJCC or RYC tournaments if there is a need in a given region. Organizers bidding for additional events outside the ROC must also ensure additional cross over events are separated.

Organizers requesting to combine ROCs with RYC or RJCC tournaments 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** <http://www.usfencing.org/regional-bid-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/regional-events> 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 ROC tournament. Referees can be paid on a flat fee basis or per-round basis.

Armorers: The services of a minimum of two experienced Armorers are necessary. 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. The Armorers are responsible for conducting equipment check. Also, it is 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 ROC 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 ROC, 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. The late entry policy must be clearly stated in all materials and on all websites for each ROC.

Refund Policy: Organizers may implement their own refund policies for their ROC as long as they are no more stringent than the policies of the National Office. This pertains to both no-shows and withdrawals. The refund policy must be clearly stated in all materials and on all websites for each ROC.

Cancellation Policy: In the most extreme circumstances, Regional tournaments may be cancelled, delayed, or rescheduled by the majority decision of a group composed of the Tournament Organizer, the USA Fencing Regional Manager, the relevant oversight committee Chair (YDC or TC), the relevant Regional Coordinator and the USA Fencing Director of Operations and/or the Executive Director. USA Fencing has the right to require any Regional Tournament Organizer to cancel, delay, or reschedule a Regional Tournament in the best interest of the membership due to unforeseen extreme weather occurrences or other catastrophic circumstances. Organizers must include in their public tournament information page their refund policy in the case that a catastrophic event causes the cancellation, delay or rescheduling of their tournament.

Regional Tournaments which are cancelled due to no fault of the Organizer will be rescheduled, if possible, within the season for which the tournament was awarded.

Organizers may NOT cancel, delay or reschedule a Regional Tournament without the approval of the aforementioned group. Tournament organizers cancelling an ROC, RJCC, RYC or SYC without approval, shall refund all monies paid by registered tournament entrants, including fees associated with non-ROC, non-RJCC, non-RYC or non-SYC events. If such cancellation is made unreasonably and/or on short notice, may additionally be held responsible for reimbursement of expenses incurred by tournament entrants, and organizers are strongly encouraged to maintain general business liability insurance to provide for such an eventuality. In no event will USA Fencing be held responsible for the refund or reimbursement of any such fees or expenses, and by bidding, tournament organizers agree to hold USA Fencing harmless and to indemnify USA Fencing against any claims made by tournament entrants as a result of the cancellation of a tournament or as a result of the withdrawal of sanction by USA Fencing.

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 ROC events. Membership exceptions for foreign fencers do apply.

Please refer to the Age Classification Chart for birth year requirements and exceptions.
<http://www.usfencing.org/age-classification-eligibility>

Foreign Fencers:

Foreign fencers may compete in ROCs. However, they are not eligible to compete at the National Championships.

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.
Blades:	Standard blade length of 30-35" permitted.
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
Names on Uniforms:	Not required at ROCs

EQUIPMENT CHECK

Fencers **must** get equipment checked 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

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

Open Entry: ROCs award **regional points** which lead to Qualification to the Summer National Championships and therefore no caps can be made on any ROC event within any registration period. Once all registration is closed, organizers are no longer required to accept entries.

Participation: Any athlete who is age and classification eligible may compete in an ROC.

Tournament Format: The format for all ROC 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 ROC tournaments must run using standard electrical scoring equipment.

Combining Events:

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

Seeding: Seeding shall be based on the following order:

DV1A:

1. Current Senior national rolling point standings regardless of classification (**new 2016-2017**)
2. Classification and year
3. Athletes with neither of the above are seeded on a random basis after the athletes who are seeded by the preceding factors.

DVII

1. Classification and year
2. Athletes with neither of the above are seeded on a random basis after the athletes who are seeded by the preceding factors.

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.

The current seeding file is available at: <http://www.usfencing.org/regional-seeding> . Current National Rolling Points Standings will be posted here on or about the Wednesday of each week, for access by tournament organizers for uploading into tournament software.

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:

ROC Competitions award regional points to the top 40%, rounding up, in the field.

Up to the best 3 results in a given category will be combined to determine a fencer's Regional Rank each season.

Athletes may earn points at ROCs in any region.

There is **NO** trickle down for points at the Regional level. Points earned in a ROC tournament only appear in the category in which they were earned. (For example: Div 1A do NOT trickle down to Div 2).

There **IS** trickle down for QUALIFICATION between Div 1A and Div 2/Div 3. Therefore, if a fencer qualifies in Div 1A and is age and classification eligible for Div 2 (Div 3), they earn qualification in that category as well.

Qualification:

The ROC tournament serves as a qualifying path for Div 1A, Div 2, Div 3 and Veteran USA Fencing National Championships. 40% (rounding up) of the competitive field will earn regional points.

For more information on ROC qualification paths refer to the Athlete's Handbook: <http://www.usfencing.org/athlete-handbook> and the Qualification Table available under the "Qualification" tab at on the Regional Events page at <http://www.usfencing.org/regional-events>.

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. Please refer to the Classification Chart for more information. <http://www.usfencing.org/age-classification-eligibility>

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 ROC tournament for results to be accepted for points and qualification.

AWARDS

An Awards Ceremony is required for each event with the top eight (in events with a starting field of 10 or more) or the top three (in events with a starting field fewer than 10) being recognized. Appropriate awards are medals, plaques or trophies, or t-shirts.

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.

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 ROC tournament are encouraged.

Each ROC may have a member of USA Fencing staff, Tournament 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, Armors, and the BC including the FOC and the representative from USA Fencing Staff/ Tournament Committee if applicable. The LOC provides honoraria for Officials, Armors, 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 ROC. Please submit the check with the ROC 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 ROC **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 Tournament Committee by the Regional Manager. *If organizers have any questions or concerns in relation to the survey results, they should contact the Tournament Committee or Regional Manager.*
- 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/regional-events>

USA Fencing
2016-2017 Regional Open Circuit Program Support Fee

All tournaments designated as Regional Open Circuit (ROC) 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- ROC events that may be approved with the tournament (unless those events are RYC events, in which case, the required \$2 fee should be submitted for those registrants). Any registrant who competes in a both categories of a combined ROC 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 national points 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 the 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

Name on Card: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Card # _____ Expiration Date _____

Cardholder Signature _____

Please email, fax or mail this form with payment information to be received within **72 hours** following your tournament to:

USA Fencing
Attn: Finance Department
4065 Sinton Road, Suite 140
Colorado Springs, CO 80907
finance@usfencing.org fax: 719) 325-8998