

# Cahier de Charges

## 1- Competition Venue:

- Where: Romeo Dallaire School, 81 Quail Ridge, St James.
- Size: Enough to set up 6 Pistes.
- Cost: The MFA is covering the cost for the space rental

## 2- Competition Equipment:

- Scoring machines, Reels and floor cords: \$200 per competition for rental of reels and boxes.
- Pistes: pistes can be borrowed at no charges.
- All additional equipment related to the competition is the responsibility of the Organizer (Printer Ink, Paper, Pens, Duct tapes for the pistes, Medals etc)
- The Organizer is responsible for bringing a computer, printer and all necessary equipment necessary for running the competition.
- The Organizer is responsible for having enough scoring machines and reels to run the competition.

## 3- Organization Space:

- The organizer should assure enough space for installing correctly 5 or 6 pistes with room for referees and spectators. Tape strips may be used for youth events.
- There should be space for the following: Armourer area, DT, Vendors, place for spectators, toilets, changes rooms, room for referees, registration table and food area.

## 4- First Aid:

- The organizer must assure the medical safety for participants, either by having a first aid kit on place, or by having medical personnel present.

## 5- Schedule:

- The organizer must assure that the schedule is respected and done in a way that gives opportunity to all registrants to fence, with no delays in events.

## 6- Fencer Equipment:

- See the Competition System rules; these requirements must be adhered to.

## 7- Tournament Sanction:

- It's the organizer responsibility to submit the results to the CFF. They have to send the results of some categories so our athletes can get points for the national domestic

ranking. This contributes to their ease of fencing nationally. The MFA will inform the organizer which category we have to submit for sanction.

#### 8- Invitation and Registration Form:

- The information and registration form must be made public at least 4 weeks before the tournament date.
- All the information related to the tournaments should included, (schedule, fees, directions, DT, registration deadline, contacts etc...)
- Registrations will be handled by the MFA, and The MFA will send them to the organizer with all the details regarding the categories and weapons.
- Only one club will be charged with each competition vis-a-vis the MFA.
- The Organizers must confirm either the presence of the Provincial Coach, or a school janitor to both open, and close the gym daily. In the event that the provincial coach is not able to open and close the building, the organizers will be responsible for hiring a janitor at a fee of 300\$ per weekend.
- The Organizer must assure adaptable pistes and equipments for the youth events (U13 and U10). The pistes must be marked to reduce their length from 14m to 10m. See the Competition system Document.
- Fencers must be in possession of a valid CFF licence.

#### 9- Competition Personnel:

- The Organizers has the freedom to hire their personnel. However, they must be certified personnel (International, National or Provincial level)
- The Organizer must hire enough referees to run the competition appropriately and in a timely fashion.
- National team athletes can referee and officiate youth categories.
- The MFA will pay the officials from the Registrations income upon receiving a list of officials and their days worked, submitted by the organizers.
- The Organizers must confirm with the officials and the MFA, via email, to confirm their hiring for the competition. The officials must be paid their agreed upon wage, regardless of changes in schedule.

#### 10- Medals Ceremony:

- The organizer has to follow the protocol for medal ceremonies as outlined in the competition system draft.

#### 11- The Competition.

- The competition has to be run using Enguard Software.
- A call to the public, to signal the opening of registration must be made 5 minutes before the registrations start.

- Use the MFA Competition System Formula ( See Competition System)
- Number of hits, bout time by each category ( See Competition System)
- the Organizers must submit a report, no later than three days after the competition's conclusion. This must include the total amount of participants, list of officials and the days they worked, as well as any notes or comments. It must also include a financial and technical breakdown.

12- Promotion: The MFA will assist in promoting the competition at no charges.

