



Ontario Fencing Association Sanction Policy and Procedures

**Updated July 2011
Adopted August 2011**

Preamble - Why do we have sanctions?

The Ontario Fencing Association is designated by the Government of Ontario as the sole governing body of fencing in the Province of Ontario. As such the OFA has been given the responsibility of ensuring that people engaged in activities related to fencing are able to do so in a safe and appropriate environment. Sanctions are a key part of this process. In essence, sanctions are indicators of good practice - a statement to both participants and insurance companies that the sanctioned activity is being conducted in line with best practices. Indeed, an essential, and often neglected component of the insurance coverage provided to participants through membership in the Ontario Fencing Association is that they only take part in sanctioned activities.

Sanctioning also provides a mechanism for accurate data-collection. Accurate reporting of fencing-related activities is becoming increasingly important, as the number of participants and activities reported by the Ontario Fencing Association is now directly related to levels of funding we receive. Participation levels are also now key to our continued participation in multisport competitions such as the Canada Games and the Ontario Games.

For the above-mentioned reasons, the Ontario Fencing Association has revised its sanctioning policies to facilitate more accurate reporting on all fencing-related activities taking place in the province, which will ultimately allow us to much better serve our membership.

Types of Sanctions

1. Club and Program Sanctions

OFA Club and Program Sanctions mean that:

- Club/program leaders agree to follow all OFA policies and procedures
- All club/program coaches are registered as coaches with the Ontario Fencing Association
- All listed venues qualify as safe and appropriate places to practice
- Club and program leaders are accountable to the OFA for the fair and safe running of the club/program
- All club and program members are covered by \$5,000,000 public liability insurance

In addition **Club Sanctions** mean that:

- Club leaders are accountable to the OFA to ensure that all members of the club are current Ontario Fencing Association members
- Each member of the club is protected by an appropriate amount of third person liability insurance both while engaged in sanctioned fencing-related activities and also while travelling to and from fencing-related activities

2. Competition and Special Event Sanctions

For the reasons stated above, **all** fencing competitions and special events that are held in the Province of Ontario (with the exception of National and International Competitions and closed university circuit events) must be sanctioned by the Ontario Fencing Association.

Competition and Special Event Sanctions mean that:

- The organizers of the competition/event agree to follow all OFA policies and procedures, and are accountable for the safe running of the event
- The venue qualifies as a safe and appropriate place for the event
- Competition organizers have an Emergency Action Plan clearly defined
- All participants who are following OFA policies and members are covered by \$5,000,000 public liability insurance

In addition, **competition sanctions** mean that:

- The competition is approved for the awarding of points in various ranking systems
- The organizers have agreed to submit results to the OFA Rankings Committee within 3 working days of the competition's end for inclusion in the appropriate rankings
- The OFA Rankings Committee has agreed to update the appropriate ranking lists in an appropriate manner, and will submit results to the CFF as required.
- Dates for competitions are consistent with participant development models that have been implemented by the Ontario Fencing Association and the Canadian Fencing Federation.

To better align with new Participant Development and Long Term Athlete Development Models, a number of different competition sanction types are now available. The table below shows the types of sanction which are currently available.

Fencing Activities Requiring Sanction

Activity	LTAD Stages	Form	Due Date	Process	Cost
Club Sanction (includes all venues and practices)	all	Club registration form	by Sept 30 each year	to office by Sept. 30 of each year	\$100
School Programs	FUN / L2T / T2T	School Program Information form	7 days prior to start of program	email or fax information to office	0
Special Events: Fundraisers, Demos, Training Camps , Social Events (requiring insurance)	all	no form - submit info by email	7 days prior to start of program	email or fax information to office	0
Competition Category 1: Provincial Championships Senior, Junior, Cadet, Youth Veterans	T2T / T2C	Hosting Bid Package	by June 30 dates protected	see Bid policy	0
Competition Category 2: "Competition Circuit" eg: Ontario Open Events, Junior and Cadet Points Competitions Veteran's Points Competitions	T2T / T2C	Sanction form	by June 30 dates protected	1. email or fax to office 2. form reviewed by Officials Committee 3. sanction granted within 14 days	0
Competition Category 3: - "Developmental Circuit" eg: YCCs , OCCs, Winterfun	L2T / T2T	Sanction form	by June 30 dates protected 90 days prior (form)	1. Submit dates 2. Added to calendar 3. form email or fax to office 4. form reviewed by Officials Committee 5. sanction granted within 14 days	0
Competition Category 4: High School League School, School Leagues	FUN / L2T	no form - submit info by email	10 days prior dates not protected	email or fax information to office	0
Competition Category 5: "Just for Fun" Training Events e.g. Spooky, Mississauga Foil League, Dry Foil Circuit	FUN / L2T / T2T	no form - submit info by email	10 days prior dates not protected	email or fax information to office	0

