



European Veterans Fencing Championships

HANDBOOK OF SPECIFICATIONS

The EVFC gives the organisation of the European Veteran Fencing Championships to a national Federation. The organisers can institute for this purpose a European Veterans Fencing Championships Organising Committee which, from its inception, has to communicate directly to the EVFC from which it gets its instructions.

From its inception until its dissolution, this Organising Committee must respect the Statutes, the Administrative Rules and the Handbook of regulations of the EVFC.

The EVFC has the ultimate competence over any question related to the European Individual and or Team Championships.

Table of Contents

1	ADMINISTRATIVE AND LOGISTICAL OBLIGATIONS	5
1.1	ENTRY OF FENCERS	5
1.2	DESIGNATION AND EXPENSES	6
1.3	TRANSPORTATION & ACCOMMODATION	7
2	INFRASTRUCTURE AND PREMISES	8
2.1	COMPETITION HALL/S	8
2.2	OTHER SITES.....	12
3	THE COMPETITION.....	14
3.1	PROGRAMME OF THE COMPETITION.....	14
3.2	THE DIRECTOIRE TECHNIQUE.....	14
3.3	ACCREDITATION OF PARTICIPANTS AND OFFICIALS.....	16
3.4	WEAPON AND EQUIPMENT CONTROL.....	16
3.5	THE SCORING STAFF	17
3.6	OPENING AND CLOSING CEREMONIES, AND FINALS	17
4	MEDICAL SERVICE	21
4.1	GENERAL	21
4.2	PERSONNEL.....	21
4.3	FIRST AID POST/MEDICAL TREATMENT ROOM.	22
4.4	LOGISTICS.....	22
4.5	EQUIPMENT.....	23
4.6	MEDICAL RECORDS	23
4.7	DOPING CONTROL.....	23
4.8	PHYSIOTHERAPY AND MASSAGE	23
4.9	BASIC EMERGENCY MEDICINE.....	24

5 CHAMPIONSHIPS WEBSITE.....25

6 MISCELLANEOUS 26

6.1 PUBLIC ADDRESS SYSTEM AND INTERNAL COMMUNICATIONS26

6.2 PUBLICITY - PROMOTION – PARTNERSHIPS.....26

6.3 SUGGESTIONS.....27

7 REFERENCES..... 28

1 ADMINISTRATIVE AND LOGISTICAL OBLIGATIONS

A candidacy request (see [Reference A](#)) must reach the EVFC Treasurer/Secretary preferably 24 months before and at least six months before the preceding European Veterans Fencing Congress. Following receipt of the candidacy documents, the Officers of the EVFC will analyse the candidacy.

It is obligatory to add to this document all of the plans and dimensions of the competition venues and where possible some photographs. In all cases they must respect the indications and dimensions stated in the veterans Championship specification.

One or two delegates will supervise the competition preparations with the Organising Committee's cooperation and support. This supervision will be maintained until the beginning of the Championships. The role of these delegates is to:

- check the fixed installations and the technical organisation project of the Championships;
- cooperate with the Organising Committee, if required, to find solutions allowing a better flow of the competition, while respecting EVFC rules;
- establish, in cooperation and agreement with the Organising Committee, the schedule for the competitions preliminary, elimination and finals;
- supervise all the technical aspects of the transport organisation, the specialised service providers, the hosting, the accreditation, the equipment control, and the official hotels.

These roles may be carried out at email distance.

1.1 ENTRY OF FENCERS

1.1.1 Participation

The participation to the European Veteran Fencing Individual and Team Championships is determined by EVFC Rules (see [Reference C](#))

1.1.2 Entry

The entries in EVFC Individual Championships are unlimited per age category, per gender, per weapon and per country, in accordance with EVFC Rules

Entries for EVFC Individual Championships must be submitted using the official EVFC Entry Form (see [Reference B1-4](#) as appropriate).

Entries for EVFC Team Championships must be submitted using the official EVFC Entry Form (see [References B1, B2, B5-8](#) as appropriate).

1.1.3 Entry Fees

The cost of entry fees will be determined by the organising committee who must submit their proposal to the officers of the EVFC for approval before publication.

The entry fees will cover the cost of supply of referees.

Entry fees may be paid, in euro or local currency either, directly on the day of Accreditation, or by Bank transfer at the discretion of the Organising committee.

1.2 DESIGNATION AND EXPENSES

1.2.1 Officials

The Organisation Committee will pay for the expenses for the lodging of the President of the EVFC or his/her representative.

