

# OFA Sanction Policy and Procedures

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*Ratified – October 29, 2015*

## **Introduction**

The Ontario Fencing Association (OFA) is the Provincial governing body for fencing and is mandated by the Government of Ontario through the Ministry of Tourism, Culture and Sport, to represent all aspects of the Sport of Fencing in 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 component in demonstrating best practices to all parties involved. Participants can expect a particular level of safety and quality; while our Insurance companies can be assured that best practices are being followed by OFA Member Clubs and that OFA athletes only participate in activities sanctioned by the OFA.

Sanctioning also provides a mechanism for accurate data collection. Accurate reporting of fencing related activities is important, as the number of participants and activities reported by the OFA is directly related to the levels of funding we receive from various government and granting bodies. Participation levels are key to our continued participation in multisport competitions such as the Canada and Ontario Games.

## **References**

- OFA website
- Sanction Form
- OFA Tournament Specification
- Officials Policy
- Applicable CFF policies
- FIE rules

## **Types of Sanctions**

There are three general types of sanction granted by the OFA:

- Club sanction
- Event sanction
- Competition sanctions

Each sanction grants certain permissions, responsibilities, and expectations to the organizers and participants of fencing activities in the province of Ontario.

## Eligibility

Organizers and leaders seeking Sanction must be

- Resident(s) of Ontario
- A Member of the Ontario Fencing Association in good standing in the current season
- For an Organizing Committee: be registered as, or with, an OFA club in good standing in the current season.

## Club and Programs

Clubs registering with the OFA are reporting their intent to conduct regular fencing activities (practice) at a designated location (s) at particular time(s) on a recurring basis through the fencing year.

Sanctioning of an OFA Member Club or registered program grants the club or program leader the following:

- Permission to run fencing activities in the designated location(s)
- Coverage of \$5,000,000 in public liability insurance through the OFA. This coverage includes all sanctioned fencing related activities as well as the travel to and from such activities.
- Allow individual club members to use club affiliation when registering for competitions.
- Allow club teams to register for Category 2 team events.

Clubs and program Leaders are responsible for ensuring the following:

- All OFA policies and procedures are followed
- All coaches working with the club or program are registered with the Ontario Fencing Association
- All listed venues qualify as safe and appropriate places to conduct fencing activities
- The fair and safe running of club and program activities
- All club registrants are current license holders of the OFA or CFF depending on level of participation.
- An OFA Member Club report is submitted to the OFA prior to the OFA AGM.

## Events and Special Programs

Clubs or individuals planning to hold a single fencing related event at a designated location and specific time outside of regular club activity and times are to report these plans to the OFA for sanction. Examples of events are camps, clinics, demonstrations, workshops, etc.

Sanctioning of an Event or Special Program grants the club or program leader the following:

- Permission to run fencing activities in the designated location(s) for the specific time designated.
- Coverage of \$5,000,000 in public liability insurance through the OFA. This coverage includes all sanctioned fencing related activities as well as the travel to and from such activities.

Event and Program Leaders (Host Clubs) are responsible for ensuring the following:

- All OFA policies and procedures are followed
- All coaches working with the club or program are registered with the Ontario Fencing Association
- All listed venues qualify as safe and appropriate places to conduct fencing activities
- The fair and safe running of club and program activities
- An event/program report is submitted to the OFA at completion.

## Competitions

Clubs or individuals planning to hold a competition event (Competition Organizer) are to demonstrate ability to conduct a competition through a competition plan and sanction form. Competitions are to meet OFA standards and Organizers are to submit a report at the completion of the events.

Sanctioning of a competition grants the organizer the following:

- Permission to run fencing competition in the designated location(s) for the specific time designated.
- Coverage of \$5,000,000 in public liability insurance through the OFA. This coverage includes all sanctioned fencing related activities as well as the travel to and from such activities.
- Support from the OFA as outlined in the Tournament Specification Document (as per competition category requirements).
- Dates for competitions are set and will not conflict with other sanctioned events or competitions for resources
- Approval for the awarding of points in the various ranking systems (as per competition category requirements)
- Updates to rankings lists in an appropriate manner and reasonable amount of time.

Competition Organizers are responsible for ensuring the following:

- All OFA policies and procedures are followed
- All listed venues qualify as safe and appropriate places to conduct fencing activities
- The fair and safe running of competitions
- A Competition Plan is submitted with sanction request demonstrating capability to host a successful competition. These include the following
  - Event summary
  - Contact information
  - Poster/flyer/event link/advertisements
  - Proposed event personnel
  - Expected referee usage
  - Volunteer participation
  - Emergency Action Plan (EAP)
  - Venue details

- Floor plan
- Competition equipment usage
- Competition schedule
- Expected participation
- Expected deficiencies and concessions requested clearly identified
- A Competition Report is submitted to the OFA at completion of the event addressing deviations from sanctioned plan.
- Submission of results to the OFA for inclusion in the appropriate rankings lists

To align with the Participation Development and Long Term Athlete Development Models (LTAD), a number of different competition sanctions are available.

