

OFA Tournament Specification

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Introduction

This document is a reference guide for running tournaments in Ontario. It describes requirements for different categories of events as outlined in the OFA Competitions Policy. The Goal of this document is to provide a standard from which all events will uphold. It is recognized that each event may be unique in its resources and challenges, and this document should be considered as the primary reference from which the OFA Competitions Committee will base its recommendations on Sanctions. Concessions and alternate arrangements may be made for the various elements of competitions; however, these need to be clearly identified and approved within the Sanctioning Process.

References

- OFA website
- OFA Competitions Policy
- OFA Sanction Request Form
- OFA Officials Policy
- All other OFA policies
- Applicable CFF policies
- FIE rules

Sanction Request and Competition Plan

Each event is to have a sanction request and competition plan submitted for review by the OFA Competitions Committee prior to sanctions being given. The remaining sections in this document outline the information required to be presented and the criteria as identified for consideration.

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Event Organizer

Identify Tournament organizer and/or event committee. Relevant experience and skills identified are of benefit.

Contact Information

Identify primary contact for Tournament Organizer (TO)

Event Staffing

If known at time of submission, identify all the following personnel. If unknown, the list of personnel is to be identified before issue resolution deadline (per category of event).

Head Official

The head official shall be responsible for the smooth running of the event and will supervise the staff and volunteers.

The head official shall be registered as an official in Ontario (or CFF)

Armourer

Armourers identified in the plan shall meet requirements of the OFA officials policy and be registered as armourers with the OFA

Secretariat

Secretariat identified in the plan shall meet requirements of the OFA officials policy and be registered as Secretariat with the OFA

Referees

Referees identified in the plan shall meet requirements of the OFA officials policy and be registered as Referees with the OFA

Referees used at events are permitted to fence in select events, however they shall not be used to referee any events they are fencing in for Category 1 and 2 events.

Volunteers

Volunteer support and participation is good information to have for OFA reporting.

Venue

Location

Location address and description to be provided

Dimensions of Gym Space

Overall dimensions of space required in submission. Floor plan of facility is required.

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Floor Surface

Identify the type of flooring in competition area.

Support Areas

All support areas shall not interfere with the competition area and should enhance the event facilitation. All support areas must also be designed to allow for a minimum of 2 meters between all persons within the space. Where applicable, light plexiglass barriers should be placed between staff and the general public.

- Change rooms*
- Equipment lay-down
- Spare Equipment storage
- Equipment vendors
- Food and refreshments**
- Free Potable water
- Medal presentation

***In order to reduce possible spread, showers should be made available to athletes. Change rooms and washrooms should require the use of masks.**

****Unless there is a third party vendor present and operating within the venue, tournament organizers should not be selling or providing food and refreshments to anybody that is not staff. All water fountains that do not have dedicated water bottle filling stations should have signage that prohibits anything other than the filling of water bottles. Fountains that do have dedicated bottle fillers should have the mouth nozzle taped off**

First Aid Facilities

First Aid facilities and staff must be present and in view of competition area.

Competition Pistes

Type

All events in Ontario are to be fenced using electrical scoring apparatus conforming to FIE requirements.

Category 5 events if explicitly advertised as such, may use alternatives such as dry fencing.

Size

All events in Ontario are to be fenced on standard piste sizes per FIE requirements.

Smaller pistes may be permitted for Category 5 or select Youth events conforming to CFF requirements.

Spacing

At a minimum, distances from obstacles, walls, spectators, referees are to be maintained at all times during fencing. Distance between pistes should allow for all staff and fencers to remain a minimum of 2 meters apart from one another, including those on adjacent pistes.

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Showcase

At least one (1) finals piste for Category 1 events required, and recommended for Category 2. This finals piste may be raised (conforming to FIE specifications) or simply be dressed up with suitable viewing space for spectators.

Special Features

Identify special feature that may be a draw, or benefit to the running of the event.