1.2.2 Referees

The supply of referees, for both the Individual and the Team European Veterans Championships, will be the responsibility of the Championship organisers who must ensure that there will be the correct proportion of referees to fencers and weapons.

A referee fee should be combined with the registration fee to cover the cost of referees. EVFC member countries may put forward names of referees, with email contact details, for consideration for selection to ensure a spread of referees of the appropriate standard across participating countries.

The organisers will recruit the referees required for the smooth running of the Championships, in cooperation with the EVFC President and EFC Referees Commission.

The Championship organisers will supply all referees with drinks and refreshments when working.

Referees supplied by the participating nations will remain at the disposal of the Directoire Technique for the entire duration of the Championships.

All referees nominated for the championships must attend the refereeing meetings to be held the day before or the morning of the competitions. The organisers are responsible for the administrative and logistical organisation of these meetings.

The organisers will submit to the Secretary/Treasurer of the EVFC an account showing costs of supplying referees and income received from the referee levy.

1.2.3 Video refereeing and wireless apparatus

Video refereeing at the European Veterans Championships is optional in all three (3) weapons.

Wireless apparatus will not be used because of the cost of personal equipment to the individual veteran fencers.

1.3 TRANSPORTATION & ACCOMMODATION

1.3.1 Transportation

Shuttle services will be provided for participants, referees, heads of delegation/team managers, coaches, physiotherapists and accompaniers between:

- the hotels and venue where necessary, i.e. if the distance between the official hotels and the venue of the competition is greater than 15 minutes walk
- the official hotels and train stations/airports at the discretion of the organisers, according to the arrival times stated by the delegations.

Precise timetables (which must be adhered to) will be distributed and posted in the hall of each official European Veterans Fencing Championship hotel and at the venue of the competition.

A specific transportation service must be provided for the technical personnel of the championships (competition management, Directoire Technique and personnel responsible for piste, signs, electronic posting etc). The transportation must arrive on site one hour prior to the beginning of the first event each day.

1.3.2 Accommodation

The official of the Organising Committee in charge of this task must ensure that there is a sufficient supply of suitable accommodation.

The official will have negotiated special rates for the delegations beforehand.

2 INFRASTRUCTURE AND PREMISES

The venues intended for competitions must have the following facilities:

- air conditioning to ensure that the temperature remains at comfortable levels for competition, (suggest between 17 and 22 degrees C)
- non blinding lighting for pistes and other areas
- simple décor in good taste (flags of participating nations, lights, flowers etc.)
- cloakrooms, hot showers, bathroom etc.(these facilities must be regularly checked and cleaned)
- Free Wi-Fi connection available to all.
- The installation of an adequate public address system to allow the supplying of information, simultaneously to all people present on the entire site of the competitions, (competition halls, cloakrooms, other rooms etc.).

The organising body must inform itself of the electrical needs (positioning, number, power, voltage, type of plugs, etc.) of the various service providers and presenters.

As an official EVFC competition, the European Veteran Championships must be organised using only materials and equipment approved (homologated) by the FIE, such as:

- Fencing pistes
- Signal boxes (displaying score, time penalties etc) and reels
- Equipment for weapon control
- Video refereeing equipment (if required)

2.1 COMPETITION HALL/S

The EVFC require that the organisers adhere as closely as possible to dimensions, separation of pistes etc, especially where safety issues are concerned, to the proposals set out in the FIE Designs for layout of Halls section 2.1 (see [Reference D](#)).

Due to the number of events taking place each day and to avoid delays it is not necessary to use the system of coloured pistes for the direct elimination stages.

There should be a sufficient number of pistes consistent with the expected number of weapon entries in order to avoid competitions ending after 7.00pm (see Bid Questionnaire, [Reference A](#)).

2.1.1 Pistes

Pistes, mounted on a soft surface, can be spread across several halls as long as they are near one another and in the same site.

Each piste must be equipped as follows;

- a scoring apparatus including 2 reels, following the competition rules and FIE standards. At European Veterans Championships signal boxes may be accepted instead of electronic score boards

- a zone equipped with chairs for the fencers must be provided at each end of the pistes, outside the bout area
- the width of the referee zone must measure at least 3.50m
- each piste must be numbered
- the fencing pistes or groups of fencing pistes must be surrounded by barriers

This or these hall/s must contain tiers of seats or a gallery to welcome the expected number of spectators and competitors.