### **Category 1: Showcase Events**

- Showcase events include Provincial Championships, Regional Championships (Eastern National Championships), Canada Cup events held in Ontario, International events held in Ontario.
- These events require demanding standards, long term planning and multiple partnerships. As these are top priority events and participating and promotion are required and encouraged, no other competitions are to conflict with Category 1 events.
- The OFA will set dates and call for host bids. The subsequent bid package and agreement will further outline the duties and responsibilities of each partner group (OFA, Host Club, and partners).

### **Category 2: Ontario Competition Circuit Events**

- Open competitions for all weapons, genders, and age categories as recognized by the OFA
- Ontario points for placement at Ontario Provincial Championships
- National points events, where applicable, for inclusion in national points ranking
- Events are to follow standard competition formats or as approved by the OFA
- Event participation may not be capped or limited
- Events are intended to be OFA branded events and have standard protocol and management expectations.
- Events are to be held in venues where all technical requirements (as per Tournament Specification) can be met
- Event staff must meet minimum technical requirements and certification
- All safety standards are to be met

### **Category 3: Development Competition Events**

- Events with the focus on new and recreational fencers
- Club specific goals and needs considered
- Must meet minimum safety requirements
- Events are to meet technical requirements (as per Tournament Specification)
- Event staff must meet minimum technical requirements and certification
- May encourage but not restrict particular fencers to participate (e.g. "C" and under)

- Participation may be restricted per the submitted competition plan
- Point's generation and submission is at the discretion of the OFA only if generation of said points is in alignment with OFA competition needs. Events must comply with all technical criteria for consideration.

### **Category 4: Closed Events**

- Non-point events for Ontario or National point's rankings.
- Must meet minimum safety requirements
- General examples are inter-school competitions such as high school leagues or OUA championships.
- These events may have separate technical requirements or formats and are to be clearly specified at time of sanction request. Otherwise events are to meet technical requirements of Category 3 events (as per Tournament Specification).

### **Category 5: Just for Fun Events**

- Non-points events for Ontario or National point's rankings.
- Must meet minimum safety requirements
- Organization and staffing at discretion of the Competition Organizer. Recommendations are made in the Tournament Specification document
- Non-standard event formats permitted
- Non-standard layouts permitted (e.g. shortened pistes) (note: minimum safety requirements for venue must be met)
- Non-standard equipment permitted (i.e. dry fencing) (note: minimum safety requirements for personal equipment must be met)
- Recommendations and support from the OFA may be provided on an ad hoc basis as resources are available.
- Considered as events for new fencers or a recreational atmosphere for existing fencers

### **Failure to comply**

Any failure to follow the OFA policies without express concession from the OFA may result in the following as deemed by appropriate by the OFA.

- 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

## Contacts and Submissions Process

All submissions are to go through the OFA administration Office via e-mail at

[l.bishop@fencingontario.ca](mailto:l.bishop@fencingontario.ca)

or mailed to

177 Old River Road, RR#2  
Mallorytown, ON, K0E 1R0

## OFA Sanction Fee Structure:

Special Event	\$25.00
Competition Category 2	\$100.00
Competition Category 3	\$50.00
Competition Category 4	\$25.00
Competition Category 5	\$25.00

## Club Sanctions Procedure

Follow procedures as published on OFA website

Sanctions requests for existing clubs are due by posted date.

## Event and Special Programs Sanction Procedures

1. Organizer Submit information package to OFA office 7 days prior to the event.
2. Organizer to publish event flyer with the following phrase:  
***“Sanctioned by the Ontario Fencing Association”*** or use pre-approved logo artwork provided by the OFA office.
3. Sanction given by OFA office.
4. Organizer Run events and meet all requirements and policies.
5. Organizer Submit event or program report to OFA office.

## Competition Sanction Request Procedure for Category 2 - 5 Events

1. Date selection shall be done by 30 June of the season prior to the event.
2. Dates will be locked once a complete Sanction request package has been received.
3. Complete sanction request package submitted to the OFA administration along with sanction payment.
4. Review by competitions committee for recommendation within 14 days of submission
5. Concerns, deficiencies or concessions in plan to be addressed at the latest 30 days prior to start of event.
6. OFA office to issue sanction
7. Organizer to publish competition flyer with the following phrases only after sanction has been issued:
  - a. ***“Sanctioned by the Ontario Fencing Association”***
  - b. ***“Conductive Bibs are required for foil competitors”***
  - c. ***“All Participants are subject to section t.15 of the FIE rules”***

- d. If applicable: “final results will be submitted to the OFA for inclusion the Provincial rankings”
- e. If applicable: “final results will be submitted to the CFF for inclusion in the domestic rankings”
8. Competitors are to register per instruction given by the organizer, which must include a “waiver of responsibility” signed by the participant or by the parent or legal guardian if the participant is under the age of majority.
9. Organizer to run competition and meet all requirements per competition plan and policies
10. OFA may audit or send and observer to event to verify compliance.
11. Organizer submit results of the competition within 3 days of completion
12. Organizer submit competition report within 10 working days of the completion of the event
13. OFA to review competition report and consider it for future sanction requests.

## OFA Sanctioning Representation on Event Promotional Materials

1. All approved sanctions must have proper OFA representation on event or tournament advertisements, flyers, posters and registration/information pages or websites:
  - a. The proper text is “Sanctioned by the Ontario Fencing Association”
  - b. Logos must be issued by the OFA office.



Sanctioned by:

