



OFA Secretariat Training Manual

Updated 2012

This document was created by Jude Phillips with comments from Matt Pinard, Jen Hossie and Ranil Sonnadara. It is intended to help people train to become secretariat officials in Ontario. For further information, or to suggest revisions to this document, please contact the [Secretariat Coordinator](#). If you use this document, please credit Jude Phillips, and the Ontario Fencing Association

Contents

1. Overview	3
2. Engarde Primer	6
3. Running a tournament by hand	29
4. Tournament outline	38
5. Contact Information	42

Changes in V1.1: Corrected method for manual club protection, added comment about not using Engarde v9, added comment about professionalism.

1. Overview

Welcome to the new OFA Secretariat Training Program. This program is intended to train you to work as a secretariat official at large fencing tournaments in Ontario. This manual will guide you through the process and provide a reference for the future. If you have questions at any time, don't hesitate to ask your instructor, or see the contact information section.

Fencing tournaments are busy and exciting events, but to run smoothly they need a team of officials working together to ensure all the different competitions proceed as efficiently as possible.

Tournament officials include:

Tournament organizers – usually members of the host club who oversee the entire tournament.

Directoire Technique – also known as the DT or the technical committee. Oversee the fencing and have the final word on fencing decisions.

Head Referee – Oversees the referees, usually a member of the DT

Referees – Referee the matches

Floor Manager – Assigns pistes and ensures smooth running of tournament

Armourer – Repairs equipment; ensures fencing equipment meets safety standards and FIE rules

Secretariat – Creates poules and tableaux, generates results.

Tournaments usually consist of a number of competitions. Each event (e.g. Men's Epee Senior Individual, Women's Sabre Team) is a separate competition. Individual competitions usually consist of one or more rounds of poules, followed by a direct elimination round. Team competitions sometimes follow the same pattern as individual competitions, but often proceed straight to the direct elimination round, since team matches take much longer than individual matches. At a small tournament, an experienced secretariat official can run six competitions a day. However, at larger tournaments, it is usual for two or more people to run the secretariat together. At national or international tournaments it is common to have a different secretariat official for each competition.

As a secretariat official you will run competitions in a computer program called Engarde. For each competition you will

1. Enter the names of the fencers, and verify that fencers are present and have a current CFF license number.
2. Generate the poule sheets, which show which fencers are in each poule, and the order they will fence.

3. Enter the results of the poules and publish the results.
4. Generate the direct elimination (DE) tableau, which shows which fencers are in each match, and the order of matches.
5. Enter the results of the DE matches.
6. Generate and publish the final rankings.
7. Provide electronic copies of all Engarde files and results, as well as printed records, to the tournament organizers.

In Ontario, there are several levels of competition that occur.

Competition Category	Description
1	Provincial Championships Senior, Junior, Cadet, Youth, Veterans
2	Competition Circuit e.g: Ontario Open Events, Carleton Invitational, RMC Invitational large OCCs (more than 170 registrations anticipated), OCC finals
3	Developmental Circuit YCCs , OCCs with less than 170 registrations, Winterfun
4	High School League, School Leagues
5	Just for Fun Training Events e.g. Spooky, Mississauga Foil League, Dry Foil Circuit

There are also several Ontario University Athletics (OUA) competitions held each year. In the future Ontario may host national or international tournaments as well.

This training course is part of the OFAs new Secretariat Training Program, and is co-ordinated by the Secretariat Commission. This program is intended to train people to be secretariat officials for competition category 1 and 2 events (i.e. provincial championship level, see table above). If you successfully complete the program you will receive a P-level secretariat license.

To complete the training program you must:

1. Attend a one- or two-day training course. At the end of the training course, you will receive a SC (secretariat-candidate) license.
2. Assist a licenced secretariat official to run at least two category 1 or 2 tournaments.
3. Pass a practical evaluation that will be conducted at a category 1 or 2 competition.

During the training program, you will be paired with a mentor (a licensed secretariat official) who can answer any questions and help you with problems. You can also contact members of the secretariat commission if you have any concerns. Your mentor will recommend to the secretariat commission when they feel you are ready to take the practical evaluation. Your mentor can also recommend you for an R-licence at

any time. R-level or regional-level licenses are intended to demonstrate the you can run competition category 3, 4 and 5 competitions.

Once your mentor feels you are ready for your practical evaluation, he/she will make a recommendation to the Secretariat Commission. The evaluation will be conducted by a licensed Secretariat Official at a suitable tournament. You will be evaluated on:

1. Understanding of normal tournament format and procedures.
2. Ability to run pools and tableau by hand.
3. Ability to run individual and team pools and tableau in Engarde, including entering data and producing electronic results.
4. Ability to work through unusual situations (e.g. withdrawal or ejections (ie black cards) of individual during tournament, correction of problems/mistakes by re-running sections of the tournament, ability to manually manipulate pools within Engarde, ability to deal with technological failures.)

Full details are available in the OFA officials policy available at <http://www.fencingontario.ca/policies>

2. Engarde Primer Draft 1.0 - 2008

This document was created by Jude Phillips and Lisa Ciancone to help people learning Engarde to find their way around the program quickly and easily. It is not a complete instruction manual, but simply intended as a primer. For more detailed information, or to suggest revisions to this document, please contact the [Secretariat Coordinator](#). If you use this document, please credit Jude Phillips, Lisa Ciancone and Ontario Fencing Association.

IMPORTANT NOTE: All tournaments in Ontario should be run using Engarde version 8-16. Although version 9 is available, Ontario will not be using version 9, due to the expenses associated with running tournaments in version 9. This manual is entirely based on version 8-16.

Contents:

1. Create the competition.....	7
2. Fencer registration	8
3. Create the formula.....	11
4. Create the poules	13
5. Entry of the poules	16
6. Create the tableaux	18
7. Entry of the fencing results into the tableau	20
8. Rankings	21
9. Advanced Operations	22
Loading fencer information from a spreadsheet.....	22
Manually altering the makeup of the poules.....	23
Dealing with fencers who leave the competition.....	25

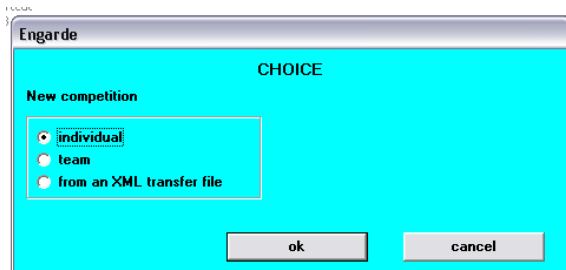
The first step in running a tournament in Engarde is to create a separate competition file for each event.

1. Create the competition.

For each event you wish to run, open Engarde and

→ Click **File** → **New Competition**

--- **Choice** → either **Individual** or **Team**



In order to create a new competition and to allow for automated ranking of results, there are certain questions that must be answered in Engarde. Below is a guide to the information that Engarde is expecting – required information is shown in bold:

Short title	The name of the competition including weapon and age ; Engarde saves the competition file using this information.
Title on one line	Full competition details; this is the title that will appear at the top of printouts and results .
Organizer	Name of the organization that was granted the sanction for the tournament. eg. OFA, WFC
Federation	Canada
Competition domain	National
Championship	Any
Identification	Any
Year	Calendar year in which competition is held.
Weapon	Foil, Epee or Sabre
Category	Cadet, Junior, Senior (Open) or Veterans (Masters).
Sex	Male or Female (if a mixed competition, the dominant gender).
Date	Date of competition.
Title 1...4	Any

--- Enter tournament information (as key above) → click **Continue**

--- Engarde will ask you to save at this point; do not change the name of the file → click **Save**

Note: When Engarde saves a competition, it saves both a main competition file, and an auxiliary or backup file. When you open a saved competition, never open the auxiliary file; only use the competition file, saved as competition.egw

2. Fencer registration

Engarde is displayed as a very simple main menu window, from which different sections of the competition can be opened.



When a new competition has been created, Engarde will automatically bring up the fencer registration screen, where you can enter information about each fencer. This screen can be accessed at any time by clicking the 'Fencers' button in the main screen.

→ Click **Input** and the Fencer Input screen will appear.

Enter information on each fencer using the guide below – required information is shown in bold.

Name	Required
First name	Required
Presence	Required; if fencers are being entered before the day of the competition, fencers should be entered as 'absent' and changed to 'present' after registration is complete.
Fencer Number	Optional – enter the fencer's rank here if appropriate
Club	Fencer's Club
State / Province	Optional
Country	CAN – required. If blank, or other nationality is entered, fencer will not be ranked in Canada
Date of Birth	Optional (D/M/Y or just Y)
License	CFF license number – must be entered in the format Cxx-xxxx
FIE License	Optional
Points	Optional
Mask Number	Optional
Sex	M/F - required

After entering each individual fencer, you must click **New** on the right hand side in order for Engarde to provide you with a fresh input screen for the next fencer. If a piece of information has been forgotten or mis-spelt, you can move between entered fencers by clicking **Previous** or **Next** and/or **First** or **Last**.

When entering the club, refer to the affiliation section on the right hand side of the fencer input screen where you can **Search the competition**, **Search in file** (countries only) or **Enter affiliation** (you input information).

After the information for the last fencer is entered, click **Close** to get back to the main fencer registration screen.

Note: You can alter the presence/absence of a fencer by clicking Presence on the menu bar. The available options also allow you to change the default value from present to absent. This is useful when you have many pre-registered fencers to enter.

