



USA
FENCING

2020-21 Regional Tournament Bid Packet



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For questions, email USA Fencing Regional Events Manager Deanna Doughton at d.doughton@usafencing.org.

Program Overview:

This document is intended to help tournament organizers prepare all of the needed information to submit a successful online bid for the 2020-21 Season. **You will notice, as you read through this document, that venue safety/security is a high priority for bids submitted for the 2020-21 season.**

All bid submissions will be through the USA Fencing online bidding portal. All awarded regional tournaments will be on the USA Fencing Tournament Registration Platform.

We will accept bids from any Affiliate or Member Club, division, city or sports commission interested in hosting a ROC, RJCC, RYC or SYC. The bid must provide facilities, commit services and supply personnel to make a tournament successful for the participants and USA Fencing. The bid process will be managed by the National Office with the assistance of a support review panel of USA Fencing members who will have no involvement in bidding for regional tournaments in the 2020-21 season. **Bids that are submitted online without all required information will be removed from consideration and the organizer will be notified that the bid has been declined.** Final regional tournament selections will be made by the National Office.

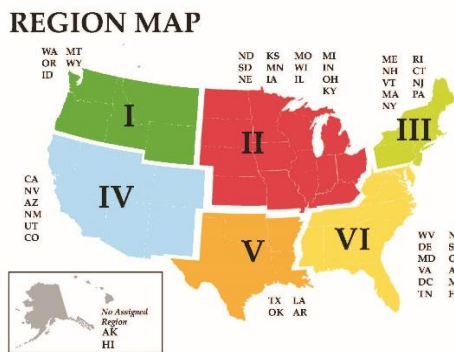
Acceptance of a bid shall result in the formation of a binding contract between the host and USA Fencing to conduct the tournament, and to do so in accordance with the appropriate published requirements. Hosts may be required to execute a written contract containing more detailed terms than the requirements set forth herein, and refusal to do so may result in revocation of the award of ROC, RJCC, RYC or SYC status.

Tournament	Events
SYC (Super Youth Circuit)	Y14, Y12, Y10
ROC (Regional Open Circuit)	Div I, Div IA, Div II, Vet, Div III (new for 2020-21)
RYC (Regional Youth Circuit)	Y14, Y12, Y10
RJCC (Regional Junior and Cadet Circuit)	JNR, CDT

Important Information, Dates, Types, & Fees

Season: The 2020-21 season will run from August 1, 2020-May 3, 2021.

Regions: There are six USA Fencing regions designated along established geographical boundaries.



Number of Designated Events:

Below is a chart showing the approximate amount of regional events that USA Fencing would like to award for the 2020-21 season. While this is the goal, the numbers may be flexible based upon need.

	SYC	RYC	RJCC	ROC
Region 1	2	6	5	5
Region 2	2	8	11	5
Region 3	3	12	12	5
Region 4	2	13	14	5
Region 5	2	6	8	5
Region 6	2	10	10	5
Total	13	55	60	30

A) ROC—Regional Open Circuit (Approximate)

- a. Maximum of 30 ROCs (any combination)
- b. Maximum of 5 ROCs (any combination) per region
- c. Held between August 1, 2020-April 26, 2021

B) RJCC—Regional Junior and Cadet Circuit (Approximate)

- a. Approximately 3 full Regional Junior Circuits will be awarded per region
- b. Approximately 3 full Regional Cadet Circuits will be awarded per region
- c. Held between August 1, 2020-April 26, 2021

C) SYC—Super Youth Circuit (Approximate)

- a. A maximum of 13 SYCs will be approved
- b. At least 1 tournament per region
- c. Held between August 1, 2020-May 3, 2021

D) RYC—Regional Youth Circuit (Approximate)

- a. At least 5 full RYCs will be approved for each region
- b. Held between August 1, 2020-April 26, 2021

Please note: USA Fencing will review region 3 combos bids for the 20-21 season to determine if venues and locations are viable for these large competitions.

The National Office has the capability to add additional tournaments, per region, based on population density, geographic location, growth and development needs or due to cancelled regional tournaments. The addition of regional tournaments can occur within the season, if deemed necessary.

*No bid shall be approved for any crossover tournament to be conducted in competition with any national tournament conducted by USA Fencing, including North American Cups (NACs) and the Junior Olympic Championships. Any international tournament designated for inclusion in the national point standings for team selection or other purposes is specifically excluded from this definition.

*More than 1 (one) ROC/RJCC/RYC/SYC may take place on a specific weekend.

In addition to running a standalone SYC, ROC, RJCC or RYC, below is a listing of acceptable tournament combos (weapon/age only regional events are allowed for RYCs, RJCCs & ROCs):

*SYC/RJC	RYC/RJCC	ROC/RJCC
*SYC/RCC	RYC/RJC	ROC/RJC
RYC/ROC	RYC/RCC	ROC/RCC

**SYC/RCC & SYC/RJC will only be permitted IF the specific region does not receive enough viable standalone RJCC bids.

Fees:

Types of Tournaments	Bid Application Fee	Tournament Fees	Participation Fee
SYC	\$75	\$35 Registration/\$50 Event	\$6/Unique Fencer
ROC, RJCC, RYC	\$75	\$30 Registration/\$45 Event	\$6/Unique Fencer
Local Event(s) Approved as Additions to Regional Tournament(s)	NA	TBD by Organizer	\$2/Unique Fencer

- Exemptions from the maximum tournament fees **must** be submitted and substantiated with the original bid submission. **Submission of an exemption is not a guarantee of acceptance.**
- **If a combo tournament (RYC/RJCC, ROC/RJCC, SYC/RCC, etc.) or a regional tournament with a local event, organizers will pay the participation fee per unique fencer per type of tournament via the online system.**
 - Example: RYC with Cadet (Non Regional) = \$6/unique fencer in the RYC + \$2/unique fencer for Cadet
 - Example ROC/RJCC = \$6/Unique ROC Fencer + \$6/Unique RJCC fencer
- Tournament organizers (TO) must accept registrations up to the deadlines they published.
- TOs can extend the deadline but not shorten the deadline once posted.
- TOs must state if they will allow walk-ins.
- Late Fees are to be set at the discretion of the organizer, but can't exceed a triple fee amount.

Refund Policy/Tournament Cancellation Policy:

- TOs should clearly state their refund policy in their bid.
- TOs can withdraw an athlete and submit a refund for the event fee. The registration fees are non-refundable unless an event is cancelled. If an event is cancelled, the organizer must contact the National Office to have the registration fees refunded.

In the most extreme circumstances, regional tournaments may be cancelled, delayed or rescheduled by the majority decision of a group composed of the tournament organizer and relevant support member(s) and the USA Fencing Director of Operations and/or the Executive Director. USA Fencing has the right to require any regional tournament organizer to cancel, delay or reschedule a regional tournament in the best interest of the membership due to unforeseen extreme weather occurrences or other catastrophic circumstances. Organizers must include in their public tournament information page their refund policy in the case that a catastrophic event causes the cancellation, delay or rescheduling of their tournament.

Regional tournaments which are cancelled due to no fault of the organizer will be rescheduled, if possible, within the season for which the tournament was awarded.

Organizers may NOT cancel, delay or reschedule a regional tournament without the approval of the aforementioned group. Tournament organizers cancelling a ROC, RJCC, RYC or SYC without approval shall refund all monies paid by registered tournament entrants, including fees associated with non-ROC, non-RJCC, non-RYC or non-SYC events. If such cancellation is made unreasonably and/or on short notice, the organizer may additionally be held responsible for reimbursement of expenses incurred by tournament entrants, and organizers are strongly encouraged to maintain general business liability insurance to provide for such an eventuality. USA Fencing will not be held responsible for the refund or reimbursement of any such fees or expenses, and by bidding, tournament organizers agree to hold USA Fencing harmless and to indemnify USA Fencing against any claims made by tournament entrants as a result of the cancellation of a tournament or as a result of the withdrawal of sanction by USA Fencing as elsewhere provided in this bid packet.

Deadlines (No Late Submissions will be accepted):

- SYC and ROC bid deadline: **January 2, 2020**
- RJCC and RYC Bid deadline: **March 4, 2020**

Host Organization:

Member Clubs, Affiliate Clubs, cities, city organizations and sports commissions interested in hosting a regional

tournament should include the following in their online bid (Member and Affiliate Clubs will be strongly considered for regional bids):

<ul style="list-style-type: none"> • Location of Venue • Detailed Venue Diagram • Number of Strips in the Venue • Number of Referees • Head Referee Name and Contact Info • Referee Coordinator Name and Contact Info • Head of Bout Committee Name and Contact Info • Head Armorer Name and Contact Info • Cost of Venue Parking 	<ul style="list-style-type: none"> • Tournament Schedule • Hotel Rates • Hotel Proximity to Venue • Hotel Proximity to Attractions/Restaurants • Hotel to Venue Shuttle Service Info • Hotel to Airport Shuttle Service Info • Cost of Hotel Parking • Vendor
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Organizing Committee must include:

1. Regional Organizer Point of Contact
2. Regional Organizer Email Address
3. Regional Organizer Phone Number
4. Mailing Address
5. Specific Events Included in the Tournament

Venue/Referee Requirements:

The fencing venue is the most important element in hosting a successful tournament. It should be available at minimum one hour prior to the close of registration of the first event until one hour after the last event concludes each day of the tournament. The venues should be clean, safe from hazards (such as electrical cords) or areas deemed unsafe (such as fencing on a dock or outside), providing adequate space between the strips and the strips and spectators, venue security, well maintained competition area and possess the following minimal characteristics for consideration. Tournaments significantly exceeding these requirements may receive substantial preference in consideration for the award of a tournament.

Interested bidders may contact Dan Mott (d.mott@usafencing.org) for guidance in negotiating venue contract agreements. Please do not sign venue contracts prior to being awarded a regional event by USA Fencing.

The following are minimums required for consideration:

- Ceiling height sufficient to permit safe and unobstructed fencing.
- Venue flooring should be smooth with a wood, concrete, composition or carpet surface on which fencing strips can be positioned.
- Sufficient space to accommodate the anticipated the number of regulation size strips to support the expected number of competitors and their equipment, tournament officials, and spectators safely and comfortably, particularly taking into consideration the clearance requirements around strips, and keeping in mind (especially for RYC and SYCs) that fencers are frequently accompanied by a number of individuals, including parents, siblings, grandparents, coaches, etc.
- **For ROC/RJCC/RYC tournaments:** A minimum of four grounded strips to accommodate an event final from the round of 8 fencers. Note that this is a minimum to receive consideration; organizers seeking a combination-category ROC/RJCC (e.g., Div IA & Veteran; Div IA & Junior) will likely need to provide additional grounded strips to accommodate multiple event finals occurring at the same time. Areas that are underserved with single weapon tournaments may request an exemption.
- **For SYC tournaments:** Must have all grounded strips to accommodate two simultaneous event finals from the

round of 8 fencers.

- Sufficient and even lighting throughout the venue to permit not only safe competition, but also to facilitate accurate officiating of the tournament.
- A readily available source of free drinking water/water fountains and an ample number of restrooms.
- Readily accessible food options, including concessions within the competition venue open throughout the competition (including “athlete-friendly” foods – fruit, energy bars, bagels, water, sports drinks, etc.)
- Adequate heating, ventilation, and cooling (HVAC) facilities to maintain temperature in the competition hall between 65° and 75° F, absent extraordinary climactic factors.
- Designated area(s) for the Bout Committee and Head Referee centrally located with all strips visible, and equipped with sufficient tables, chairs and electrical outlets for computers and printers used to run the tournament.
- Area(s) on or near the fencing floor for armory, registration, officials lounge, trainer and vendor booths, along with one or more designated and easily accessible area(s) for posting pools, DE tables, and results.
- Spectator area and athlete equipment storage.
- Adequate parking and easy access to transportation to/from the host hotel(s).
- **Safety in the competition area must be given a high priority by the organizer from minimizing safety hazards to securing the facility (security, evacuation plans, etc.)**

In addition, bids will be given *additional consideration* if:

- Organizer has a strong record of holding tournaments
- **The organizer has demonstrated a consistent safety record hosting regional tournaments**
- Video replay and/or additional tournament technology will be used
- Local activities and cultural events available, held in conjunction with the tournament
- Discounted meal packages or coupons for participants/family/coaches
- Commitment to contact local media for coverage of the event
- Enhancing the fencer’s experience (awards, t-shirts, water bottles, etc.)

Referee, Armorer and Staff Requirements

- For all tournaments, all tournament staff, including referees, bout committee and other workers, must be compliant with the USA Fencing SafeSport Policy, including a current background check. In addition, all officials must complete the free, online SafeSport Training.
 - For **SYC, ROC, RJCC and RYCs**, all members of the referee cadre shall be numerically rated.
 - (New for 2020-21) SYC head techs must be hired from the national hire list.
 - (New for 2020-21) One designated SafeSport contact is required for all regional tournaments.