2.1.2 Accessibility

This or these halls must be accessible to all (public, fencers, coaches, officials...).

The Competition Hall/s will be serviced with:

- a public address system with a microphone at disposal of the Directoire Technique. This address system must be capable of being clearly audible in all areas of the venue.
- a security service will ensure the orderly circulation of the persons and make sure that the only individuals in the fencing zone are the fencers of the match and the referee

Additional zones with tables and chairs will be set up for:

- the Directoire Technique
- medical and emergency services
- the FIE refereeing delegate
- the running of the scoring boards
- the press, if appropriate

2.1.3 Call Room

For these competitions, a call room may be provided for the Finals. It can be located inside the competition hall but must be clearly sectioned off and its access controlled. It must contain an area for the control of weapons as well as chairs for the waiting fencers and referees.

Preferably, this call room would be located next to the Finals hall/area or in a hall adjacent to the competition hall, and must be a minimum of 60m².

Accessibility

- officials
- referees
- technicians
- accredited fencers and their coaches
- staff of various media
- doctors and physiotherapists

2.1.4 Training halls

Where possible the organisers should provide one or several specific halls, including:

- pistes for use by fencers participating in the Championships;
- each piste must be equipped with the required signalling equipment.

This or these halls will only be accessible to the delegations.

An occupation schedule of this hall will be established and distributed to all delegations present.

A security service will control its access.

2.1.5 Hall for the final

1 single piste: - 1.50m to 2m in width and a minimum of 16m in length

on a podium raised 30 to 50 cm with the necessary secondary safety features on the sides and at the end of the piste (a suitable slope).

This hall must contain tiers of seats or a gallery to welcome the expected number of spectators and competitors

The piste must be equipped with the following, to comply with FIE regulations:

- a scoring apparatus including 2 reels. A spare set of reels must be available in case of a fault developing.
- an electronic scoring board, indicating the names and nationalities of the fencers, the score, the rounds, the cards, the time, the priority. If such equipment is not available then the posting of the fencer's or Teams names on printed cards will be allowed.
- large stopclocks at the end of the pistes or two large repeating signal machines.
- an adequate installation of several sets of extension lights will be positioned to ensure a good view for the referee and the public.
- if video-refereeing is used, a location for the video-refereeing camera (outside of the bout area), always situated on the referee's side.
- At European Veterans Individual Championships a zone equipped with chairs and reserved for the coaches, must be set at each end of the piste.
- At European Veterans Team Championships a zone with 5 chairs for the fencers and one reserved for the coaches, must be set at each end of the piste.
- The refereeing zone will be at least 4 meters from the piste.

Additional zones with tables and chairs, outside of the fencing zone, will be set up for:

- the representatives of the Directoire Technique.
- the refereeing delegate.
- medical services.
- the running of the scoring board.
- A good public address system will be installed, including:

- a microphone for the Directoire Technique.
- a wireless microphone for the referee.
- a wireless microphone for the speaker/announcer
- the playing of national anthems and background music.

A security service will ensure the orderly circulation of persons and make sure that the only individuals in the fencing zone are the fencers currently in matches as well as the referees, and that only authorised personnel are present in the competition hall.

A podium, with a large step to allow space for both third places, for the individual medal ceremonies. In the case of Team Championships the podium must be large and strong enough to hold the Gold, Silver and Bronze medal winning Teams with up to 5 fencers per team.

A mechanism for hoisting the 3 or 4 flags of the nations represented on the podium.

An area which is close to, but independent of the finals hall, for fencers to warm up while waiting for their match.

Medical services with a First Aid Station.

A location for the press and the television cameras if appropriate.

An appropriate decoration of the hall:

- the EVFC flag and the flag of the organiser's country, surrounded by the flags of all the participating countries.
- carpeting, floral arrangements etc

See the FIE Designs for layout of Halls, section 2.1. for diagrams of the layout and the minimum distances to be respected (see [Reference D](#)).

Accessibility

- officials
- referees
- technicians
- enrolled fencers
- coaches during the minute of break of the individual competition
- doctors and physiotherapists of each delegation
- press photographers
- spectators

2.1.6 Combined and direct elimination and finals hall

It is allowed to combine the finals piste with the four direct elimination pistes. The FIE Designs for layout of Halls section 2.1 gives a layout and the minimum distances to be respected (see [reference D](#)).

2.1.7 Room/zone for accreditation of athletes and officials

A large room or area, with tables to check participants entry details and to issue accreditation tags.

