



USA

FENCING

LONG ISLAND DIVISION

Division Operating Guide

Ver. 05/05/2024

I. PURPOSE OF THIS OPERATING GUIDE

This Operating Guide has been written to document the established procedures, best practices, and rules of the Long Island Division of USA Fencing (“the Division”). It is not intended to supersede, nor may it contradict, the Division Bylaws. If a policy in this Operating Guide conflicts with the Division’s Bylaws, that policy is null and void. Changes and variances to this Operating Guide may be adopted by the Division provided such modifications do not contravene USA Fencing policies or the Division Bylaws and have been submitted to and approved by USA Fencing acting through its Division Resource Team.

II. WHO MAY MODIFY THIS OPERATING GUIDE

This Operating Guide may be modified in certain respects from time to time as procedures and rules change in the Division or USA Fencing. Changes to the Operating Guide do not need a vote of the Executive Committee of the Division unless the Division Bylaws or Operating Guide provide otherwise. However, the Executive Committee should review the Operating Guide on a regular basis -- at least once every three years -- and approve its continued use, or request that it may be modified as necessary. In the absence of another officer being assigned direct responsibility for this Division Operating Guide, the Secretary of the Division has the responsibility to maintain this document. All changes made to this document must be approved by USA Fencing, specifically the Division Resource Team. This document is public to all members of the Division and shall always be maintained in its current form on the Division’s website.

III. OFFICERS

A. Board Member at Large

In addition to the Officers set forth in the Division Bylaws, the Division will contain at least one Board Member at Large. The Board Member At Large shall perform such duties as delegated to them by the Chairperson, and shall provide additional support to the other Executive Committee members.

IV. OTHER POSITIONS & COMMITTEES

The Division shall have the following additional positions that shall be appointed by the Chairperson of the Division. Neither position shall bestow additional or special voting rights to their holder beyond what the holder would have as a result of their standing and membership in the Division. Removal from the position for any reason may take place by majority vote of the Executive Committee.

A. Tournament Chairperson

The Tournament Chairperson shall have charge of and conduct all Divisional competitions. It is their responsibility to ensure the competitions are conducted in accordance with the most recent rules, policies, procedures, and bylaws of both the Division and the USFA. He/she or their appointed representative shall decide all disputes arising during the course of a competition as dictated by the Athlete's handbook and Rulebook. Any appeal from any decision of the Tournament Chairperson may be taken to the Executive Committee as a whole, in which event a decision of a majority of the members shall control. Such appeal shall not be allowed to interrupt the competition in progress. At the completion of each competition, it is the responsibility of this person to provide the Secretary/Treasurer all reports needed for filing with the USFA and for financial purposes, as well as to ensure the full results have been posted in a public forum (such as on askFRED or the Division website). Results of Division events should be provided to the Executive Committee annually as well as upon request.

B. Equipment Control Person(s)

The Equipment Control Chairperson shall have charge of all Division scoring equipment and supplies. It is their responsibility to secure the equipment in a location approved by the Executive Committee where they have full access to it at all times. It is their responsibility to maintain a full inventory of all items owned and provide a report of such to the Executive Committee annually and upon request. It is their responsibility to ensure the equipment is kept in full working order at all times. Should repair attention be needed on any piece at any time, it is their responsibility to arrange for repairs by an Executive Committee-approved person with suitable armory experience. When equipment needs to be transported for events or for loan, the Equipment Control Chairperson should work in coordination with the Executive Committee to arrange for its safe transportation.

V. SANCTIONED TOURNAMENTS

Each of the following conditions must be met to qualify for sanctioning from the Long Island Division.

1. The tournament must be posted on Askfred.net. The event needs to be posted at least 28 days prior to the competition.
2. All competitors must be valid competitive members of USA Fencing.
3. All rules and regulations of USA Fencing must be followed. These include but are not limited to: competitors must be in full fencing uniform, tournament must use an accepted tournament format, all equipment rules must be followed.
4. Results must be posted on either askfred.net or the club's website at the conclusion of the tournament. It is suggested that software that allows the complete results including pools and DE's be used.
5. If there are classification changes they must be forwarded to a division officer for certification and submission to the National Office. Please use the .RESULTS export

available on Fencing Time tournament management software.

6. The tournament referees must all have passed the USFA referee general exam and the exam for the weapon which they will be refereeing, be a member of US Fencing, have passed a background screening by USFA within the last 2 years (if over 18), and be SafeSport certified. If at any time the National Office places additional restrictions or requirements on referees, those should be considered to be required as well.

VI. AWARDS & RECOGNITION

The Division will present two annual awards for Coach of the Year. These awards will be given to coaches who best supported and exemplified the objectives of the Long Island Division in the preceding year. These are perpetual awards, and the awards must be returned to the Division each year no later than January 20th so they are available to present to the next recipients.

A. Nomination and Selection

Candidates will be nominated by for consideration by members of the Executive Committee. If a member of the Division has a recommendation for a candidate, they may bring it to any member of the Executive Committee who will then vote on whether to include this candidate in the pool of nominated peoples.

B. Jeff Wolfe Coach of the Year Award

Candidate must be a member in good standing of the USFA and the Long Island Division, and coach a minimum of two students in Suffolk County. This award will be presented at Suffolk's Annual County Championship Tournament and/or the Long Island Championship team event.

C. James Costello Coach of the Year Award

Candidate must be a member in good standing of the USFA and the Long Island Division, and coach a minimum of two students in Nassau County. This award will be presented at Nassau's Annual County Individual Championship Tournament and/or the Long Island Championship team event.

VII: LOANING OF EQUIPMENT

The Division may loan electrical scoring equipment to fencing clubs or organizations by request. Requests will be handled on a "first-come, first-served" basis.

A. Requesting Equipment

Requests for equipment should be made in writing (either on paper or electronic) to any Executive Committee member or the Equipment Control Chairperson. Executive Committee members shall ensure copies of the request are provided to the Secretary and Equipment Control Chairperson to keep on file.

B. Cost

There shall be no cost for borrowing the equipment for tournament events. If equipment is being borrowed for a camp lasting more than 2 days in length, there shall be a cost of \$50 “per strip, per week”, which includes the electrical scoring machine, remote, cabling and stands, battery, one set of weights and shims, two clipboards, pair of reels, set of floor cords, and any associated hardware.

C. Liability

The borrowing organization shall be fully responsible for the safety and security of the equipment while in their charge. Should anything break, the borrowing organization will be responsible for the cost of repair to the equipment unless it is found by the Executive Committee to be a result of normal wear and tear and thus expected. The borrowing organization will be responsible for immediate replacement of any item not returned due to loss, theft, or any other reason while the equipment was in their charge.