Awards Area

Awards areas should be conducive to photographing medalists and be kept away from the competition areas. If no official event photographer is present, tournament organizers should limit the number of spectators to 1 photographer per medalist.

Official OFA logoed backdrops and medal podium* (where available) must be used as the presentation area. Host Group's and event sponsors' logos and branding may be incorporated into the medal presentation area.

Separate sound system is preferred.

*Unless the podium is suitably large to allow all medalists to remain a minimum of 2 meters apart, a piste or adequately large area should be used instead of a podium.

Secretariat Area*

Secretariat area should overlook the competition area and requires access to power for computers and printers.

The expected software for use at Category 1 and 2 events is Enguard. Fencing Time may be used for category events that do not require CFF submission.

Armoury Area*

Preferred to be in view of competition area, but as a minimum must have easy communication and easily accessible by Armoury staff. Workspace (tables and chairs) as well as power sources are all requirements for the Armoury area. Armoury staff should also be provided with sanitizable bins for the deposit and retrieval of equipment in order to avoid direct hand-offs between participants and staff.

***Secretariat and Armoury areas must allow for all staff and volunteers to be a minimum of 2 meters apart and should include light plexiglass barriers to limit contact between staff and participants.**

Equipment Sanitization Area

Preferred to be in view of the Armoury area, but as a minimum must have easy communication and be easily accessible by tournament staff. This area should allow for a minimum distance of 2 meters to be maintained between all participants and any supervising staff/volunteers.

Pageantry and Sponsorship Advertising

The host is to provide a listing of secured sponsors and their level of support.

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Should the event produce a printed program, it is recommended the OFA be provided an opportunity to advertise in the publication.

Advertising space locations permissible (piste table cloths, banners, backdrops).

The OFA has a limited number of branded tablecloths and hosts are asked to consider their use.

Competition Event Details

Event type

Generally two types of events are recognized as standard for all Category events: individual and Team. Alternative formats or events types may be considered under Category 5 events.

These formats will generally follow FIE requirements with appropriate modifications for CFF and OFA needs.

Weapon

Three weapons are Foil, Epee, and Sabre per FIE rules

Gender

Gender groups may be separated into Male and Female or Mixed events. Each event must be advertised as either separate or mixed events as appropriate for the category of event. Small events with few registrations are to follow CFF policy for point ranking events.

Age

Age groups recognized are per CFF classifications. They are defined as of December 31 of the current license year (August 1st to July 31 of the following year)

Youth under 11	U11	any athlete Under 11 years old
Youth under 13	U13	any athlete Under 13 years old
Youth under 15	U15	any athlete Under 15 years old
Cadet	Cdt or U17	any athlete Under 17 years old
Junior	Jr or U20	any athlete Under 20 years old
Senior	Sr	any athlete over 12 years old
Veteran	Vet, Vet40 Vet50 Vet 60	Any athlete 40 years or older Athletes 40-49 years of age Athletes 50-59 years of age Athletes 60-69 years of age
	Vet 70	Athletes 70+ years of age

Expected Participants Per Event

Tournament organizers are to show plans based on expected participation as well as show capacity limits for venue and schedule. When presenting capacity limits, tournament organizers must adhere to the

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strictest public health guidelines when participants or staff are expected to travel from different public health districts. In addition, all staff, volunteers, athletes, parents and coaches are considered to be contributing to the capacity limits under relevant public health guidelines; number of expected participants should be calibrated accordingly. **Of note, all participants are limited to one competition per tournament, meaning one weapon and age category per fencer for the entire weekend.**

Schedule

Tournament organizers are to plan a schedule based on number of pistes available, number of events, number of expected participants per event, and any other limiting resources. The schedule is to include the number of referees allocated to each event, the rooms or venues (if multiple weapons or venues are used) in which the events will be held and, if possible, the names of the referees assigned to each event. Referees are to be assigned to a single room and weapon per day and cannot be used multiple days in a row unless the same competition (weapon, gender and age category) runs over multiple days.