Accessibility

- Fencers
- Heads of delegations
- Officials

2.1.8 Rooms for the general checking weapons and equipment

A large room to welcome the fencers and allow the storage of equipment to be checked.

Accessibility

- assigned staff
- fencers

A room/area adjacent to the preceding one with the necessary equipment to check weapons and equipment, in accordance with FIE norms. This room must be operational and open the day before the beginning of the first event.

A station for the control of competitor's equipment is to be installed in the call room.

Accessibility

- assigned staff
- officials
-

2.2 OTHER SITES

2.2.1 Directoire Technique

Office (or reserved location) for the Directoire Technique

Preferably, the DT is to be situated in the competition hall.

- minimum surface: 30 m².
- at least 3 tables of 2m in length with chairs.
- at least 1 computer for each weapon event per day to run the competition with 1 or several printers (laser, if possible).
- 1 computer with printer, containing text and database software.
- spare materials in case of technical emergencies (printer, computer, ink cartridges, etc.)
- access to the internet
- 1 fast photocopier or printer
- 1 microphone to supply information on the entire site of the competition
- 1 space reserved for the Refereeing co-ordinator

The zone for the display of results must be close to the DT location.

Accessibility

- members of the Directoire Technique
- assigned staff
- heads of delegations

Zone for the posting of results

A Central Notice Board will be set up in a space large enough to allow an easy consultation for a large number of persons. Several of these spaces may be put in place.

Central notice board

- walls or boards with good lighting accessible to all
- easily legible (if possible, enlarged to A3 format)
- posting of all the documents issued by the Directoire Technique: composition of the pools, direct elimination table, rankings and any other relevant notice.

Rooms for medical services

A room/zone to accommodate the First Aid Station.

The **FIE Medical Handbook of Specifications** (see [Reference E](#)) is to be consulted. A hard copy of the current FIE Medical Handbook should be readily available for consultation.

2.2.2 Other rooms and spaces

- workshop for weapon repair containing a work bench, with vices and necessary tools, for assembling weapons accessible to the delegations before the competition, and throughout its duration.
- break room or zone for the referees with refreshments and snacks available, as well
- chairs and a large table. If possible internet access should be supplied.

3 THE COMPETITION

3.1 PROGRAMME OF THE COMPETITION

It will include:

- the European Veterans Fencing Congress to be held on the evening prior to the start of the championships
- a meeting of the referees either the day before the beginning of the events or on the morning of
- a meeting of the Directoire Technique the day before the beginning of the events.
- opening ceremonies before the first day's final
- closing ceremonies after the last day's final
- each day men's events and women's events will be held in different weapons.

3.1.1 Proposed schedule

The global time table must be determined and agreed several months in advance and published in the Championship website.

With the entries closed according to the accreditation the day before the weapon competition, the Directoire Technique must publish the list of present fencers, as well as the timetable of each round of pools, with the composition of each pool, in the official hotels and at the competition site, at the latest at 7 p.m. the day before the weapon competition. No fencers or teams are exempted from the pools.

Transportation between the hotels and the venue of the competition, at intervals taking these timetables into account, will have to be arranged and posted (each fencer must have the possibility to arrive at least 1 hour before the beginning of his/her round of pools).

All events must start promptly at the time published for each event.

At the end of the rounds of poules and as soon as the time for any appeals concerning results has elapsed direct elimination matches must begin as soon as pistes are free. They must still respect the posted schedule and allow for the minimum delay between matches, shown below, in accordance with the rules:

- sabre: 10 minutes
- foil: 15 minutes
- epee: 15 minutes

3.2 THE DIRECTOIRE TECHNIQUE

3.2.1 Assigned staff

The organising committee of European Veterans Fencing Championships, who will receive all of the entry fee from participating delegations, must, at their own expense, invite the following officials (tourist class return air fare, accommodation and daily allowances):

- The President of the EVFC who presides over the championship and in particular, controls the smooth running of the Directoire Technique.

The organising committee appoints officials of their choice to:

- supervise the Directoire Technique and the running of the fencing events
- supervise weapon and equipment control
- coordinate the utilisation of referees in cooperation with the supervisor of the Directoire Technique
- supervise the medical requirements and personnel
- computer operators specialised in the software program processing the data of the competition, in accordance with the FIE Rules.

Other staff:

- 2 persons to verify the documents, as well as file, archive and post the notices on the boards.