Once you have closed the input dialog, a list of all fencers entered will appear and this is the time to do a quick once over to ensure that no one has been missed.

name	first name	pres	fencer	club	State	country	date of birth	licence	FIE licence	points	mask
CIANCONE	Lisa	P		WFC		CAN					
GEORGE	Sam	P		WFC		CAN					
SMITH	Joe	P		WFC		CAN					
SMITH	Peter	P		WFC		CAN					
YU	Stan	P		WFC		CAN					

→ click on **Report** (from menu bar) to see a full list of fencers. Ensure that all names of the fencers are visible adjusting the column sizes to accommodate. The fencer name (both first and last) is one of the most valuable pieces of information so adjusting the column width is important at this point. The columns included in the report, as well as the fencers included, and the order of the fencers can be altered by clicking **Contents**. To view all the pages in the report, click **Page**.

name and first name	pres	fencer n	club	country	date of birth	licence
Document Engarde 19/05/2008 9:52:40 AM						
Fencers (all alphabetic order - 5)						
CIANCONE Lisa	P		WFC	CAN		xxx-xxxx
FORTINO Stan	P		WFC	CAN		xxx-xxxx
GEORGE Sam	P		WFC	CAN		xxx-xxxx
SMITH Joe	P		WFC	CAN		xxx-xxxx
SMITH Peter	P		WFC	CAN		xxx-xxxx

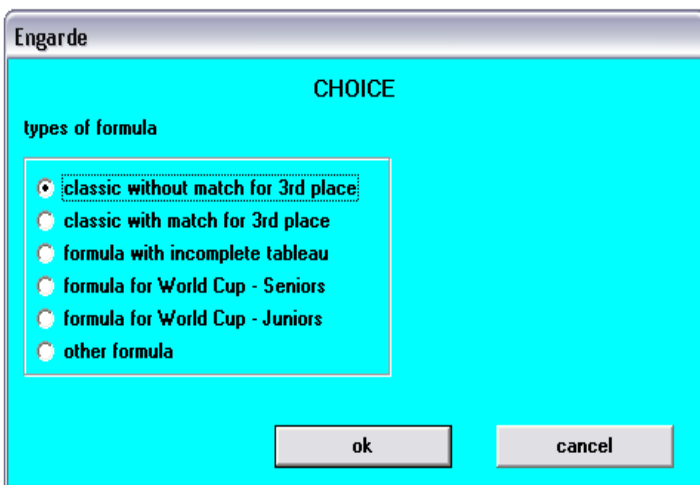
→ Click on **Print** to print the report

Exit the report window by closing the window; exit the Fencers window by closing the window, or

→ click **File** → **Close**

3. Create the formula

Click on **Formula** and a menu will appear asking you to choose the formula type.



The common choice of formula for an individual competition is:

Classic without match for 3rd place

This format will exclude a definitive match for 3rd place as there are, on the most part, two third place medal placements.

For a team competition, the common choice of formula is

Classic with match for 3rd place

In this case, only one team is awarded bronze medals. It is usually at this point that you would double check with the tournament organizer the choice of formula they want.

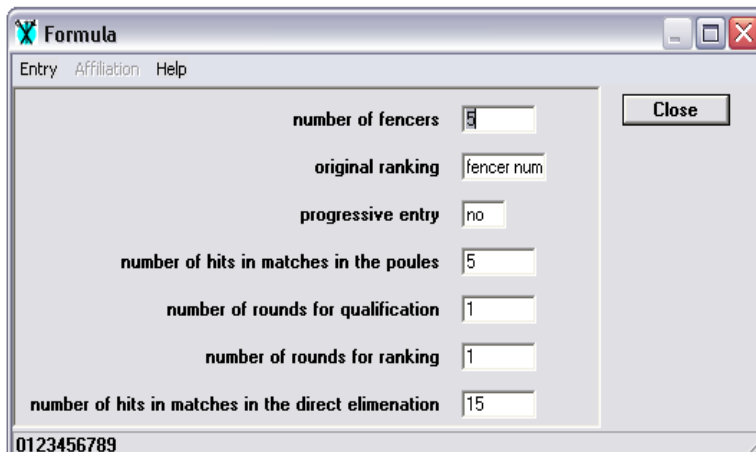
After the formula choice has been made, Engarde will pose a series of questions:

--- **Question** → Approximate number of fencers. Ensure that the number registered is the exact number appearing in the box.
→ Click **OK**.

--- **Question** → Number of rounds of poules. Generally one round of poules is used, unless due to small fencer numbers, it is decided to run two sets of poules for extra fencing. If you are unsure, check with the competition organizer. → Click **OK**.

--- Information → Calculate the tableaux. → Click **OK**.

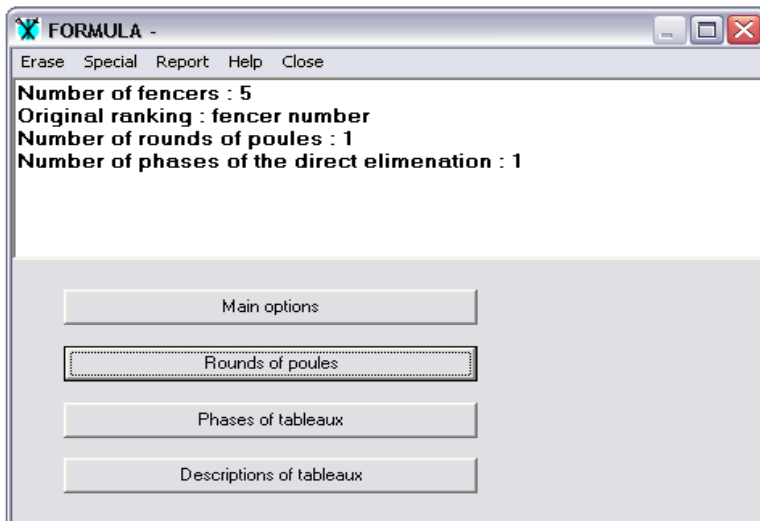
Engarde will then produce a Formula menu allowing you to check all the information. **IT IS IMPERATIVE THAT THIS INFORMATION BE DOUBLED CHECKED TO ENSURE THE INFORMATION IS CORRECT PRIOR TO STARTING THE TOURNAMENT.**



Number of fencers (check)
Original ranking (fencer number)
Progressive entry (no)
of hits in matches in the poules (5)
of rds for qualification (1)
of rds for ranking (1)
of hits in matches in the direct elimination (15)

→ Click **Close**.

A formula sub-menu will now appear



→ Click on **Main Options** → this will take you back to the information entered above for verification purposes → click **Close**.

NOTE: The remaining three tab options **Rounds of poules**; **Phases of tableaux** and **Descriptions of tableaux** are used if the tournament information must be altered in any way, in particular due to late fencer registration.

→ Click **Close**.

Note: if you are running a team event, Engarde will not create a round of poules automatically. If you wish to create a round of poules, open the fomula sub-menu and

→ Click **Rounds of poules** → **Add** and fill in the values to create the poules.

Exit the formula menu by closing the window, to return to the main Engarde screen

4. Create the poules

From Engarde Menu Bar

→ Click **Poules**

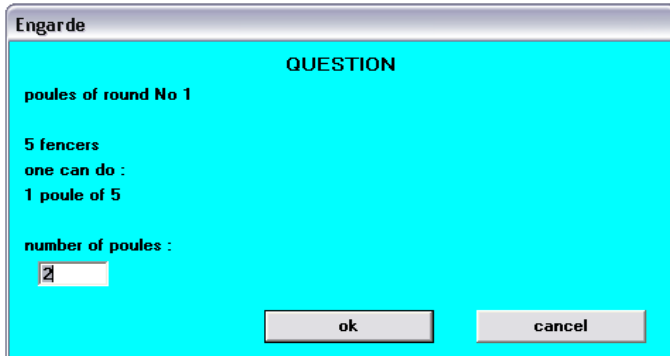
Engarde will produce a Poules menu screen letting you know that
--- YOU ARE CURRENTLY AT: Create the Poules.



→ Click **Control** → **Create the poules**

Engarde will now ask several questions

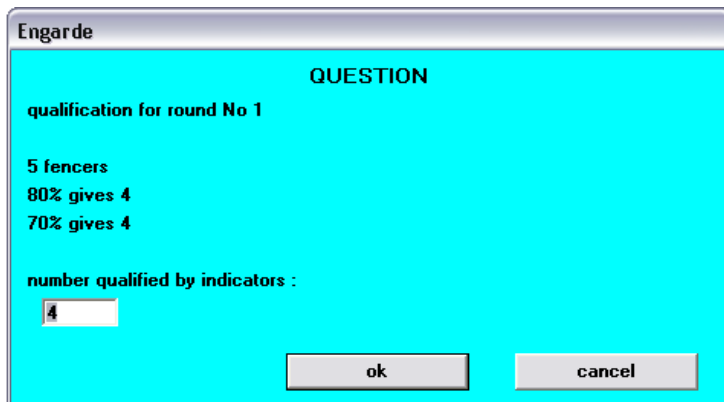
--- **Question** → Number of poules. Engarde will suggest various numbers of poules based on the number of fencers registered. Generally poules of six or seven fencers are preferred.



Check with the tournament organizer if you are not sure of the number of poules to run.

--- **Question** → Engarde will double check that you are happy with the poule options chosen.

→ Click **YES** or **NO**



--- **Question** →

Qualification for round No 1. Engarde is asking you for the number of fencers. It is important at this point to ensure that the number shown here is the same number as the number of fencers that should be promoted to the next round.

→ Click **OK**.

--- **Question** → Make a backup of the competition – The answer to this is always **YES**.

--- **Information** → Clubs: Perfect Separation → Click **OK**

Note: If club separation is not perfect, or you wish to manually change the makeup of the poules in any way, see the advanced section of this manual for instructions.

Once the poules have been created, you can print them out in various forms.

From the poules menu bar

→ Click **Report** → **Poules**

This will allow you to print a master copy of the fencers in each poule. Note that you can also view a list of fencers names and poule numbers by clicking

→ **Report** → **Fencer, Poules, Pistes.**

Next, print the poule sheets that the referees will use to run the poules.

→ Click **Report** → **Poule sheets**

--- Engarde will ask you to either **PRINT ALL POULES** or **PRINT CERTAIN POULES**. Ensure that **PRINT ALL POULES** has been chosen.

