



USA Fencing Division Standards

Division Standard	Requested Assistance	First Time Issue	Recurring Issue	Subsequent Response
Bylaws	USA Fencing provides the Division with Bylaw best practice and beneficial information including a Bylaw template	USA Fencing sends the Division a letter to remedy their Bylaws within 6 months which includes future actions should the issue occur again or continue	A second reminder letter is sent to the Division that outlines the Bylaw issue and that a standard Bylaw template may be used if the Division doesn't provide their own document	USA Fencing will recognize the Bylaw Template as the governance for the Division in question
Articles of Incorporation	USA Fencing provides the Division with incorporation best practice and beneficial information/links/contacts (optional for Divisions)	N/A	N/A	N/A
Election	USA Fencing provides the Division with election best practice and beneficial information/links/other Division contacts	USA Fencing sends the Division a letter to remedy the issue within 30 days which includes future actions should the issue occur again	A second reminder letter is sent to the Division that outlines the recurring issue and that there will be a 6-12 month probationary period of National Office oversight	USA Fencing may send, at the Divisions expense, a representative to provide oversight of future elections
Governance	USA Fencing provides the Division Board with best practice and beneficial information/links/contacts	USA Fencing sends a letter to determine if the Division is following their Bylaws The Division response will be reviewed by USA Fencing and a panel of selected USA Fencing Members	A second reminder letter is sent to the Division that outlines the governance issue and the proposed resolution based on the findings of USA Fencing and the panel	Governance issues will be reviewed on a case by case basis
Officer & Financial Reports	USA Fencing provides the Division with Officer & Financial report templates and timeline for yearly submission	USA Fencing sends the Division a letter to provide the Officer and Financial reports within 30 days which includes future actions should the issue occur again	A second reminder letter is sent to the Division that outlines the next steps including forfeiture of rebate and possible non-acceptance of Division Qualification Forms if the Officer & Financial forms are not submitted in 60 days	A final letter is sent to the Division stating that the rebate will be forfeited and that Division Qualifying forms will not be processed by the National Office

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Sanctioned Tournaments	USA Fencing provides the Division with sanctioning best practice and other information	USA Fencing sends the Division a letter to remedy the issue within 30 days which includes future actions should the issue occur again	A second reminder letter is sent to the Division that outlines the recurring issue and that there will be a 6-12 month probationary period of National Office oversight	A USA Fencing representative may provide oversight to the Division for sanctioning of future local tournaments
National Qualifier	USA Fencing provides the Division with Qualifier best practice and beneficial information/links/NO contacts	USA Fencing sends the Division a letter to remedy the issue within 30 days which includes future actions should the issue occur again	A second reminder letter is sent to the Division that outlines the recurring issue and that there will be a 6-12 month probationary period of National Office oversight	USA Fencing may send, at the Divisions expense, a representative to provide oversight of the Division Qualifier
Conflict Resolution	USA Fencing provides the Division with conflict resolution best practice and beneficial information/links/contacts	USA Fencing sends the Division and/or additional party a letter to remedy the issue within 30 days which includes future actions should the issue occur again	A second reminder letter is sent to the Division and/or additional party that outlines the recurring issue next steps for the Division/additional party and USA Fencing	USA Fencing will empanel a group to review the conflict and provide a final recommendation