3.2.2 Functions

The fencers must be registered by their respective national federations, or national veterans associations as applicable, and must confirm their presence at the competition by submitting their passports for proof of identity and age as they get their accreditation.

Posting of registered/accredited fencers

The list of registered fencers will be published at 5 pm the day before the event starts.

This list will be compared with the list of absent fencers who did not get their accreditation or who are announced by the heads of delegations.

At 7 pm the day before each event starts the Directoire Technique will:

- post the participants lists, in structured order according to the initial rankings as determined by EVFC rules
- post the formula of the competition, number and names of participants,
- post the composition of pools with the start times and the piste numbers.

Posting of results after the pools and of the ranking of qualified and eliminated athletes.

At the end of the posting of the pool results which should be clearly announced, the delegations will have 10 minutes to make eventual reclamations or corrections. Once these 10 minutes have elapsed the DE tables with updated results will be posted (with the match schedule) on the central notice board.

Drawing of lots for referees and establishment of the bout sheets.

DT must draw the bout sheets and then draw lots for referees to ensure there is no conflict of interest.

Posting the documents produced by the Directoire Technique

The Directoire Technique must promptly send the results and the whole file in PDF and Excel format of the competition to the EVFC Secretary/treasurer after the end of the competition.

The results and rankings remain property of the EVFC and can be posted on the organiser's and the EVFC websites. The results cannot be directly posted on the Internet site of any result management company or any other site without the specific consent of the EVFC.

3.3 ACCREDITATION OF PARTICIPANTS AND OFFICIALS

The organiser must nominate a person to be in charge of the accreditation of fencers and officials. The organiser should provide sufficient dedicated personnel to avoid an excessive waiting time.

Functions

- to confirm identity, date of birth and accurate spelling of names by checking passports
- To confirm entry and attendance
- To supply appropriate Accreditation Tag
- To ensure that at the close of accreditation for each event the list of those participants present are given to the Directoire Technique.

Accreditation personnel must be trained for the task and punctual

3.4 WEAPON AND EQUIPMENT CONTROL

Fencers equipment and materials must adhere to the regulations set forth by the FIE (article 9.4.4 of the Administrative Rules, o.7 of the Organisational Rules, t.43 and t.45 of the Technical Rules, m. 8, m.9, m.12, m.13, m.17, and m.23 of the Equipment Rules). They must also follow the clothing manufacturing regulation 4. and carry the Quality label.

All weapons and/or material that do not meet the standards will be refused but not withheld or destroyed.

The organiser must nominate a person to be in charge of the equipment control, under observation by an EVFC delegate. This control must take place in three stages during the competition, to comply with the FIE Rules as follows:

- a) general weapon control before the competition. The organisers should provide a sufficient number of dedicated operators to avoid excess of waiting time for the control and return of fencer's equipment. Maximum queuing time 30 minutes.
- b) Verification by the referee before each bout of the pools and preliminary rounds of direct elimination.
- c) further verification before each bout of the table of Direct Elimination, by the referee on the piste then, for the final, in the call room, or at the finals piste after each bout.

3.4.1 General control

Receipt of equipment

labelling and provision of receipt, storage of fencing bags, indication of the time when equipment is ready for collection.

Equipment control

weapons, masks, jackets, breeches, plastrons, body wires, mask cords and gloves

A suitable method of marking of control marks must be in place.

Return of Equipment

equipment should be returned to the fencer in the presence of a member of the weapon control staff so that any discrepancies may be checked.

Verification during the pools and preliminary rounds of direct elimination

This verification must be carried out before each bout by the referee directly, who must have access to the necessary test apparatus (test weights, gauges) at each scoring table.

Verification during the final

This verification must be done, jointly by 2 controllers, in the hall or next to the call room.

The weapons will be brought to the pistes, in coloured bags, by volunteers and remitted to the fencers under the surveillance of the Referee.

3.5 THE SCORING STAFF

Each fencing area (one piste) must have 2 persons wearing a simple uniform e.g.T-shirt and trousers:

- 1 timekeeper to use the remote.
- 1 person to look after the pool or bout sheet, to be signed by the Referee, the fencers or the team captains.

Both of these people must be:

- trained for the task
- punctual

3.6 OPENING AND CLOSING CEREMONIES, AND FINALS

These are the "highlights" of the European Veterans Fencing Championships, for the media and the audience, therefore their staging must be produced to a high standard to leave a pleasurable experience, without compromising the sporting component.