Engarde will now produce on the screen the first poule sheet. This is again the time to ensure that all relevant information is visible, particularly the fencer's name. The fencer name column is usually made wider, while the column containing the club affiliation is made much smaller. To view the next poule sheet and send to the printer, Click "Page" and then Previous (F11) or Next (F12).

REPORT

Contents Font settings Print setup Print Page Help

name and first name	club	Id	grid	signature
---------------------	------	----	------	-----------

Document Engarde
19/05/2008 10:42:29 AM

Poule no 1	referee	signature
Piste no		
Round no 1		

matches of 5 hits 5 fencers 5 qualifiers by indicators

name and first name	club	1	2	3	4	5	signature
SMITH Peter	WFC	■					
GEORGE Sam	WFC		■				
CIANCONE Lisa	WFC			■			
FORTINO Stan	WFC				■		
SMITH Joe	WFC					■	

Place in the poules by : clubs

1 SMITH Peter	2 GEORGE Sam	2 GEORGE Sam	4 FORTINO Stan
2 GEORGE Sam	3 CIANCONE Lisa	5 SMITH Joe	2 GEORGE Sam
3 CIANCONE Lisa	5 SMITH Joe	4 FORTINO Stan	
4 FORTINO Stan	4 FORTINO Stan	1 SMITH Peter	
5 SMITH Joe	1 SMITH Peter	3 CIANCONE Lisa	
1 SMITH Peter	3 CIANCONE Lisa	5 SMITH Joe	

5. Entry of the poules

From the Poules menu bar:

→ Click **ENTRY** → Click **ENTER THE POULES** → Enter poule number (located in the top left hand corner of the poule results sheet) and → click **LOAD**. Engarde will produce a computerized version of the printed poule sheet allowing you to enter the results.

POULE NO 1	1	2	3	4	5
1 SMITH Peter CAN WFC	xxx	x			
2 GEORGE Sam CAN WFC		xxx			
3 CIANCONE Lisa CAN WFC			xxx		
4 FORTINO Stan CAN WFC				xxx	
5 SMITH Joe CAN WFC					xxx

Once the poule has been opened, it is imperative that you ensure that it is the correct poule by double checking the poule number (top left corner) and the fencers' names.

Results are entered exactly as they appear on the referee's sheet. If there is an entry such as **V⁴**, this must also be entered as

recorded by clicking on **w victory with score**. Engarde will place a **V** in the box, the number that the referee has recorded just needs to be entered, eg. **V²** Engarde will automatically move to the next box for an entry to be made.

The tournament organizer may ask you to keep a record of the referees for each round. You can easily do this when entering the poules using the Referees section at the top left of the of the 'entry of the poules' screen. To add a new referee

→ Click **Input**

To add a referee that has already been entered in the competition

→ Click **Add**

Each poule is entered as it is returned by the referee and once all poules have been entered, Engarde will inform you that all poules are complete.

→ Click **OK**

At this point, you may wish to print and post a completed poule sheet, so that fencers can check their results;

→ Click **Report** → **Poules**

Note: You should not enter results from any poule sheet, unless the sheet has been signed by all of the fencers and the referee. This ensures that disputed or incorrect results are not entered into Engarde. If a poule sheet is not signed, ask the referee to complete the sheet.

Note: If you are practicing with Engarde, rather than running a real tournament, you can ask Engarde to generate random poule results to speed up the process.
→ Click **Entry** → **Automatic completion.**

Engarde will now inform you of the next step:
--- **YOU ARE CURRENTLY AT RANKING.**

From the **POULES** menu

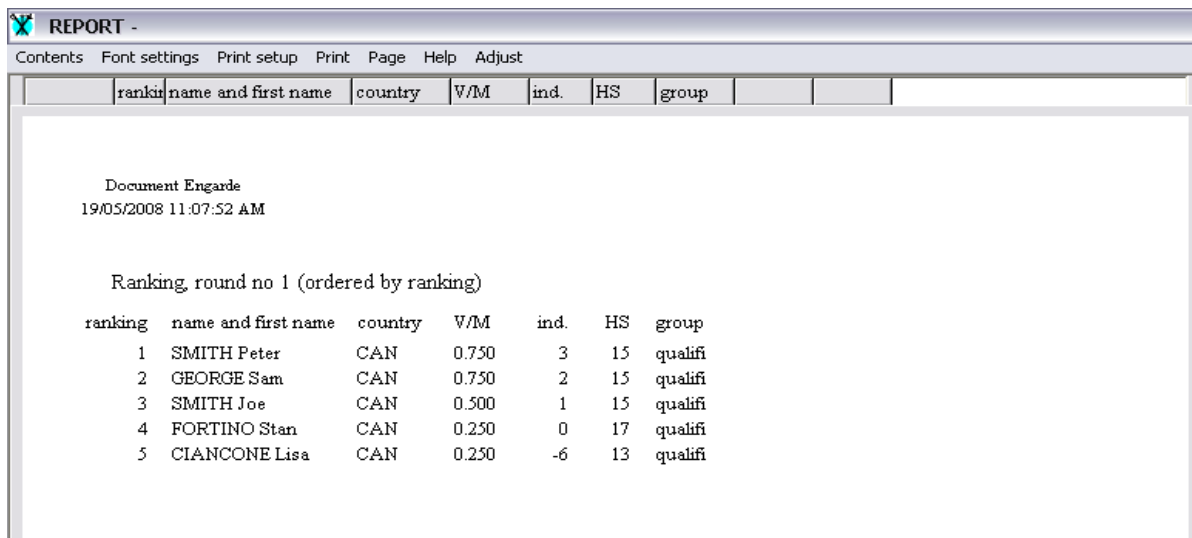
→ Click **CONTROL** → Click **RANKINGS**

--- **Question** → Make a backup of the competition → Click **YES.**

→ Engarde will inform you that **POULES ARE COMPLETE**

→ Click **REPORT**

→ Click **RANKING** and Engarde will take you to a ranking sheet. These are the rankings of the fencers as of the end of poules and it is from these rankings that Engarde will create the tableaux's for direct elimination rounds.



The screenshot shows a window titled "REPORT -" with a menu bar containing "Contents", "Font settings", "Print setup", "Print", "Page", "Help", and "Adjust". Below the menu bar is a table with columns: "rankin", "name and first name", "country", "V/M", "ind.", "HS", and "group". The table content is as follows:

rankin	name and first name	country	V/M	ind.	HS	group
Document Engarde 19/05/2008 11:07:52 AM						
Ranking, round no 1 (ordered by ranking)						
ranking	name and first name	country	V/M	ind.	HS	group
1	SMITH Peter	CAN	0.750	3	15	qualifi
2	GEORGE Sam	CAN	0.750	2	15	qualifi
3	SMITH Joe	CAN	0.500	1	15	qualifi
4	FORTINO Stan	CAN	0.250	0	17	qualifi
5	CIANCONE Lisa	CAN	0.250	-6	13	qualifi

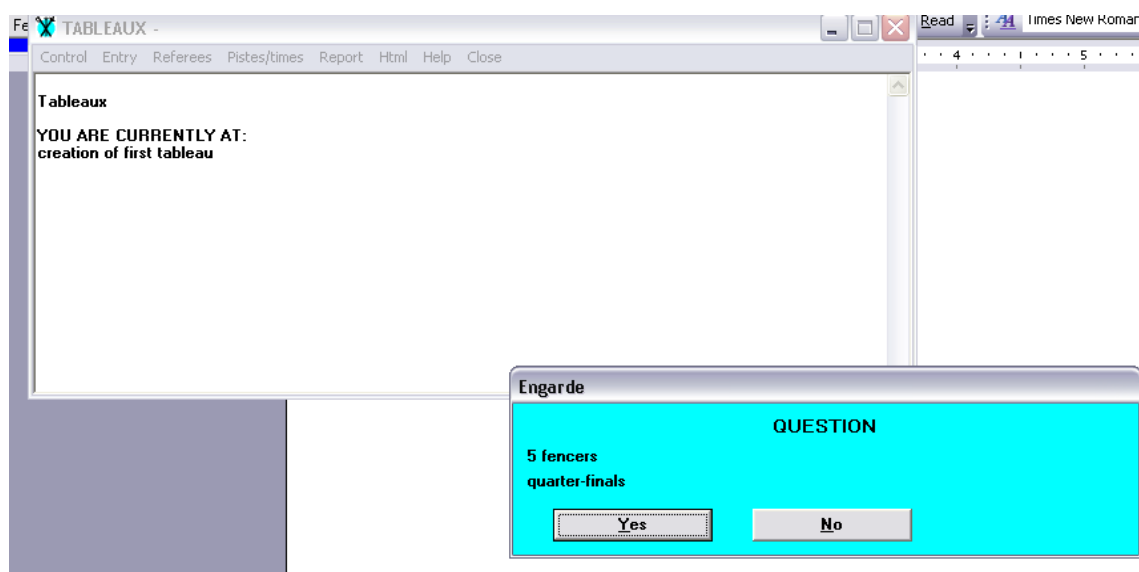
→ Click **Close**

Note: For competitions with two rounds of poules: if you create a ranking report at the end of the second round of poules, it will only give the results of that round, and not the cumulative results of both rounds. To get the cumulative ranking from two rounds of poules, follow the instructions below for creating the tableaux and then, within the tableaux screen → Click **Report** → **Original ranking**.

You have now finished the poules section of the tournament. Close the poules screen to return to the main menu.