**Note that any competition whose points are submitted for inclusion in the domestic rankings are, by definition, Category 2 or higher.*

Forms are available on the OFA website.

Applying for Sanctions

Sanctioning Procedures for Clubs

A "Club Registration Form" and appropriate club membership fees must be submitted to the OFA office by September 30th each year.

Sanctioning Procedures for School Programs

A "School Program Information Form" must be submitted to the OFA office at least 7 days prior to the start of the program.

Sanctioning Procedures for Demos, Fundraisers, Training Camps and Social Events

An information form and flyer should be submitted to the OFA office at least 7 days prior to the start of the event.

Sanctioning Procedures for Competitions (Category 1):

A "Hosting Bid Package" should be submitted to the OFA office no later than 90 days prior to the start of the event. Where bids are submitted by June 30th of the preceding year, once the sanction is approved, dates will be protected from conflicting events.

Sanctioning Procedures for Competitions (Categories 2 & 3):

A "Sanction Form" should be submitted to the OFA office no later than 30 days prior to the start of the event. Forms for Category 2 and 3 events should be submitted by June 30th where possible, and no later than 60 days prior to the event in other cases.

Sanctioning Procedures for Competitions (Categories 4 & 5):

An email request should be submitted to the OFA office no later than 10 days prior to the start of the event.

Eligibility - Who can apply for sanctions?

In order to qualify for a competition sanction, the applicant must be:

- A registered OFA club in good standing in the current season
- Or
- A member of the Ontario Fencing Association in good standing in the current season
- And
- A resident of Ontario

How do I apply for a sanction?

In order to create a complete competition schedule for publication in September, applications for sanction should ideally be made by the end of June of the preceding season, wherever possible. Traditional dates will be respected where possible, for applications made before July 1st. The OFA recognizes that it is not always possible to submit applications so far in advance, and applications made after this time will be given consideration where possible, but dates may not be guaranteed. Appropriate forms can be downloaded from the OFA website, and should be completed and submitted with sanction request.

Sanction requests should be sent to the OFA Office:

984 Main St. W.
Hamilton, ON, L8S 1B2

FAX 905 525 9032

Or by email to info@fencingontario.ca

Forms should be submitted with copies of an Emergency Action Plan, a schedule of events, and any flyers/posters attached. On receipt of the forms, they will be reviewed by the OFA, and a decision will be announced within 14 days of receipt (sooner where possible). Please note that additional information may be requested before sanctions are granted.

How do I get my tournament included in the national rankings?

It is a CFF requirement that tournaments must be authorized for inclusion in the domestic rankings by the OFA. A ranking fee must be paid to the CFF by tournament organizers prior to the event (see the CFF website for details). Please note that only competitions falling into categories 1, and 2 will be authorized for inclusion in the domestic rankings in the 2011/2012 season. CFF sanctions should be requested directly from the CFF when your tournament sanction request is approved by the OFA.

After your competition, please follow the procedures for submitting your results as outlined below.