Schedule must also include volunteers and contain the posts at which the volunteer was posted, day that volunteer was present and length of time at venue.

Safety Standards

EAP

An Emergency Action Plan (EAP) is required as part of sanction submission.

The plan should include appropriate diagrams, thoroughly reviewed with staff and volunteers with the goal of being to ensure the Tournament personnel know their role. Emergency action plans should include and address the following:

- i) A defined entry and exit plan for the venue;
- ii) Public address announcements;
- iii) Parking arrangements and traffic flow identifying high traffic times and possible bottlenecks with plans on how to address these issues;
- iv) Fire;
- v) Weather-related issues; vi) Medical and catastrophic emergencies on the playing field and in the crowd; vii) Facility problems (i.e. loss of power, structural collapse);
- viii) Crowd control issues (i.e. disorderly conduct, weapons, demonstrations); and
- ix) Threats (i.e. bomb, terrorist);

COVID/Infection Control Plan

A COVID/Infection Control Plan is required as part of sanction submission.

The plan should include appropriate documents, thoroughly reviewed with staff and volunteers with the goal being to ensure the Tournament personnel know the correct infection prevention protocol. COVID/Infection Control Plans should include and address the following:

- i. Detailed account of the venues ventilation systems;

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- ii. A copy or outline of the contact tracing database that will be used during the event;
- iii. Product name and stock of all PPE (gloves, masks, etc), hand and equipment sanitizer, and plexiglass barriers being provided or installed for the tournament;
- iv. A detailed sanitization schedule;
- v. Identification of which level of public health measures are being adopted (according to Provincial colour coding);
- vi. Details on the regulations surrounding access to the venue by non-competing persons;

First Aid

First Aid facilities and staff are required at all category competitions.

Trainers, Medical and Paramedical Support

Additional medical and support resources are encouraged at all category competitions

AED

Automated External Defibrillators are strongly encouraged to be onsite at all category competitions

Equipment Checks

Equipment checks by armoury personnel are required at all categories of competition.

Piste Layout and Spacing

Piste layouts are to be such that fencing can be done in a safe manner for all participants, referees, and spectators. The floor plan must include spaces allocated to the participating athletes that are not on the piste (chairs located at a minimum of 2 meters from all other participants and coaches areas meeting the same requirements).

Spectator Spacing and Control

The competition plan and layout must address spectator placements and movement so that they do not interfere with any bouts or referees. At no time may spectators be on the competition floor. The floor plan must include spectator spaces with enough space for a 2 meter distance to be maintained.

Protocols

Posting of Event Information

Once sanction has been approved, all event information posters or online advertisements must include the official "Sanction by" OFA logo (see below). Alternatively, for AskFred registration pages, the text "Sanctioned by the Ontario Fencing Association" must appear in the body of the copy. The OFA will supply the required logo after sanction approval.

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Sanctioned by:



Sanctioned by:



Registration

Registration Protocol to be added

Check In

Procedure for athletes check in day of competition so that events can run on time to be added.

Opening Ceremonies

The OFA provides the following considerations for opening ceremony facilitation. The OFA understands the administrative constraints in implementing these.

- Playing the National anthem at the beginning of each day,
- An official welcome to the day (naming the tournament, host, number of entries for that day),
- Introduction of all FIE, National, and Provincial referees that are present,
- Introduction of Former Olympians as well as Senior National Team athletes,
- Introduction of National and provincial coaches
- Introduction of National Executives, National Management, Provincial Executives, Provincial Management.
- Introduction of Honoured guests.
- Athletes' Oath
- Officials Oath

Posting of Competition Details During Event

All important event information notices including results of all competitions should be posted in a well-lit and accessible location for all participants and spectators to review. As much as possible, competition details should be made available online in order to avoid the creation of bottleneck areas on the competition floor. If going virtual is not possible, multiple areas should be designated for posting of details and volunteers should be posted in these areas to avoid the crowding of these areas.

Assignment of Officials

Head official is to assign referees to events or delegate to Floor Manager or similar.

Refer to Officials COVID document for details about referee mobility during tournaments.

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Assignment of Bouts to Pistes

Poules or DE Bouts will be assigned referee(s) and piste(s) by the Head Official or delegate (e.g. floor manager)

Poule round and DE Bouts will be announced by calling the names of fencers, the referee(s), and the assigned piste.

Announcing Results and Presentation of Awards

Items to consider

- Dedicated space including backdrops and podium
- Medal Protocol
- OFA designate or host representative presenter
- Script

Types of awards suitable for events. Considerations for youth development committee and Veterans committee.

⇒ Medals (Quality Level) ⇒ Certificates ⇒ Prizes

Medal Presentation Protocol

In an effort to build more pageantry and pride for our medal presentations, the following protocol is expected. In most cases the Head Official (HO) provides the announcing. Some events may wish to assign a designated representative for this role so as not to disturb the HO of their primary responsibilities:

1. The Head Official (HO) discusses the projected schedule of medal presentations with the designated Medal Marshal (typically an OFA staff or board representative). These two establish their communications, estimated time and required signals for the presentation.
2. The HO or designated representative makes the first call for the medal group (gender/age/weapon) and requests they meet with the assigned MM to the right of the medal podium. If any medalists are missing the HO or designated representative announces a second and final call.
3. The MM will arrange the medalists in the proper podium order and give the medalists their instructions:
 - Walk in file behind the podium and come to a stop behind their corresponding podium after the HO or designated representative introduces the event.
 - Once all is in order, the MM will signal to the HO or designated representative to introduce the group.
 - **In the absence of an official photographer, only 1 photographer per medalist is to be allowed to approach the ceremony.**

“Now the medal presentation for (gender/age/weapon). Presenting the medals is [NAME, TITLE, and ORGANIZATION].”

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4. Once the medalists are aligned behind their podiums, the HO or designated representative will announce each medal recipient and their placing. When introduced the athlete will step up on their platform to receive their medal from the MM until all medals are received. Medals should be provided on a tray or table and the athletes are to take and don their own medals to avoid direct contact between staff and participants.
5. Once all medals are received, the HO or designated representative closes it off by announcing:

“And presenting, the [EVENT NAME} medalists in (gender/age/weapon)”

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Jurie D'appelle

The Jurie D'appelle shall be announced prior to the start of competition. The recommended composition of the 3 person Jurie in order of precedence is as follows:

1. Head official
2. OFA observer (if certified Official of N rating or higher)
3. CFF observer (if certified Official of N rating or higher)
4. Organizing Committee Member (if certified official N rating or higher)
5. Next highest rated Referee(s) in attendance.

Local Media Plan

A local Media plan is requested for reporting purposes. Hosts are asked to consider designing a media communications plan for local media coverage. These releases are to be forwarded to the OFA for distribution across provincial channels.

Ontario Points Formula

The following scheme shall be used to calculate points for the various Age, Gender, and weapon events for Category 2 events. The rankings based on these points list shall be published on the OFA website.

1. Event participation points: first place finisher shall receive a number of points equal to the number of participants registered and finished the event, second place finisher shall receive a number of points equal to the number of participants registered minus 1, and so on so that the final placed finisher shall receive 1 point
2. Tableau Points: 2 points awarded to finishers from 16th to 9th place, and 4 points for finishers from 8th to 1st place.
3. Medal points: additional 10 points to 1st place finisher, 6 points to second place finisher, and 3 points to third place finishers.
4. Repetition points: 3 additional points awarded for second or subsequent tournaments entered and participated in the event category for that season.

Seeding position for Provincial championships events will be per the latest event ranking list published prior to the start of the championships.