6. Create the tableaux

From the Engarde menu bar → click **Tableaux**



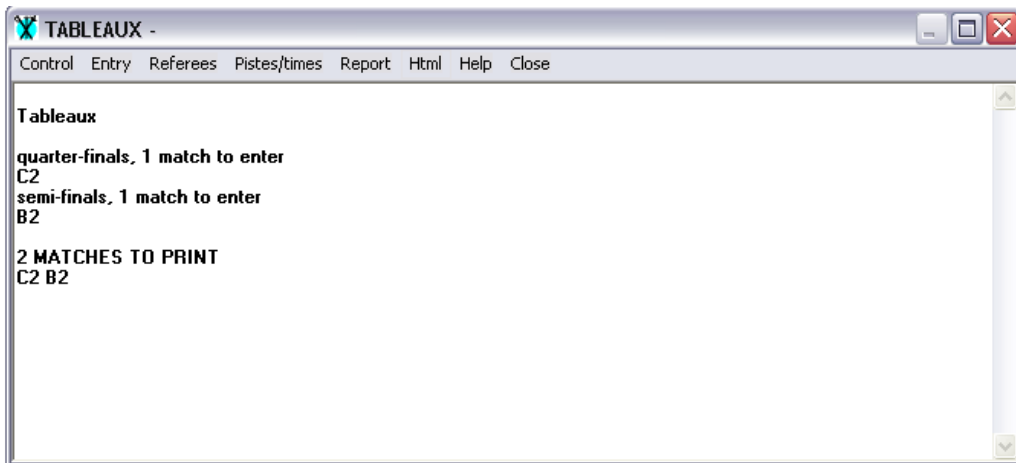
From the **Tableaux** menu bar

→ Click **Control** → **Creation of Tableaux**

--- **Question** → Engarde will list the number of fencers remaining, and the size of the tableau it will create. → Click **Yes**.

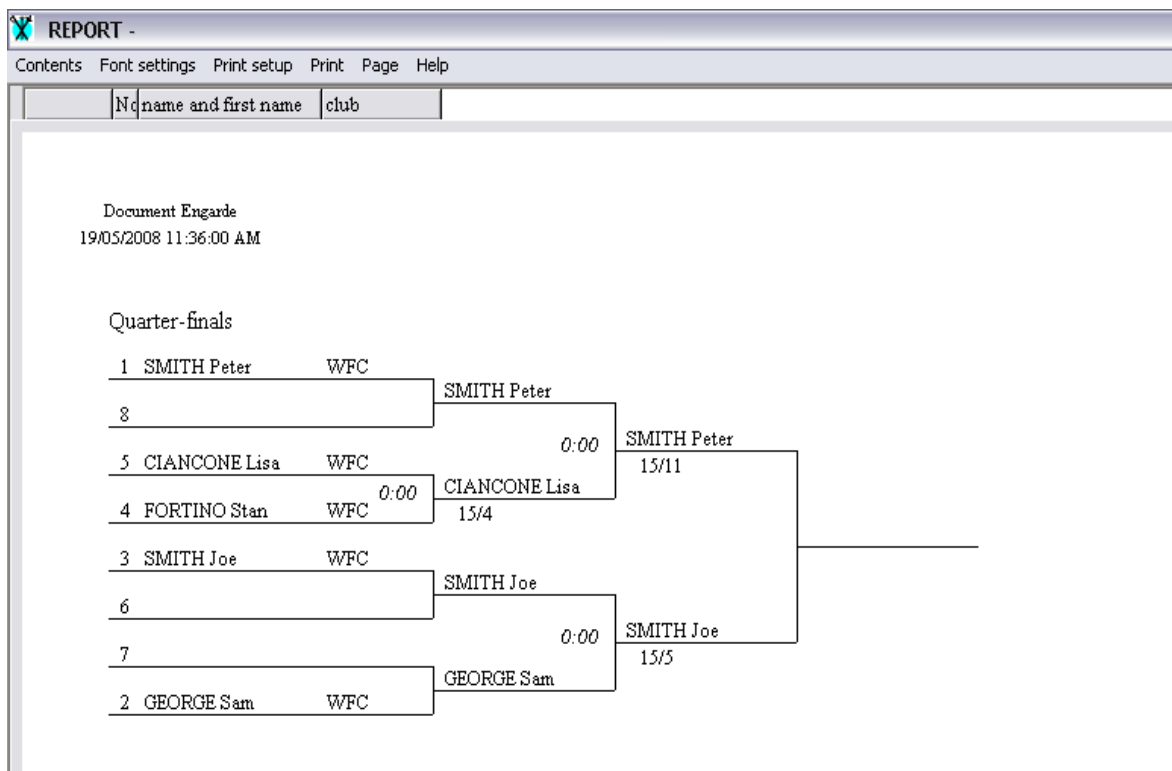
--- **Question** → Make a backup of the competition → Click **YES**

Engarde will provide a screen indicating how many matches there are for each round of elimination. Engarde will also indicate how many match sheets are currently waiting to be printed.



→ Click **REPORT** → **Tableaux & pistes.**
 --- **Choice** → Engarde will allow you to choose which rounds of the tableaux to print – choose only a few rounds at a time, so the tableaux is easily readable.

Engarde will now show a copy of the tableaux; adjust the columns, so the names and clubs are easily visible.



→ Click **REPORT** → **Match sheets waiting**

--- **Choice** → Choose the round for which you wish to print the matches and → click **OK**.

--- **Choice** → select “ready to cut, 3 per page” and → click **OK**.

Engarde prints the match sheets in the order that they should be fenced, so it is important to maintain the sheets this in order! Follow these instructions carefully: wait until all the match sheets have been printed. Keeping all the sheets together, cut the pages in three. Take the top match sheets as one pile, and place it on top of the middle match sheets. Take this pile, and place it on top of the bottom match sheets. You now have one pile of match sheets in the correct order in which they should be fenced. Hand this pile to the head official or floor manger, who will pass them out to the referees.

Note: It is often helpful to keep track of which matches you have passed on to the head official/floor manager, by crossing them off on a copy of the tableau.

7. Entry of the fencing results into the tableau.

From the **Tableaux** menu bar

→ Click **ENTRY** → **ENTRY OF MATCHES**

→ **ENTER MATCH #** (top left of tableaux sheet) and → click **LOAD**.

The screenshot shows the Engarde software interface. At the top, there are menu tabs: Teams, Referees, Formula, Poules, Tableaux, and Rankings. The main window is titled "QUARTER-FINALS". It contains several input fields and buttons:

- Match no: c2 (with an Ok button)
- quarter-finals (with Help and Close buttons)
- Referees: A list box with an Add button, a Delete button, and an Input button.
- Hour: An empty text box.
- Piste no: An empty text box.
- CIANCONE Lisa CAN WFC: 15 (with a text box)
- FORTINO Stan CAN WFC: 4 (with a text box)
- Buttons: Abandonment, Exclusion, and Scratch.

Below the main window, there is a smaller dialog box titled "Engarde" with a cyan background. It contains the text "QUESTION" and "winner : CIANCONE Lisa". At the bottom of this dialog box are two buttons: "Yes" and "No".

Check you have the correct match by checking the fencer's names against the match sheet.

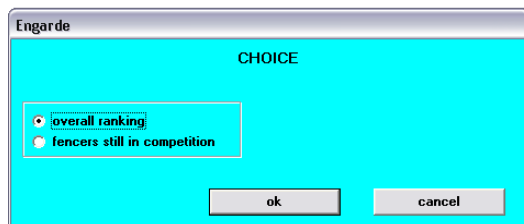
→ enter fencing score and → click **OK**

At this point you can also enter the name of the referee if you wish. Engarde will verify with you the winner of each bout. Check the winner's name and → Click **YES** if correct.

Once all the matches in the current round of the tableaux have been fenced, you can print out new copies of the tableau, as described above. Also, print out the new match sheets waiting as described above. Repeat this process until only the final match is left to be fenced. Announce that the final match is about to be fenced, together with the piste number, so that spectators can gather! Once the final match Engarde will now tell you that the competition is over. Click → **CLOSE**

8. Rankings

From the engarde menu bar



→ Click **Rankings**
→ **Print overall rankings**

→ Click **OK**

At this point, you may need to create electronic copies of the results, as well as printed copies. To create an html copy of the final rankings:

From the main Engarde menu, → click **Html** → **Make a file.**
From the main Engarde menu, → click **Html** → **Overall ranking.**
From the main Engarde menu, → click **Html** → **Referee activity.**

You can now choose where to save the file.

To create an fff copy of the competition:

From the main Engarde menu, → click **File**
→ Click **Results files, other files.**
--- **Choose** → **FFF transfer file**
--- **Choose** → **Results file, final rankings**
→ Click **OK**

--- **Question** → Engarde will ask you to select the fencers for which you wish to save a copy of the rankings. → Click **OK**.

--- **Question** → Engarde will ask you the order in which you wish the rankings to be saved. → Click **OK**.

You can now choose where to save the file. Once you have saved the file, you can check that the format and contents of the file (ie fencer's names, clubs and cff license numbers) are correct. Go to http://fencing.ca/competitions/engarde_rankings_utilities.htm#check_file and download the fff check file utility program. Once it is installed, use the check file utility program to open your fff file. The program will check the information in the fff file, and tell you if it is correct, or if there are any problems. Once the file has been corrected, submit it to the competition organizer, together with electronic copies of all the engarde files, and your paper records from the competition.

→ Click **FILE** → **Close competition**

→ Click **FILE** → **Quit Engarde**

9. Advanced Operations

Loading fencer information from a spreadsheet.

It is possible to load pre-registered fencer information directly into Engarde, and eliminate the chore of entering the details manually. However, this process does require some planning with the competition organizer. Pre-registered fencer information should be entered into a spreadsheet formatted exactly as shown below.