Additional information for sanction requests for competition categories 1 - 3

When requesting a sanction for a category 1 - 3 competition, please note:

- Electronic copies of the proposed flyer including the schedule and terms of the competition must be submitted to the OFA at least 7 days prior to the event. The flyer must include the phrases "Sanctioned by the Ontario Fencing Association", "Conductive bibs are required for foil competitors" and "All participants are subject to Section t.15 of the FIE rules." It should also make explicit that "Final results will be submitted to the CFF for inclusion in the domestic rankings" when that is the case.
- No electronic or print copies should be sent out prior to sanctioning being received officially.
- All competitions whose results are to be submitted for inclusion in any provincial or national ranking (e.g. Open competitions) must be run using the preferred version of any software, and should use a standard competition format, unless special arrangements with the CFF have been made by the organizers. Results must be submitted in the required format to the [OFA Rankings Coordinator](#). If in doubt, please ask for clarification **before** the competition. The preferred version of 'Engarde' is available from the OFA website. Please see the 'Page for Tournament Organisers'.
- A "waiver of responsibility" statement must be signed by the participant, or by the parent or legal guardian if the participant is under the age of majority.

- “Category 3” competitions should aim to have a minimum of 40% of the referees being P rated or higher. The remaining referees may be R (regional) or U (uncertified). The use of developing referees for these events (with appropriate supervision from more experienced referees) is strongly encouraged, and competition organizers should aim to draw at least 20% of referees from the current pool of Referee Candidates. Wherever possible, only referees holding a P-level license or higher should referee C (quarter-final), B (semi-final) and A (final) rounds. Unlicensed secretariat may be used for these competitions. Whilst it is recognized that Category 3 competitions are developmental in nature, *all* hired officials are expected to be competent to work at this level. It is considered acceptable for the opening rounds of Category 3 competitions to be ‘self-refereed’ *as long as the fencers have appropriate supervision* and are deemed competent to referee at this level by the Head Official.
- “Category 2” competitions should aim to have a minimum of 60% of the referees being P rated or higher. The remaining referees may be R (regional) or uncertified referees who are currently in training when they are being supervised by an approved “mentor referee”. Only referees holding a P-level license or higher should referee B (semi-final) and A (final) rounds (referee candidates who are preparing for their practical evaluation may referee the ‘B’ round if they are supervised by Referee Evaluator as part of their training, but should be replaced immediately should the Evaluator feel that they are out of their depth). Secretariat working at Category 2 competitions should hold their provincial license or be registered and active participants in an OFA Secretariat Development Program.
- “Category 1” competitions should aim to have a minimum of 50% of the referees being licensed at the National level or higher. Wherever possible, no uncertified officials (except for those preparing or undergoing their practical evaluations) should be used in Category 1 competitions. Secretariat working at Category 1 competitions must either hold their Provincial License or be part of an OFA Secretariat Development Program.
- For all competitions, the number of referees hired should be appropriate for the number of pistes and competitors. A minimum of 4 referees should be hired for every 3 competition pistes.
- All results must be submitted electronically to the OFA office within 3 business days following the event. A report detailing the officials hired, the pay schedule for referees, and a receipt showing the ranking fee payment to the CFF must accompany the results. Referee assignments should be noted in the Engarde or Fencing Time files.

- Wherever possible, pictures of medal winners should be submitted to the OFA within 2 business days (electronically).
- Paper copies of each round of each event must be maintained by the organizers for 6 months following the competition.

How do I submit my results?

Results (Engarde / Fencing Time competition and HTML files) should be submitted electronically within 3 working days of the competition to the OFA Rankings Coordinator (rankings@fencingontario.ca). Where results are to be included in the domestic rankings, the FFF files should be checked using the CFFs “FFF checker” and sent to the rankings coordinator with the other files. Any errors should be corrected prior to submission.

Where queries exist with regard to license numbers, these should in the first instance be directed to the OFA Executive Director (info@fencingontario.ca) before results are submitted.

On receipt of the results, the Rankings Coordinator will verify them and submit them to the CFF, and post them on the OFA website within 7 working days. A copy of the final HTML files will also be submitted to the OFA office for archive purposes.

Please note that all working documents from competitions submitted for inclusion in any rankings

Failure to Follow Ontario Fencing Association Policies and Procedures

Any failure to follow the OFA Sanctioning Policy may result in

- Warning
- Loss of sanction for event
- Loss of allowable points for event
- Loss of sanction privileges for future events
- Fines levied by CFF / OFA
- Suspension of club sanction (until error remedied or fines paid)
- Individual suspension of membership privileges