The organisers must pay special attention to:

- the aesthetics of the scene
- the ease of understanding for the on site and television audiences
- the ease of filming for TV cameramen and photographers
- the respect of the schedule
- the official protocol
- the reliability of the equipment.

The Organising Committee will designate a person in charge of the protocol and of the general organisation of these phases, the Protocol Manager.

The Protocol Manager, under the supervision of the EVFC President :

- a) ensures that the EVFC protocol is followed in conformity with the EVFC Administrative Rules.
- b) establishes the order of priority of seats in the VIP box
- c) ensures the security service enforces the rules concerning occupancy of the reserved or assigned seats,
- d) constantly communicates with the EVFC President or his/her representative to get and communicate the name of the EVFC personality and/or others who will present the awards
- e) is responsible, and contributes to the organisation of the award ceremonies, in cooperation with the President of the EVFC or his/her representative.

3.6.1 Opening Ceremony

The opening ceremony must be organised just before the first final of the European Veteran Fencing Championships and must respect the following order:

- a) an optional interlude (small show) of short duration (20 minutes maximum)
- b) a parade of participating nations flags
- c) brief speeches (2 minutes maximum per speaker) of the Organising Federation's President, of any guest of honour and eventually the EVFC President, pronounced from a lectern equipped with microphone, installed on the final's podium
- d) the declaration by the EVFC President that the European Veteran Individual/Team (as applicable) Championships are open
- e) the hoisting of the EVFC flag, while the anthem of Europe (Ode to Joy) is played.

The ceremony will not last more than half an hour.

3.6.2 Running of a final

- a) Presentation of the finalists:
 - announcement of their respective sporting achievements (their 2 best most representative results)
 - the fencers must be dressed in fencing clothes, with a weapon in their hand. They must salute the public, weapon guard to the chin.
 - Their sporting achievements will have been collected beforehand.
- b) Presentation of the referees.
- c) Fencers and referees will have been instructed beforehand about the introduction ceremony and the etiquette process relating to the prize-giving ceremony.

- d) The bouts must begin immediately after the presentation. The fencers must present themselves fully dressed and ready to fence, with their weapons checked.
- e) With the exception of the first day when the final will follow the opening ceremony, the final bouts will take place as soon as possible after the last semi-final, all semi-finals will be fenced one after the other, followed as soon as possible by the finals.
- f) The medals and any prizes must be awarded quickly after the last final each day.

The following must be ready or prepared as quickly as possible:

- the podium.
- the medals, (trophies and flowers optional).
- the national flags of the finalists ready for hoisting at base of the mast.
- the national anthem of the Gold medal winner.

The officials scheduled to award the prizes will have been warned beforehand and will be led from the stand of honour to the podium by a hostess.

The security personnel must ensure that the piste is not invaded by the public.

As their places are announced, the finalists, previously informed, must arrive in official track-suits (zipped up to throat), without weapons, on the podium.

3.6.3 Closing Ceremony

The closing ceremony must be organised just after the last final of the European Veterans Fencing Championships and it must respect the following order :

- speech of the Organising Federation's President,
- speech of the EVFC President, closing the European Veteran Fencing Championships,
- the EVFC flag is slowly brought down the mast, while the anthem of Europe (Ode to Joy) is played. If the next year's Championships have already been awarded, the President of the Organising Federation, or his/her representative, then gives the EVFC flag to the EVFC President or to his/her representative, who in turn passes it to the President of the next Organising Federation, or his/her representative.
- The EVFC flag must be returned to the EVFC President or his or her representative after the closing ceremony.

3.6.4 The Master of Ceremonies

The Master of Ceremonies, will conduct all these public phases and is chosen for the quality of his or her voice.

The animation must:

- be reserved
- spoken in one of the EVFC official languages first, then in the language of the organising country
- not interfere during the bouts and must not comment on the referee's decisions.
- Empty periods must be filled (entertainment, shows, background music ...).

3.6.5 Reserved zones in the gallery of the hall of the final

Groups of seats will be reserved for:

- the EVFC supervisor of the championships
- VIPs
- DT members and delegates
- referees
- athletes
- others...

The rest of the seating can be given to the public.

4 MEDICAL SERVICE

4.1 GENERAL

Please refer to the FIE Medical Handbook of specifications (see [Reference E](#)).

All organisers of the events are expected to take their health and safety responsibilities seriously. They will need to work with an experienced local medical professional to put in place appropriate services so that any injured or unwell participant will receive adequate medical care without delay.