LastName	FirstName	YOB	Gender	Club	Prov	Country	CFF Licence	FIE#	Rank
Bloggs	Joe	1985	male	AAA	ON	CAN	C01-1111		1
Smith	Mike	1932	male	BBB	AB	CAN	C02-1111		2
Simons	Dave	1955	male	NNN	BC	CAN	C03-1111		3
Franklin	Fred	1987	male	NNN	NT	CAN	C01-2222		4
George	Martha	1984	female	BBB	NL	CAN	C02-2222		5
Brown	John	1975	male	AAA	NS	CAN	C03-2222		5

The column widths are not important, but the names of the columns and the order of the columns are important. Note that it is possible to set up an online entry form using google documents, which will allow fencers to fill in their own information online and then automatically produce a spreadsheet like this. Once the spreadsheet is complete, save the file in .txt or .csv format. Open the file in Notepad. Using Edit/Replace change all commas (,) to semi-colons (;). Once this change has been made, click Save. Use a ; for the field delimiter and remove the text delimiter character. Next create the competition in Engarde as described above. When you get to the entry of the fencers

- Click **Memory**
- Click **Load**

Chose your file. Note that file type 'tous' will display all file types.

--- **Question** → Engarde will check that the columns of your file correspond with the columns in the Engarde fencer entry window. Check the columns and → Click **Yes**

--- **Question** → Engarde will ask whether the first line should be deleted. → Click **Yes**

---**Information** → Engarde will inform you that X entities have been loaded into the memory, where X is the number of fencers in your file. → Click **OK**

The window will disappear and nothing will happen – but don't panic!

- Click **Memory**
- Click **Import all**

--- **Question** → Engarde will check that you want it to load all the fencers. → Click **Yes**. Engarde will then run through any conflicts that arise in the data being loaded. Once these have been resolved, the pre-registered fencers will appear in the fencer table. At this point, check the data carefully to make sure no mistakes have appeared.

Manually altering the makeup of the poules.

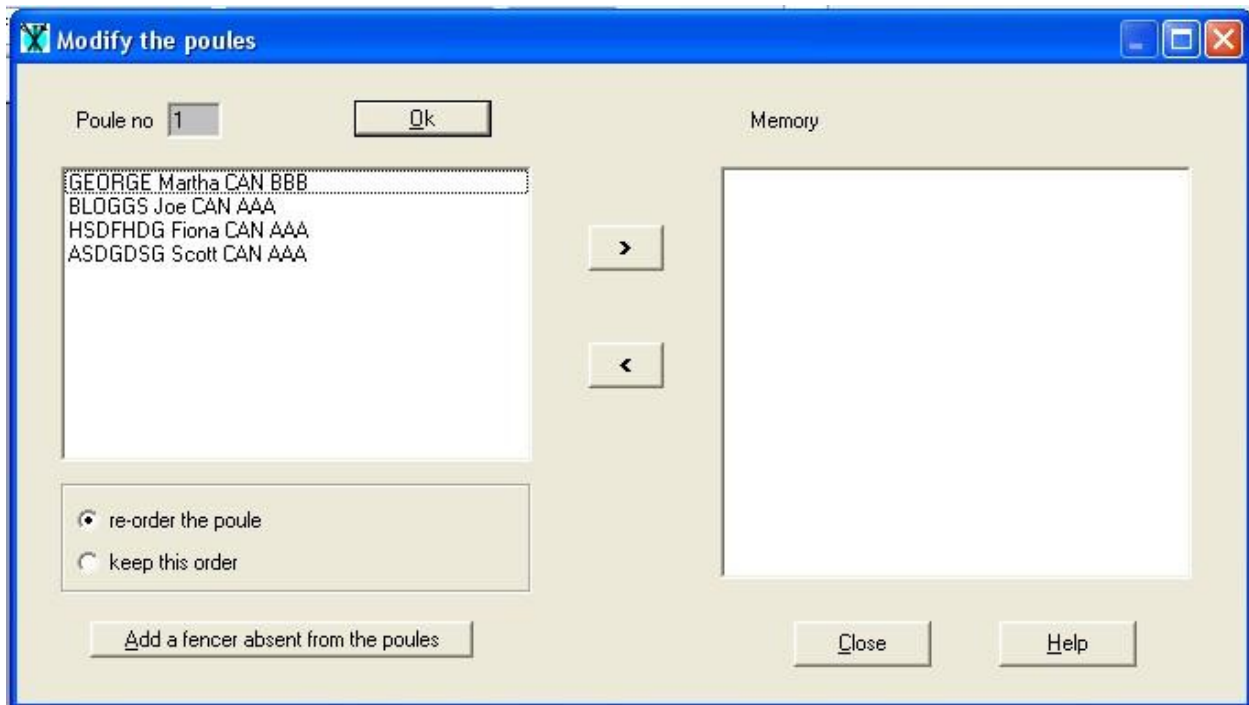
It is not normally necessary to alter the poules that Engarde generates automatically. However, occasionally it is essential to switch fencers between poules. This might occur when club separation is not perfect, or when a fencer is allowed into the competition after the poules have been created.

Warning! *You should not attempt this process and unless you have a good understanding of how the fencer's ranks are used to place them in the poules, and therefore which fencers are eligible to be exchanged between poules! It is strongly suggested that you practice this process before trying it during a competition!*

Before you start this process, make sure you know the names of the fencers you wish to switch, and the poule numbers of these fencers. Once the poules have been created **BUT BEFORE ANY RESULTS HAVE BEEN ENTERED,**

- Click **Control** → **Modify the poules** → Enter the number of the first poule to be modified. → Click **OK**

--- **Question:** Would you like to modify this poule? → Click **Yes**



→ In the left hand window, select the fencer you would like to remove from this poule.

→ Click the arrow pointing to the right to move the fencer into the right-hand window.

→ Click **OK**. **Note:** Don't click close at this point, because the fencer in the right-hand window will be excluded from the poules!

→ Enter the number of the second poule to be modified.

→ Click **OK**

---**Question** → Would you like to modify this poule?

→ Click **Yes**

→ In the left hand window, select the fencer you would like to remove from this poule.

→ Click the arrow pointing to the right to move the fencer into the right-hand window.

→ Select the fencer in the right-hand window that you would like to add to this poule.

→ Click the arrow pointing to the left to move the fencer into the poule.

→ Click **OK**

→ Enter the number of the first poule you modified. → Click **OK**.

---**Question** → Would you like to modify this poule? → **Click Yes**

→ Select the fencer in the right-hand window that you would like to add to this poule.

→ Click the arrow pointing to the left to move the fencer into the poule.
→ Click **OK**

All the fencers should now be in their new poules. → Click **close** to exit the dialogue.

Dealing with fencers who leave the competition; Abandonment, exclusion and scratch.

Dealing with fencers who leave the competition requires particular attention to ensure that the final results are correctly recorded, and that neither the fencer leaving the competition, nor other fencers are unfairly treated.

Abandonment.

Note: To avoid confusion, I am using the term ***abandonment for fencers who leave the competition by their own choice*** (usually due to injury), since this is the term used in Engarde. However, the FIE rulebook refers to this scenario as 'withdrawal'.

If a fencer abandons the competition during the poules, he/she is treated as if they never took part in the competition; all their results are removed, and they appear in the ranking in last place.

To deal with abandonment in the poules:

1. Open the poule in which the abandonment occurred.
2. BEFORE ENTERING ANY RESULTS select one of the results for the fencer in question and click abandonment.
3. Fill in the rest of the poule results as normal, without changing any of the results for the fencer who is abandoning the competition.
4. Complete the entry of the rest of the poules
5. Complete the ranking of the poules as normal. The fencer in question should be ranked last, and marked as 'abandonment' in the ranking.

If a fencer abandons the competition during the direct elimination round, that fencer does not lose his/her position in the competition.

To deal with abandonment during direct elimination:

1. Open the match sheet in which the abandonment occurred.
2. Select the fencer who abandoned the competition and click abandonment
3. DO NOT enter anything for the other fencer.
4. Click OK, and confirm the name of the winner – this should be the fencer who did not abandon the match.
5. Check the tableaux; the result of the match should read 'by abandonment'.
6. Proceed with the rest of the competition. At the final ranking, check that the fencer who abandoned the competition is ranked as if they lost the match during which abandonment occurred.

Black cards.

When a fencer receives a black card, they are excluded from the competition. A competitor who is excluded from a competition may not continue to take part in that competition, even if he/she is already qualified for promotion to the next round. He/she loses the right to their individual classification and all the fencers ranked after the disqualified fencer move up one place in the results of the competition.

Engarde has two ways of dealing with exclusion; scratch and exclusion. Fencers marked as “scratch” are not included in within the overall ranking. Fencers marked as “exclusion” are placed in the ranking of eliminated fencers, but are not included in the overall ranking (their place is left blank). Therefore the only correct way to deal with excluded fencers is scratch – ***within Engarde, do not use 'exclusion' to deal with fencers who have received a black card!***

To deal with a black card during the poules:

1. Open the poule in which the black card occurred.
2. BEFORE ENTERING ANY RESULTS select one of the results for the fencer in question and click scratch.
3. Fill in the rest of the poule results as normal, without changing any of the results for the fencer who received the black card.
4. Complete the entry of the rest of the poules
5. Complete the ranking of the poules as normal. The fencer in question should not appear in the ranking of the competition.

To deal with a black card during direct eliminations:

1. Open the match sheet in which the black card occurred.
2. Select the fencer who received the black card the competition and click scratch.
3. DO NOT enter anything for the other fencer.
4. Click OK, and confirm the name of the winner – this should be the fencer who did not receive the black card.

5. Check the tableaux; the result of the match should read 'by penalty'.
6. Proceed with the rest of the competition. At the final ranking, check that the fencer who received the black card does not appear in the ranking.

Note: Black cards are the only penalty that you need to be concerned with; yellow and red cards do not affect the results in anyway.

