



OFA Secretariat Evaluation Guideline

As stated in the OFA secretariat policy document:

The qualification process for a Provincial-level secretariat proceeds in three phases:

a. Secretariat Workshop

The candidate must attend a Secretariat Workshop appropriate for the level of certification sought, led by a provincially-appointed Secretariat Learning Facilitator. The workshop shall introduce the candidate to the basic tools, procedures and rules for running a competition, with particular reference to using the Engarde software.

b. Mentoring

Upon completion of the Secretariat Workshop, the candidate must assist in running the secretariat at a minimum of two (2) provincial-level (category 2, as defined by the OFA Sanction policy) competition practical sessions, under the supervision of one or more mentors assigned by the Secretariat Commission. This criterion may be waived by the Officials Committee or a recognized Learning Facilitator.

During the mentoring phase the candidate will also have the opportunity to discuss problems and receive feedback from their mentor in non-competition environments. Candidates are encouraged to think of their mentors as resources to help them prepare for the practical examination to come.

c. License Examination

The mentor shall recommend, in writing, to the Secretariat Commission and the candidate, the Secretariat Candidate for examination. The examination may be done at any competition which is considered appropriate by the Secretariat Commission.

The examination shall be conducted by an appointed Secretariat Examiner, who shall be nominated by the Officials Committee on the recommendation of the Secretariat Commission. Where possible, the Officials Committee-appointed Mentor should not be the Examiner for the same Candidate.

Either candidates or examiners may, by mutual agreement at any time, defer an examination until a later date. Where a deferred examination is requested, previously passed material may be re-examined at the discretion of the examiner.

Scoring specifications for practical evaluations:

- A.** Successful completion of a tournament using Engarde software: 50%
- B.** Successful completion of a mock-tournament using only cards (not during tournament hours): 15%
- C.** Dealing with issues arising during a tournament: 35%

Applicants must achieve at least a 60% in each individual section (A-C), and 70% overall to achieve a Regional level license (R-license). R-licensed secretariats can operate independently at any category 3-5 tournament, as defined by the OFA sanction policy. R-license secretariats can operate at category 2 tournaments under the supervision of a secretariat holding a Provincial or National license, and is advised to be responsible for no more than 3 events simultaneous.

Applicants must achieve at least 70% in each individual section (A-C), and 80% overall to achieve a Provincial level license (P-license). P-licensed secretariats can operate independently at any category 2-5 tournament, as defined by the OFA sanction policy.

Section A: Successful completion of a tournament (individual/team) using Engarde software

With respect to tournament operation, candidates must be able to demonstrate the ability to:

- Set up competition prior to event
 - i. Organize fencers by age category
 - ii. Check all fencers have a valid license to participate in event
 - iii. Check all fencers are of appropriate age to participate in event
- Enter fencer list, both manually and through a .txt file.
- Set up tournament according to FIE guidelines, and adapt to tournament specifications
- Understand protection rules between clubs/region/nationality, and set up poules appropriately
- Recognize and fix issues arising from incorrect protection setup
- Successfully enter poule scores with no errors
- Recognize properly correct errors on poule sheets
- Correct errors entered into Engarde
- Create tableaux
- Read and understand a tableau
- Keep track of where bout sheets have been sent
- Understand the 'flow' of a tournament, recognizing and actively seeking out stray result sheets
- Create a final ranking
- Close an Engarde competition
- Verify results using fff checker program, correct errors, and send full results to results coordinator within 24 hours of competition completion
- Appropriately address issues arising from fencer leaving due to withdrawal/black card



Overall, candidates must demonstrate:

- Preparedness prior to competition
- Sufficient organizational skills throughout the tournament
- Comfort with running more than one event at one time
- General understanding of tournament setup, format, and procedure
- Ability to communicate effectively with Head Official and organizers

Section B: Successful Completion of a mock-tournament using cards (outside of tournament hours)

Candidates must be able to:

- Demonstrate knowledge of FIE guidelines
- Properly set up a poule
- Demonstrate understanding of protection within poules using different criteria
- Successfully enter poule scores with no errors
- Recognize and properly correct errors on poule sheets
- Create tableau
- Read and understand a tableau
- Create a final ranking

Section C: Dealing with issues arising during tournament

Candidates must be able to:

- React calmly and professionally
- Ask appropriate questions and actively seek out answers
- Raise contentious issues to the Head Official
- Acknowledge errors and fix them in a timely manner
- Work efficiently through any problems to keep competition moving
- Know when it is appropriate to suggest that the competition pause
- Know how to correct errors in Engarde or on paper
- Re-run or undo any portion of the competition when requested
- Remember to re-post and announce any changes made after the correction