The medical service is responsible for all people in the event (participants, officials and spectators).

The organisers must ensure that the medical persons are covered by insurance.

The medical cover must be provided from the start of scheduled practise time until the last bout every day.

The doctor or paramedic must be present in the hall at least 1 hour before the start and for the full duration of the competition.

If the event is to take place in 2 or more halls, and the time required for the emergency personnel to get from their station to the furthest hall is more than 2 minutes, the emergency cover must be duplicated.

Ambulance(s) on-site or on standby, must reach the Fencing Halls within 10 minutes.

The ambulance shall be fully equipped and staffed.

A separate transporter for minor injuries is to be available for the duration of the event.

There shall all the time be access to a hospital with an emergency unit.

Efficient communication devices (radio or cell phones).

Medical and First Aid staff must wear clearly visible uniforms.

If the doctor is absent for some time (eg accompanying a patient in the ambulance), the tournament must stop until s/he is back in the Hall

The organisers must confirm in writing that the medical specifications will be met.

If the medical specification is not met, the event cannot take place.

4.2 PERSONNEL

There are 3 medical areas to take care of. If the medical person is also competent in one of the other areas the roles can be combined.

- Medical and surgical emergencies
- Sports trauma
- Sports trauma

4.2.1 Medical and surgical emergencies

One locally licensed doctor or paramedic trained and experienced in life threatening emergencies (ALS).

Equipment see below.

4.2.2 Sports trauma

One locally licensed doctor, physiotherapist or paramedic trained and having experience in sports injuries.

Equipment see below

4.2.3 General medical care

One locally licensed doctor trained and experienced in dealing with general medical care.

Equipment see below.

4.2.4 Additional medical services not mandatory

- Nurses
- Sports physiotherapist
- Sports masseur

If an athlete bring his/her own medical person he/she is welcome to assist in diagnostic and treatment, but the official and locally licensed medical person has the final responsibility and is in charge.

4.3 FIRST AID POST/MEDICAL TREATMENT ROOM.

There must be a First-Aid / Medical room(s) and First Aid Post close to the competition area/s.

The First Aid Post must be clearly signposted.

4.4 LOGISTICS.

Good communication and cooperation between the medical persons and the Directoire Technique is absolutely essential.

- two way radio communication equipment must be provided for efficient communication between the emergency medical personnel and the Directoire Technique. Mobile phones may be used if it is demonstrated that the signal strength of all the essential personnel's equipment is strong
- good public address system

- Efficient means of communicating with hospital

The referees must know how to call medical help and who to call (e.g. doctor or physiotherapist).

A responsible person must be appointed if extra material is required to be brought to the piste (e.g. stretcher, defibrillator or surgical equipment). The responsible person must know the location of the equipment required.

The use of Action cards is advised.

Good public address system (eg pharmacies, hospital, ambulances etc.).

It is preferable that all the arrangements between Directoire Technique, medical persons, referees and helpers are notified at a meeting before the competition.

4.5 **EQUIPMENT**

- Appropriate first aid equipment for sports, including compression bandages, casts, stretchers, crutches
- A ready supply of ice
- Stethoscope
- Flash light
- Defibrillator
- Oxygen
- Suction
- Rubern mask
- Laryngoscope (check that battery is present and charged)
- Tubes for intubation
- Emergency tracheotomy set
- Equipment for chest drainage
- Needle and syringes for intracordial injection
- Urinal catheters
- Surgical set for suturing and dressings also local anaesthesia

4.6 **MEDICAL RECORDS**

In principle all treatment of patients has to be recorded on treatment forms ([see Reference E2](#))

4.7 **DOPING CONTROL**

Doping control is not required at European Veterans Fencing championships unless it is mandatory for the host country.

The cost of doping control will be the responsibility of the organising committee.

4.8 **PHYSIOTHERAPY AND MASSAGE**

The provision of physiotherapy and massage facilities is optional.