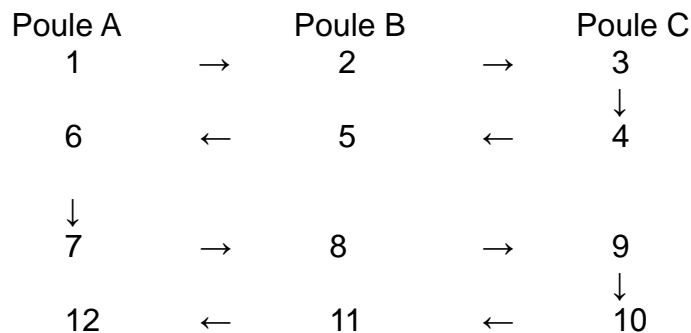
3. Running a tournament by hand

While it is very unusual for a tournament to be run by hand, it is very important that you understand how to run a tournament by hand for two reasons:

1. Learning how a tournament is run by hand will help you understand how poules and DE tableaux are constructed and how results are generated. This will give you a better understanding of how Engarde works, including catching any mistakes made by the program!
2. If the power goes out, or other computer problems arise, you should still be able to run the tournament.

You should always have a copy of the FIE rules to hand when running a tournament, but it is especially useful when running a tournament by hand, since Chapter 5: Individual Competitions very clearly sets out how competitions should be run.

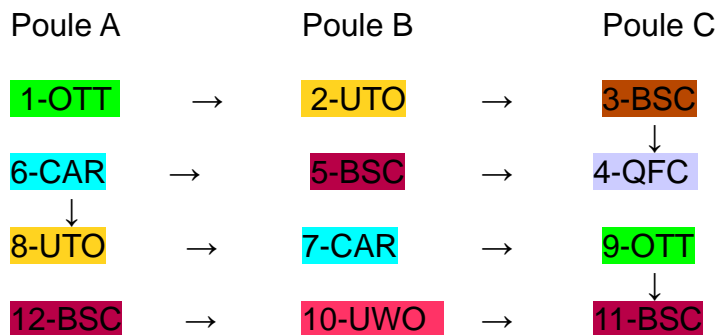
To run a tournament by hand, you use cards which record the name, rank and results of each fencer. The following example is based on 12 fencers in 3 poules of 4 fencers each, but the same process is followed for any number of fencers. To create the poules, you simply lay out the cards out in order of rank, in a zig-zag fashion. In the following diagram, each number represents the rank of a fencer i.e. 1 is the fencer ranked first, 2 is the fencer ranked second etc. The aim of this procedure is to roughly equalize the difficulty in each poule – if the top 3 fencers were put into 1 poule, the other fencers in that poule would not be very happy!



Once you have a list of the fencers in each poule, you can create a poule sheet for each poule, that will tell the referees and fencers the order of the bouts to be fenced. Its easiest to use a pre-prepared poule sheet that has the bout order already written in at the bottom. Then all you need to do is write the fencers names in, in a random order.

So far, this is a straightforward process, but there is another factor to be considered. As well as taking into account the rank of each fencer, it is also important to

take into account the club they are from – fencers do not want to travel to a tournament simply to fence with members of their own club. Therefore when creating the pools, it is important to separate club-mates as much as possible. The same thing happens at international competitions, but based on nationality, rather than club. This is called 'club-protection' or 'country-protection'. The following diagram shows the same poule as above, but with the three-letter club affiliation written in beside the fencer rank, so you can see how the pattern is altered.



The important trick is to change the lowest ranked fencers first. So, starting at the bottom of the poules and comparing with the diagram above, you'll see that fencer number 10 should have been in poule C – but 10 is from UWO, and there is already a UWO fencer in poule C. Instead, fencer 10 is switched with the next lowest fencer, number 11. The same process occurred with fencers 7 and 8. You might notice that poule C has two fencers from BSC – this is unavoidable, because there are 4 BSC fencers in the competition. **When there are two or more fencers from the same club in one poule, it is necessary to alter the bout order, so that the fencers from the same club fence each other first.** This is done to avoid cheating. If you have to prepare such a poule by hand, consult a pre-prepared poule sheet or the FIE rules, which lay out the alternate bout orders in detail.

Now you should be able to fill out the poule sheets, and the fencing can start. At the end of the round, you'll get the completed bout sheets back, and you'll have to compile the results. In this example, there are two poules of 6 fencers. The first step is to compile the following statistics for each fencer

- V = number of matches won
- M = number of matches fenced
- HS = number of hits scored
- HR = number of hits received

Poule A

Poule Sheet								Statistics			
Name	Fencer Number	1	2	3	4	5	6	V	M	HS	HR
George	1	---	2	2	3	2	3	0	5	12	25
Melanie	2	V	---	2	0	1	3	1	5	11	22
Fred	3	V	V	---	1	2	3	2	5	16	19
Alfred	4	V	V	V	---	0	3	3	5	18	14
Laura	5	V	V	V	V	---	3	4	5	23	10
Tom	6	V	V	V	V	V	---	5	5	25	15

Poule B

Poule Sheet								Statistics			
Name	Fencer Number	1	2	3	4	5	6	V	M	HS	HR
Harriet	1	---	3	1	0	0	2	0	5	6	25
Emily	2	V	---	1	2	1	1	1	5	10	23
Ben	3	V	V	---	4	1	4	2	5	19	17
Noel	4	V	V	V	---	4	0	3	5	19	16
Kyle	5	V	V	V	V	---	2	4	5	22	11
Susan	6	V	V	V	V	V	---	5	5	25	9

Next use the indices to calculate 3 key statistics:

V/M = number of victories / number of matches

Indicator = hits scored – hits received

HS = hits scored

Name	Fencer number	V	M	HS	HR	v/m	Ind.	HS
George	1	0	5	12	25	0	-13	12
Melanie	2	1	5	11	22	0.2	-11	11
Fred	3	2	5	16	19	0.4	-3	16
Alfred	4	3	5	18	14	0.6	4	18
Laura	5	4	5	23	10	0.8	13	23
Tom	6	5	5	25	15	1	10	25

Name	Fencer number	V	M	HS	HR	v/m	Ind.	HS
Harriet	1	0	5	6	25	0	-19	6
Emily	2	1	5	10	23	0.2	-13	10
Ben	3	2	5	19	17	0.4	2	19
Noel	4	3	5	19	16	0.6	3	19
Kyle	5	4	5	22	11	0.8	11	22
Susan	6	5	5	25	9	1	16	25

Note: The easiest way to compile the results is to record the statistics for each fencer on their card. This makes it easier to list the fencers in order when compiling the rankings.

Finally, combine the fencers from all poules, and use the statistics to rank them. The fencers are ranked first by V/M, then by Indicator, then by HS – i.e. **If two fencers have the same V/M, then look at the indicators next and the fencer with the highest indicator is ranked first.**

Name	Rank	v/m	Ind.	HS
Susan	1	1	16	25
Tom	2	1	10	25
Laura	3	0.8	13	23
Kyle	4	0.8	11	22
Alfred	5	0.6	4	18
Noel	6	0.6	3	19
Ben	7	0.4	2	19
Fred	8	0.4	-3	16
Melanie	9	0.2	-11	11
Emily	10	0.2	-13	10
George	11	0	-13	12
Harriet	12	0	-19	6

Occasionally, two or more fencers will have exactly the same results – i.e. Their v/m, indicators and HS will be the same. In this case, the ranks of the tied fencers will be decided by drawing lots. There is one exception to this rule – if there is a tie between the several fencers for the last qualifying place, then all the tied fencers will be promoted to the next round, even if this means there are more fencers in the next round than was originally decided on.

Once the ranks are completed, you are ready to move onto the next round of the competition. If there is a second round of poules, simply use the new ranks to seed the fencers into the required number of poules, just as you did for the first round. If the next round is a direct elimination, the new ranks are used to place fencers in the DE table.

In the DE round, there are **7 possible tableau sizes; 256, 128, 64, 32, 16, 8 or 4**. The easiest way to create a table is to take a prepared DE tableau, and simply write the fencer's names in. In our example, we have 12 fencers, so we use a tableau of 16. In the DE we don't need to worry about club protection – the fencers are placed in the tableau based only on the rank they achieved at the end of the previous round.

DE Table of 16

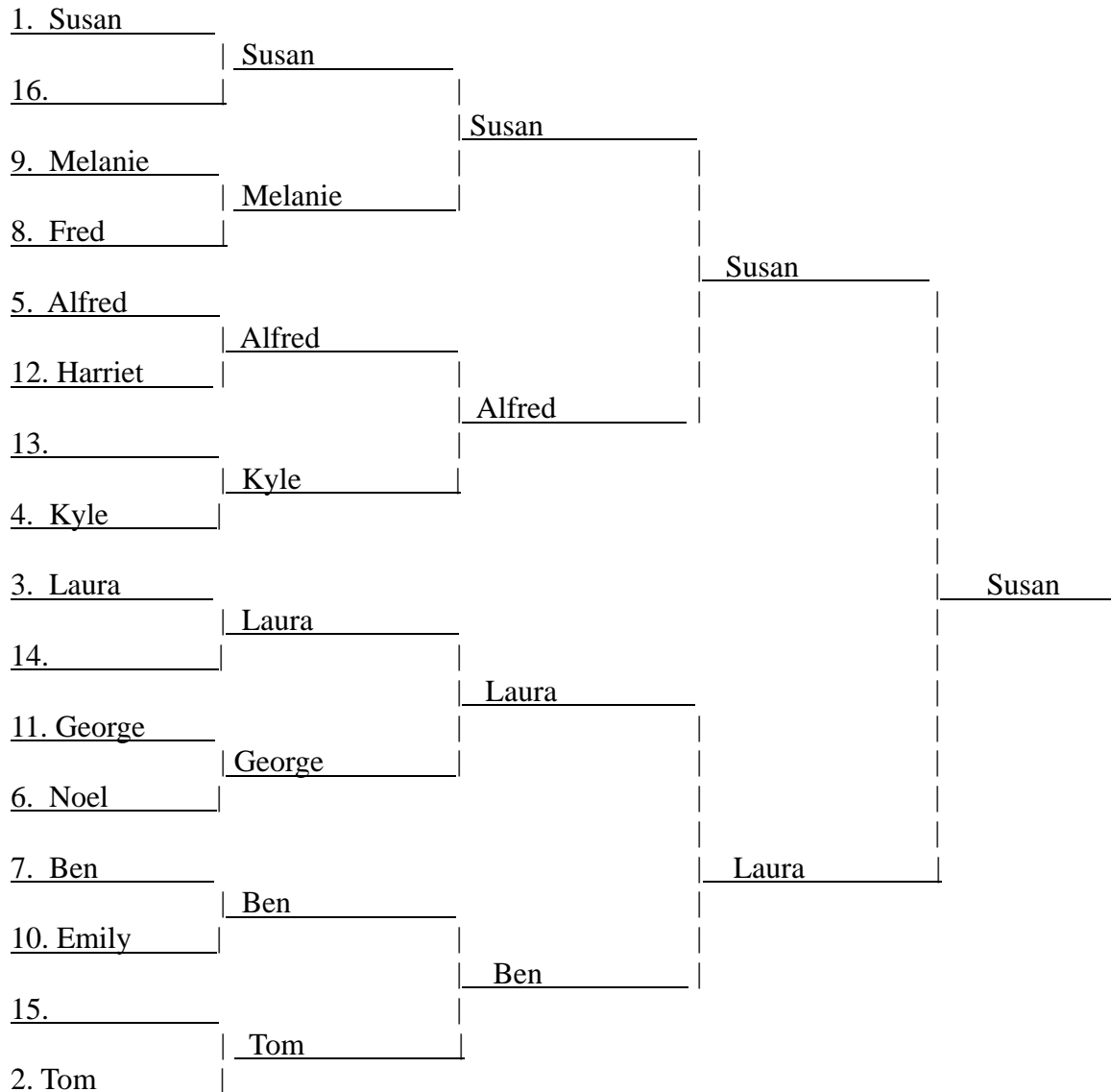


As you can see, the table is created so that the highest ranked fencers fence the lowest ranked fencers. Because there are only 12 fencers in this example, the top 4 fencers automatically get a buy into the second round. The matches are fenced in the order they appear in the table – i.e. If only two referees are available, the first two matches to be fenced would be Melanie vs. Fred, and Alfred vs. Harriet, followed by George vs. Noel and Ben vs. Emily.

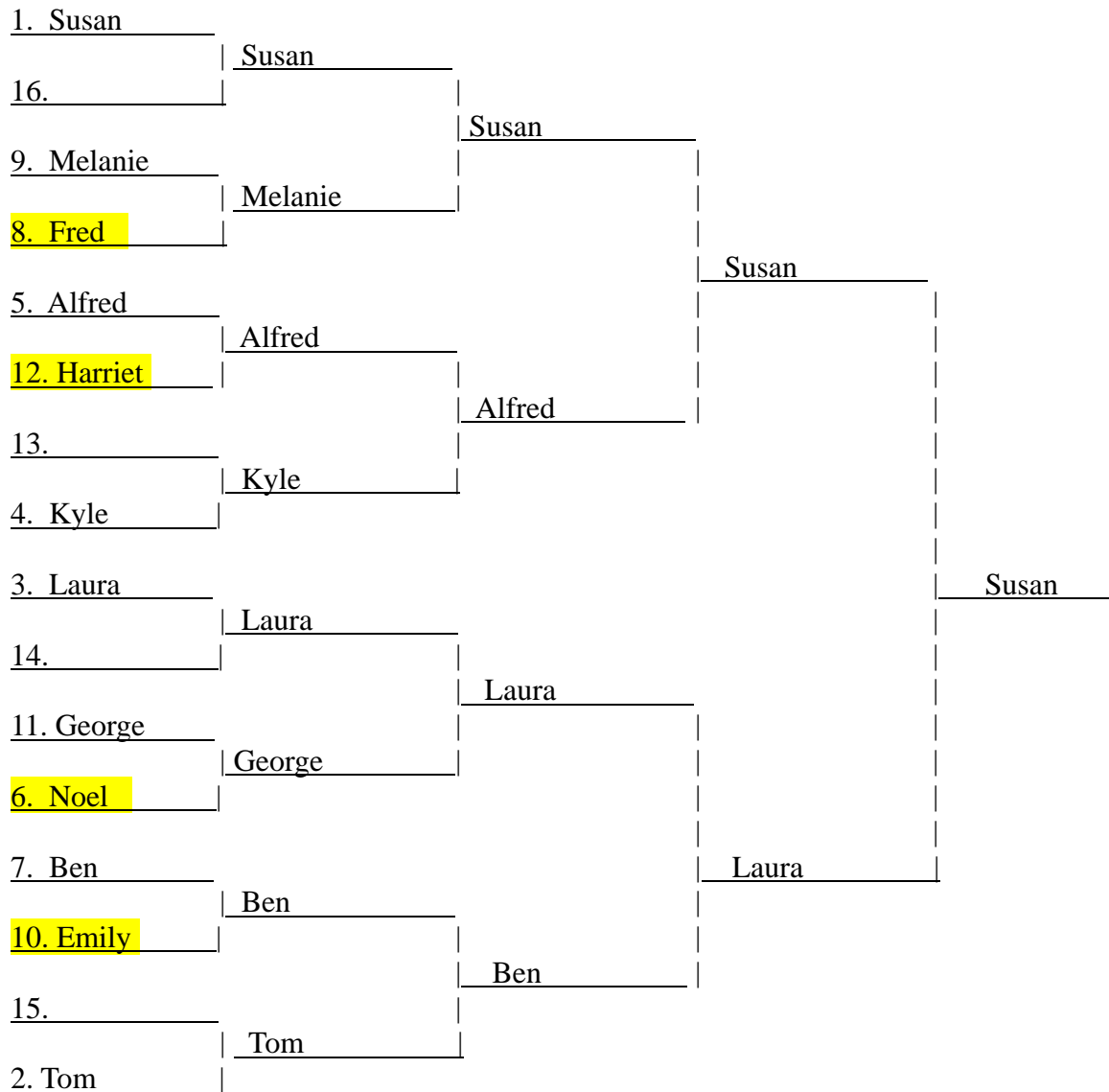
Managing the DE round is very simple – as soon as the results of a match come in, simply write the winner's name into the table, and send out the new match as soon as its ready.

Once all the matches are complete, your table should look something like this:

Completed table of 16.



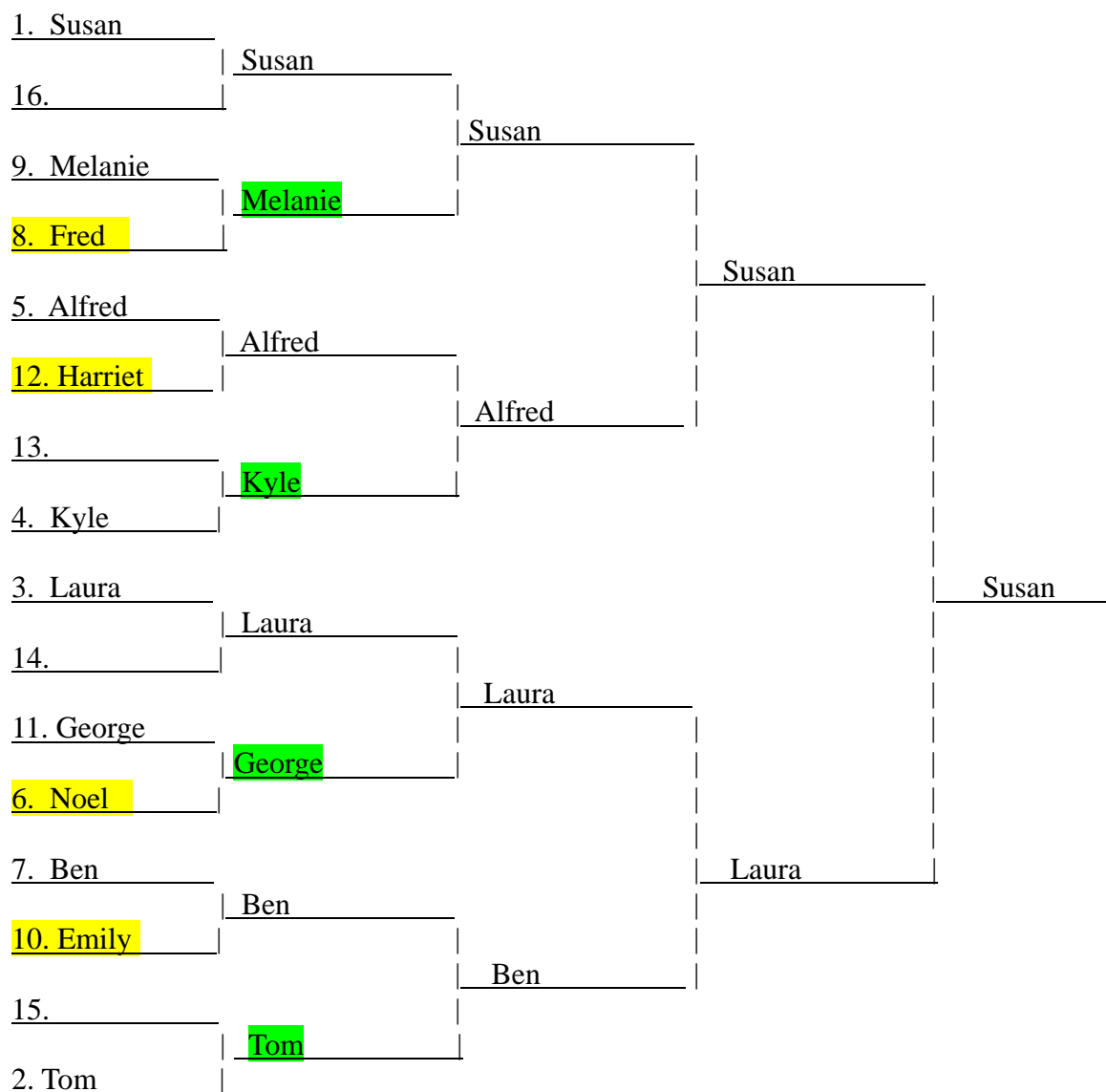
Now the fencing is finished, you need to produce the final ranking, which shows everyone's final place. Its actually easiest to start at the bottom of the results table and work upwards. **The fencers' final ranks depend only on their rank at the beginning of the DE, and not on the match scores in the DE round.** First highlight the fencers that lost in the first round of the DE. The lowest ranked fencer who lost in the first round will be ranked last in the competition, the next lowest will be ranked second last and so on.