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Points table for events with participation from 6 to 32.

Placement	Participation																										
	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
1	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46
2	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41
3	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37
3	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37
5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
6	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
7		5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
8			5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
9				3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
10					3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
11						3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
12							3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
13								3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
14									3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
15										3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
16											3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
17												1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
18													1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
19														1	2	3	4	5	6	7	8	9	10	11	12	13	14
20															1	2	3	4	5	6	7	8	9	10	11	12	13
21																1	2	3	4	5	6	7	8	9	10	11	12
22																	1	2	3	4	5	6	7	8	9	10	11

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23																			1	2	3	4	5	6	7	8	9	10
24																				1	2	3	4	5	6	7	8	9
25																					1	2	3	4	5	6	7	8
26																						1	2	3	4	5	6	7
27																							1	2	3	4	5	6
28																								1	2	3	4	5
29																									1	2	3	4
30																										1	2	3
31																											1	2
32																												1

Financial Considerations

The OFA will continue to build and offer additional recommendations for event hosts. Look for updates to these elements in the near future:

- registration fees (tournament fee, event fees)
- Budgeting
- Sponsors, grants, etc.
- Financial goals (e.g. break even, fundraiser for club, promote club or sport, etc)

Sanction Summary Table

Category	Cat 1	Cat 2			Cat 3			Cat 4	Cat 5
		large event	small event	Youth specific	Points	Rec/ Dev	Youth	Closed	JFF
Examples	Provincials	Queens, Brock	VGO, Western	VGO, TFC	TFC	NEW		OUA championships	K-Town
Event Information									
Contact info	y	y			y			y	y

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Dates	Set by OFA	Proposed by TO and set in schedule. No conflicts permitted	Proposed by TO and set in schedule. No conflicts permitted that pull resources (e.g. Cat 5 ok on same dates in other locations)	Cat 2-5 Sr events permitted same dates, provided resources are not split (i.e. referees)	May not conflict with Cat 1-2 events		Permitted to conflict with other events, however may not pull resources from Cat 1-2 events
Submissions	OFA to request Bids	TO or Clubs to propose events in line with OFA needs			TO or Clubs to propose events	League to inform OFA of proposed dates	TO or clubs to propose events
Date selection	June of prior year	June of prior year, late requests added if schedule and OFA needs permit.			June of prior year, late requests added but may be bumped for Cat 2 events	June of prior year	June of prior year, late requests added as last priority
Sanction submission	Per Bid Package	Sanction Form, Competition Plan (per competitions policy)			Sanction Form, Competition Plan (per competitions policy)	Sanction Form, Competition Plan (per competitions policy)	Sanction Form, Competition Plan (per competitions policy)
Issue resolution as identified in competition plan and review	60 days prior to event	30 days prior to event			30 days prior to event	per league requirements	10 days prior to event
Posting of flyer/poster/link/adv advertisements	Posted by OFA	TO to produce and promote after sanction given, OFA to post on website			TO to produce and promote after sanction given, OFA to post on website	Per league requirements	TO to produce and promote after sanction given, OFA to post on website
Registration open	Open 60 days prior to event	30 days prior to event			30 days prior to event	Per league requirements	as appropriate for event

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Results submission for points	Files submitted 3 days after completion of competition	Files submitted 3 days after completion of competition	Files submitted 3 days after completion of competition	N/A results and images optional	Results and images optional	Results and images optional
Contact Tracing Database submission	Submitted to the OFA within 24h of conclusion of the tournament	Submitted to the OFA within 24h of conclusion of the tournament	Submitted to the OFA within 24h of conclusion of the tournament	Submitted to the OFA within 24h of conclusion of the tournament	Submitted to the OFA within 24h of conclusion of the tournament	Submitted to the OFA within 24h of conclusion of the tournament
Competition Report	Submitted 10 days post event	Submitted 10 days post event	Submitted 10 days post event	Submitted 10 days post event	Per league requirements	Submitted prior to OFA AGM as part of club report.
EAP	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
COVID/Infection Control Plan	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
First Aid/medical	Mandatory	Mandatory	Mandatory	Mandatory	mandatory	Mandatory
Personnel						
Tournament organizer	Experience	Demonstrate experience through Plan, and past history	Demonstrate experience through Plan	Per league requirements	Any provided requirements can be met	
Head official	N or F	N	P	P or per league requirements	P	
Armoury	P	P	P	P or per league requirements	R	
Secretariat	P	P	P	P or per league requirements	R	
Floor Manager	As required	As required	As required	As required	As required	As required

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Observer	Designated by OFA	Designated by OFA	Optional if required by OFA			Optional if required by OFA	Optional if required by OFA
Volunteer participation	Host club + others as needed	Host club	Per TO needs			Per TO needs	Per TO needs

Referee								
Ratio Referee to pistes	4:3	4:3		4:3	1:1	1:1	Per league requirements	1:1
Rating requirements	50%N 100% certified or registered as RC follow recommended usage	60%P 100% certified or registered as RC follow recommended usage		50%P follow recommend usage	40%P follow recommended usage		Per league requirements	R follow recommended usage
Use of RC	testing event	Mentor events, possible testing event	Mentor events	Recommended, preferred with mentor supervision			Per league requirements	Optional
		RC count as P if mentor present		RC count as P if mentor present				
"Self-refereed" pools, use of referee in events fencing.	None	None		None			None	None
Schedule considerations	overtime, or second shift	overtime, or second shift		as required				
Other requirements	Ontario Referees	Ontario Referees priority hire		prefer Ontario referees			Per league requirements	Use local officials

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Venue Information									
Floor plan	Submission and approval required	Submission and approval required			Submission and approval required		Submission and approval required	Submission and approval required	
# pistes	16 minimum, additional as required to conduct event schedule	As required to conduct event schedule			As required to conduct event schedule		As required to conduct event schedule	As required to conduct event schedule	
Finals	1 finals minimum	Recommended	Optional	Optional	Optional		Per league requirements	Optional	
Conductive	All conductive as required to meet event schedule	Preferred for Epee and Foil	Preferred	Optional	Optional		Per league requirements	Optional	
Non-conductive	No non-conductive	Can be used for sabre	As required	Any	as needed to meet schedule		Per league requirements	as needed to meet schedule	
# wheel chair	As required	As required			As required		As required	As required	
DT, Secretariat, and Registration areas	Required in competition space with view of floor	Required in competition space with view of floor	Convenient for tournament flow		Convenient for tournament flow		Convenient for tournament flow	Convenient for tournament flow	
Referee lounge	Required	Required			Recommended		Required	Recommended	
Armoury	Required	Required			Required		Required	Required	
Piste dimensions	Must meet FIE	Must meet FIE		Per CFF requirements	Must meet FIE	Nominally smaller permitted	Per CFF requirements	Per league requirements	Size as needed to meet safety

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Spacing								
Edge of piste to box	1m	1m .5m if approved for layout	.5m concessions made for permanent space	for permanent	.5m concessions made for permanent space	.5m concessions made for permanent space	.25m	
Runoff (measured from end line)	1.5-2m per FIE	1.5-2m per FIE	1.5m min		1.5m min		1.5m min	
Piste to enclosures, walls, other obstacles	1.5m min	1.5m min			1.5m min		1.5m min	.5 m
Referee space	3m (4m if shared between pistes) min	3m (4m if shared between pistes) min	3m (concessions made for permanent space)	2 m min	3m (concessions made for permanent space)	2 m min	3m (4m if shared between pistes) min	safe spacing for referees
Scoring apparatus	All electric w/ timer and score	All electric prefer with timer and score			All electric		Per league requirements	As advertised

	w/remote. Enough spare						
Equipment checks	Mask, body wires, lamés	Mask, body wires, lamés	Mask minimum		Mask minimum	Mask minimum	Mask minimum
Equipment sanitization	Wires, masks, weapons, jackets, chest protectors, and weapon bags	Wires, masks, weapons, jackets, chest protectors, and weapon bags	Wires, masks, weapons, jackets, chest		Wires, masks, weapons, jackets, chest protectors, and weapon bags	Wires, masks, weapons, jackets, chest protectors, and weapon bags	Wires, masks, weapons, jackets, chest protectors, and weapon bags