4.9 BASIC EMERGENCY MEDICINE

sport		
Drug	Child	Adult
Adrenalin 1mg/ml	0.01mg/kg im	0.5-0.8mg im/0.3-0.5mg iv with stop 1 mg iv repeated every 3. min
Atropin 1mg/ml		
Furix 10 mg/ml	1 mg(0.1ml)/kg iv/im	40-120 mg iv
Ibumetin 400 mg		200-400 mg max x3daily
Morfin 20 mg/ml	0.05-0.2 mg/kg sc	10-20 mg im/5 mg iv
Nitrolingual 0,4 mg/dosis		1 dosis sublingualt
Pinex 500 mg	50 mg/kg/døgn	1g x 3-4 daily
Solumedrol 40 mg	2 mg/kg iv	80-120 mg iv
Stesolid 5 mg/ml	0.2 mg/kg iv	0.2 mg/kg iv
Tavegyl 1 mg/ml	0.0125-0.025 mg/kg im	1-2 mg iv
Klorhexidin (not in the eye)		
NaCl for irrigation		
Isoton NaCl 1000 ml to infusion		
Penicillin		

5 CHAMPIONSHIPS WEBSITE

It is important to have a well presented, clear and easily navigable website for each European Veterans Fencing Championships. The website should be in English plus any other language/s at the discretion of the organisers.

The organisers should publish the website in good time in advance of the Championships, not less than 6 months but preferably immediately following the previous championships.

The website should contain the following:

- Details of Championships
 - Title
 - Date
 - Venue (Name and address of venue)
- Welcome from the Organisation Federation President
- Welcome from the President of the Organising Committee
- Welcome from the Chief of the host City (Optional)
- Championships timetable
- Rules for Championships (Individual or Team as applicable)
- Details of Entry Fees and method of payment
- Official Entry Forms with closing dates and details of where and how to submit
- Details of official accommodation
- Details of transport or shuttle service between official hotels and fencing venue
- A prominent page to show urgent additional information and updates
- Entry list by weapon, by gender and Age Category
- Results updated at the end of each day of the championships
- Email contact details for the submission of any questions to the organisers
- Photo Gallery (optional)

6 MISCELLANEOUS

6.1 PUBLIC ADDRESS SYSTEM AND INTERNAL COMMUNICATIONS

General sound system

The installation of an appropriate sound system must allow the supplying of information simultaneously to all people present at the venue of the competition (competition halls, cloakrooms, adjacent halls...)

Sign-posting with arrows

Taking into account the large number of people attending these events, it is necessary to manage the flow of circulation of participants and spectators and allow them to locate places with a site wide sign-posting system with arrows.

6.2 PUBLICITY - PROMOTION – PARTNERSHIPS

The organiser formally accepts the responsibility of promoting fencing at a local, national and international levels, by all forms of media, and particularly through television.

Press, radio and television

Preferably, the organiser should make an agreement with the national or local television to broadcast the final at the very least. The TV signal must necessarily be made available to the company which is streaming the images so that they may be broadcasted over the Internet.

Partners and sponsors

All sponsorship projects must be submitted to the EVFC President to take into account all contracts and exclusive rights already existing within the EVFC.

The billboards, in the competition halls, should preferably be of standard sizes, and placed in such a way as to not interfere with the view of the television cameras. This is mandatory in the finals hall.

EVFC logo and flag

The EVFC logo: the Graphic Chart must be respected, and will be forwarded by the EVFC President on request.

The EVFC flag must be hoisted or hung in the competition hall.

6.3 SUGGESTIONS

Catering

The « non-stop » nature of the events requires permanent catering at reasonable prices, at the site of the competition:

- bar and sale of drinks,
- sandwiches and fast food service,
- « Classic » restaurant

Security guards – Surveillance Staff - Police services

Taking into account the cost of equipment installed, a 24-hour security service is absolutely essential.

Access to the various sites of the competition must be regulated, and a security staff which is “friendly but firm” is needed so that the rules are complied with. The members of this service can be equipped with walkie-talkies.

A “discreet” police service and the presence of a fire service should also be planned.

7 REFERENCES

Reference	Document	Format	
A	Candidacy Questionnaire	Word	PDF
B1	Intention to participate	Word	PDF
B2	Proposal for Referees	Word	PDF
B3	Entry Form – Mens Individual	Word	PDF
B4	Entry Form – Womens Individual	Word	PDF
B5	Entry Form –Mens Veterans Teams	Word	PDF
B6	Entry Form –Mens Grand Veterans Teams	Word	PDF
B7	Entry Form –Womens Veterans Teams	Word	PDF
B8	Entry Form –Womens Grand Veterans Teams	Word	PDF
C	Rules for European Veterans Competitions		PDF
D	FIE Designs for layout of Halls		PDF
E1	FIE Medical Handbook		PDF
E2	EVFC Report of Medical Treatment		PDF