Overall ranks:

- 9th Noel
- 10th Fred
- 11th Emily
- 12th Harriet

In this example, of the fencers who were eliminated in the first round of the DE, Harriet had the lowest ranking (12th) and is placed last in the final ranking. The next-highest ranked eliminated fencer was Emily (10th), followed by Fred (8th) and Noel (6th).



Overall ranks:

- 5th Tom
- 6th Kyle
- 7th Melanie
- 8th George
- 9th Noel
- 10th Fred
- 11th Emily
- 12th Harriet

Of the fencers eliminated in the second round of the DE, George had the lowest rank at the beginning of the DE (11th) followed by Melanie (9th), Kyle (4th) and Tom (2nd).

Once you get to the quarter-final round, the final ranks are calculated slightly differently; the two fencer's who lost their semi-final matches are ranked 3=, the loser of the final is ranked 2 and the winner of the final is ranked 1

Final overall ranks:

1st Susan
2nd Laura
3rd = Ben
3rd = Alfred
5th Tom
6th Kyle
7th Melanie
8th George
9th Noel
10th Fred
11th Emily
12th Harriet

That's it – you've just run a competition by hand!

4. Tournament outline

Pre-tournament

- Talk to tournament organizers to establish what competitions will be run, and what the timing and location of tournament will be. It's also important to know who the floor manger will be, or if the secretariat is expected to manage the referees and the floor as well as normal duties.
- Based on this, explain your requirements to the organizer i.e. a quiet, secure place to set up the secretariat, number of runners and assistants you will need. Also establish who will be responsible for registration on the day of the tournament. If the secretariat will be responsible for registration, make sure you know how much the entry fee is, who cheques will be made out to etc.
- Get list of pre-registered fencers from tournament organizers.
- Enter pre-registered fencers into Engarde, together with CFA license numbers (http://www.fencing.ca/cgi-bin/csvread_cff_licences.pl?order_by=Last_Name&order=abc), and rankings (provincial: <http://fencingontario.ca/cms/results> national: http://fencing.ca/competitions/engarde_rankings_utilities.htm#check_file)
- Print out 2 copies of pre-registration list for each competition – one list is for your records, one list is for the registration desk.
- Make sure you have all the equipment required for the day including:

Computers, and plenty of extension cords. Make sure computers are loaded with Engarde, fff program, current rules, current rankings (cff, ofa) and list of pre-registered fencers – download these ahead of time, as many venues do not have internet access!

Printers and spare ink cartridges. If you are borrowing printers, make sure you have the printer software!

Plenty of paper - preferably different coloured paper for each competition plus white paper.

Blank sheets (poule sheets, tableaux sheets, bout sheets and match sheets for team events). Again, preferably different coloured paper for each competition.

Cards for running tournament by hand in case of computer problems.

File folders, labelled and colour-coded for each competition.

Copies of information flyer with times of each competition.

Stationary: pencils, pens, erasers, pencil sharpeners, highlighters, rulers, scissors, stapler, tape (lots!).

In addition, the tournament organizer should provide the following for the use of the referees: stopwatches, clipboards, pencils, penalty cards.

Tournament set-up

Setting up for the tournament usually occurs either the night before the tournament starts, or the morning of the tournament – setting up the night before is a better option, because it will leave you more time to deal with the inevitable problems that will arise! Even if you are already set-up, you should be at the venue about half-an-hour before the start of registration, to prepare for the day, and deal with any problems. If you are planning on setting-up on the morning of the tournament, I would suggest you plan to be there a minimum of one hour before the start of registration, and preferably earlier!

During set-up

- Make sure all the computers and printers are working, and talking to each other.
- Set-up your work area, so that coloured paper for each competition is easily accessible. If possible, lay-out a separate table where referees can pick up clipboards/pencils/stopwatches etc.
- If the venue has a sound-system, test it out, and make sure you know how to use it properly, so you can make announcements during the tournament.
- Find an area away from the pistes where you can post results during the tournament, and put up labels which will identify results for each competition. You will also need to post the format of the competition (i.e number of rounds, percentage of fencers promoted after each round), as well as the Directoire Technique – the names of the people who will deal with any problems that arise during fencing. You may have to ask the tournament organizer for this information, but it is your responsibility to make sure that it is posted.
- If you are in charge of registration, set-up the registration table, away from the secretariat area. The registration desk will need pens, highlighters, rulers, list of pre-registered fencers and a cash box.

During the tournament.

Poules:

- As soon as registration closes, you will get the registration list which will tell you which fencers are absent, and which fencers did not pre-register.
- Make sure that all fencers have a valid CFF license number – without this they will not be allowed to compete.
- Make any changes to the Engarde file and print out two copies of the final list of fencers. Keep one copy for your records and post the other in your results area.

- Announce that the registration list is posted and that fencers should check the list. This will give the fencers a chance to check that they are indeed registered and their information is correct.
- Once the registration list is posted, start creating the poules in Engarde. Once the poules have been created, print out the poule list that shows each poule together with the fencers. The floor-manager or head referee may want to check this over, before you post it. If possible, write in the piste number for each poule.
- Once it has been checked, post the poule list, and announce that it has been posted, so the fencers can look at it – also keep a copy for your records.
- Print out poule sheets for each of the poules. Each poule sheet should be attached to a separate clipboard, so they can be handed out to the referees. Once the referees have their poule sheets and their piste assignment (either from the floor manager/head referee or from you), they will head out to the floor, and the fencing will get started.

Ideally, fencing should start approximately 30 minutes after registration closes, so means you have to move fairly quickly to create the poules and hand them out to the referees. However, once the poules are handed out, you don't need to do anything else for that competition until the results start coming in (at least 45m (sabre) to 1.5 hours (foil)). In the meantime, you probably need to get the next competition started!

Results of the poules:

- As soon as the results start coming in, you can start entering them in Engarde. You do not need to wait for all the results to arrive before you start entering data!
- Once all the poules are entered, print out 2 copies of the results; one for your records and one to be posted. Announce that the results of the poules are posted, so that fencers can check their results.
- If there are any problems, the fencers will typically come up to the secretariat fairly quickly to explain the problem. There are typically two kinds of problem: a) you entered a result incorrectly – easy to fix! Just call up the poule results and compare it with the poule sheets and make any corrections necessary. b) a fencer contests that a result was recorded wrongly – to resolve this, you will need the referee and the other fencer to agree to the change. If possible, ask the referee to deal with this problem and bring the poule sheet back to you once its been resolved!

Direct elimination:

- The timing of the next step depends on the tournament organizers and the time of day. Sometimes the tournament organizers will ask you to leave a 30 minute gap between the end of the poules and the direct elimination round. In other cases, you will be asked to start the direct elimination as quickly as possible after the end of the poules, to keep the tournament moving.
- Create the tableaux and print out 3 copies, one for your records, one to be posted and one for you to use.

- Print out copies of all the match sheets waiting and cut the sheets to create single match sheets. You will either hand all the match sheets to the floor manager/head referee or hand them out to the referees yourself. If you are handing all the match sheets over to someone else, first tick all the matches off, on your working tableaux. If you are handing each match out separately, tick off the matches as you hand them out – this will help you keep track of which matches are being fenced, and which are waiting to go out, and will be invaluable in helping you keep the tournament running smoothly!
- As the bout sheets are completed and returned to the DT, enter the results in Engarde, and also on your working tableaux.
- Print out new match sheets as soon as they become available. New match sheets can be either handed to the floor manager/head referee, or they can be handed out to the fencer who brought you the completed match sheet. This is where things start to get confusing, so keep ticking matches off on your working tableaux as you go!
- At periodic intervals (usually once every round) print out a new copy of the tableaux and post it, so fencers and spectators can track the results.
- Once you get to the semi-finals (last four fencers, round B), the usual practice is to wait until all the matches are ready to be fenced, and then announce the piste numbers, so spectators can gather. The same applies to the finals.
- Once you have the results from the finals, you can create the final rankings. Print 3 copies; one for your records, one to be posted and one for the medal ceremony.
- Congratulations, you're finished!

Post-competition

- Once the competition has ended, create the final ranking and print 3 copies, one to be posted, one for your records and one for the prize-giving.
- Post the final rankings and make an announcement.
- Make an html copy of the rankings for the tournament organizers.
- Make an fff file of the final results, and run it through the CFF's fff checking program (http://fencing.ca/competitions/engarde_rankings_utilities.htm#check_file)
- Make a copy of all electronic files for the tournament organizers. The organizer will also require all your paper records. These should be kept for a minimum of six months
- Arrange de-briefing with tournament organizers – discuss what went well, what didn't, possible improvements for next tournament.

A note about professional conduct.

When you are being paid for Secretariat duties, it is very important to act professionally at all times. This includes smart dress, and dealing with stressful situations as calmly and professionally as possible. Acting and dressing professionally will not only make you more recognisable for fencers or coaches looking for someone in charge, but is also likely to make people treat you more respectfully.

5. Contact Information.

Secretariat commission: Jude Phillips, jude.phillips@gmail.com
Lisa Ciancone, tciancone@shaw.ca
Amy Lillico, amylillico@gmail.com

OFA: For current contact info, please check the website
<http://fencingontario.ca/cms/contacts>