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			protectors, and weapon bags			
Venue Sanitization	As often as possible but once at the end of each day minimum	As often as possible but once at the end of each day minimum	As often as possible but once at the end of each day minimum	As often as possible but once at the end of each day minimum	As often as possible but once at the end of each day minimum	As often as possible but once at the end of each day minimum
Running Efficiency Expectations						
Registration close	As posted	As posted			Allow nominal time for late registrations	Per league requirements
Start of events	No more than 30 minutes, goal for 15 minutes	No more than 30 minutes, goal for 15 minutes	May be delayed if large events are pulling resources goal for 45 minutes	No more than 30 minutes, goal for 15 minutes	No more than 60 minutes, goal for 45 minutes	Per league requirements
Poule round	90 minutes max Target 60 minutes	90 minutes max Target 60 minutes	May require flighted start for large event registration target 60 minutes/round/f light	90 minutes max Target 60 minutes	90 minutes max Target 60 minutes	Per league requirements

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16, 32, 64, 128	60 minutes each Round max target 30 minutes	60 minutes each Round max target 30 minutes	90 minutes each Round max target 30 minutes	60 minutes each Round max target 30 minutes	90 minutes each Round max target 30 minutes	Per league requirements	Inform participants as needed	
8, 4, Final	Target 30 minutes per round ensuring rest for athletes between bouts	Target 30 minutes per round ensuring rest for athletes between bouts			Target 30 minutes per round	Per league requirements	Inform participants as needed	
Type	Both individual and team	Individual or Team		Individual	Individual or Team		Per league requirements Non-standard formats permitted	
Weapon	All	All	Selection per OFA needs	Selection per OFA needs	Any		Per league requirements Any	
Gender	Separate M and W events	Separate M and W events	Separate M and W events	Plan Separate M and W events, but permit Mixed if appropriate	Separate M and W events	As planned by TO	Per league requirements As planned by TO	
Age group	All	All, per OFA needs	Selection per OFA needs		As planned by TO		Per league requirements As planned by TO	
Restrictions	OFA members only	Must be open, no cap			May impose restrictions for space and schedule considerations	Advertise restrictions any	League requirements: e.g. OUA members	Advertise
Points								

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Provincial	Culmination of	Yes	No	No	No	No
National	Yes	Yes	Where applicable	Optional, if OFA approved	No	No
Pageantry	Per OFA spec	Per OFA	Recommended	Optional	Recommended	Per league requirements
Protocol	Per OFA spec	Per OFA	Recommended	Optional	Recommended	Per league requirements
Medal ceremonies	Per OFA spec	Per OFA	Recommended	Optional	Recommended	Per league requirements
OFA support	Owner	Pageantry, protocol, OFA equipment usage,	OFA equipment usage, additional resources on case by case basis per request		Negotiated based requests	Case by case on per request

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Tournament Guidelines for Running Efficient Events

4 referees/3 pistes 60% P or higher

# participants	# Pistes			total Referees			minimum # P referees			Expected time to completion		
	min	optimal	max	min	optimal	max	min	optimal	max	longest	target	minimum
6-8	1	2	2	1	2	3	1	2	2	4:00	2:30	1:45
9-15	2	4	4	2	5	6	2	3	4	4:15	2:45	2:00
16-24	3	6	8	4	8	11	3	5	7	4:15	3:00	2:15
25-32	4	8	8	5	10	11	3	6	7	4:30	3:15	2:30
33-48	6	8	16	8	10	22	5	6	14	4:45	3:45	2:30
49-96	12	16	32	16	21	43	10	13	26	5:00	4:00	2:45
97-128	16	24	32	21	32	43	13	20	26	5:15	4:00	3:00

The above table shows recommended piste allotments per event of a competition. The aggregate of these events and how they are scheduled should demonstrate the total required resources to efficiently run a tournament.

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Piste Layout

Competition floor spacing reference

Piste Layout				imperial dimensions of space			metric dimensions of space		
# pistes	lengthwise	widthwise	additional finals piste	total length (ft)	Total width (ft)	total area (ft2)	total length (m)	Total width (m)	total area (m2)
8	1	8		60	160	9600	18	48	864
				56	136	7616	17	40	680
12	1	12		60	240	14400	18	72	1296
				56	204	11424	17	60	1020
	2	6		120	120	14400	36	36	1296
				112	102	11424	34	30	1020
	3	4		180	80	14400	54	24	1296
				168	68	11424	51	20	1020
15	3	5		180	100	18000	54	30	1620
16	2	8		120	160	19200	36	48	1728
				112	136	15232	34	40	1360
	3	5	+1	205	100	20500	61	30	1830
				193	85	16405	58	25	1450
24	2	12		120	240	28800	36	72	2592
				112	204	22848	34	60	2040
	3	8		180	160	28800	54	48	2592
				168	136	22848	51	40	2040
	4	6		240	120	28800	72	36	2592
				224	102	22848	68	30	2040
32	4	8		240	160	38400	72	48	3456
				224	136	30464	68	40	2720
36	3	12		180	240	43200	54	72	3888
				168	204	34272	51	60	3060
	4	9		240	180	43200	72	54	3888
				224	153	34272	68	45	3060
	5	7	+1	325	140	45500	90	42	4074

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				305	119	36295	85	35	3220
48	4	12		240	240	57600	72	72	5184
				224	204	45696	68	60	4080
Standard spacing									
Minimum spacing permissible									

Referee Usage

					Referee Strength	8	6	5	4	4	4	3	2	1
Fencer A	strength	Fencer B	strength	bout strength	Preferred Referee Rating	F	N	P+	P	R+	RC+	R	RC	U
						o	o	Mentor	Mentor	Mentor	Mentor	Mentor	Mentor	Mentor
A	4	A	4	8	F	Y	o	n	n	n	n	n	n	n
A	4	B	3	7	F	Y	o	n	n	n	n	n	n	n
A	4	C	2	6	N	Y	Y	o	n	n	n	n	n	n
B	3	B	3	6	N	Y	Y	o	n	n	n	n	n	n
A	4	D	1	5	N	Y	Y	y	n	n	n	n	n	n
B	3	C	2	5	N	Y	Y	y	n	n	n	n	n	n
A	4	U	0	4	P	Y	Y	y	y	y	y	n	n	n
B	3	D	1	4	P	Y	Y	y	y	y	y	n	n	n
C	2	C	2	4	P	Y	Y	y	y	y	y	n	n	n
B	3	U	0	3	P	Y	Y	y	y	y	y	y	n	n
C	2	D	1	3	P	o	Y	y	y	y	y	y	n	n
C	2	U	0	2	P	o	Y	y	y	y	y	y	y	n
D	1	D	1	2	R	o	o	o	y	y	y	y	y	n
D	1	U	0	1	R	o	o	o	y	o	y	y	y	o
U	0	U	0	0	R	o	o	o	y	o	y	y	y	o

The above table is a planning tool for consideration when determining what level of referees is needed for a particular event. This tool considers a bout between two theoretical fencers each of a particular

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strength. Referees with particular certification are assigned a strength that can be compared to the proposed bout. The aggregate of these bouts based on the total registration of events can give a TO an idea for what level of referees he/she will need to have.