Bid Proposal Checklist:

Please fill out the check list below in preparation for the online submission of your regional tournament bid:

<input type="radio"/>	Detailed venue diagram showcasing information found in the venue requirements Should include strip layout, highlight designated areas for armory, BC, bag storage, trainer, vendor and concessions
<input type="radio"/>	Hotel Room Worksheet (see below)
<input type="radio"/>	Local restaurant/attractions list that will provide a discount to regional event attendees during the competition
<input type="radio"/>	Primary and secondary dates for tournament
<input type="radio"/>	Working knowledge of the regional tournament structure, requirements, points and qualification paths and be able to answer questions from the membership pertaining to it See regional documents on the USA Fencing website
<input type="radio"/>	Copy of tentative Venue Contract Agreement for proposed dates if not using club as the venue

<input type="radio"/>	Complete tournament schedule developed around projected number of competitors per event and number of strips
<input type="radio"/>	Additional considerations (ex: custom medals for tournament, commemorative t-shirts, water bottles, bags, etc.)
<input type="radio"/>	Vendor Agreement
<input type="radio"/>	Safety and security plans

Hotel Worksheet

Please provide information on at least one hotel that you have secured rates at for out-of-town participants

Item Description	Hotel #1	Hotel #2	Hotel #3
Hotel name			
Address			
Distance to airport			
Distance to venue			
# rooms available			
Proposed rate(s)			
Gym/pool			
Shuttle to/from airport?			
Shuttle to/from venue?			
Guest parking available?			
Cost of parking			
# of restaurants within walking distance			
Room service hours?			

As with any event, there are ideal scenarios a regional organizer looks for in the selection of a host city. The following elements are examples of how support from a CVB or sports commission can truly make a difference to a regional tournament organizer.

- City located within close proximity to a hub airport.
- Securing a minimal facility rental fee with free move-in day and no fee for meeting space.
- Hosting an event during a city's off-season and using a business hotel on a weekend, to minimize the cost of the hotel room block not to exceed \$79-\$99 per night.
- Support from the CVB/sports commission with marketing prior to the event (banners, welcome signage in hotels/airport/restaurants/venue/street. Reaching out to local media, graphic designing services of tournament logo).
- Assistance with the local hospitality community (restaurants/local attractions) to secure discounts for the Stay-&-Save program to create incentives for our members for staying in the hotel block.

- Having the host hotel(s) within walking distance of the venue for convenience and to alleviate regional organizer of having to use cabs/rental cars/shuttles.
- In addition to the venue concessions, restaurants within walking distance to the competition venue are a plus for the attendees.
- Securing of city/local grants to aid local grassroots/developmental fencing programs.
- Commitment of local media to promote the event.
- Taking additional steps to relieve regional organizer of tournament expenses. Bids that cover the cost of water service, Internet, tables/chairs/staging, & shuttle transportation (if required) and facility rental are viewed favorably.
- Additional complimentary parking for vendors.

Scoring and Evaluation

Regional and super regional tournament selection is a competitive process. Bids submitted with all required information will have first priority in approval and scheduling. **Bids submitted by Member or Affiliate Clubs will also have priority.** All bids found to be viable may **not** be awarded regardless of the number of bids per category or throughout the country.

The National Office, along with a support review panel will score each viable bid using a standardized rubric (an example may be found at usafencing.org/regional-bid-packet). Participant survey results for tournaments which have been approved in prior seasons will also be part of the comparison process between tournaments in the same region and throughout the USA, depending on category.

Once bids are scored, the National Office/Support Review Panel will award viable bids based on the following:

- Strength of Rubric Scores for Venue, Location and Tournament
- Past Membership Survey Results (If Applicable)
- Proposed Dates
- Geographical Balance
- Equitable Distribution Between Qualified Organizers in a Region
- Population Density Balancing.

Please note: The National Office/Panel may request date changes and possible modifications of bids before final approval. Tournament organizers will be notified via email if their bid was accepted or declined and the calendar will be posted online at usafencing.org.

Grievances:

Any controversy or claim arising from or relating to my or the organizing bidder's membership or participation membership or participation, in USA Fencing, including but not limited to any matter arising from or relating to (i) qualification or selection for or the conduct of, any fencing event, whether staged under the auspices of USA Fencing, the FIE, the USOC, the IOC or some other fencing administrative body, (ii) qualification or selection of, or activities as, referees or other officials at any such fencing event; or (iii) compliance with any rule, regulation, policy,

practice, bylaw, or statutory or common law, of USA Fencing, FIE, USOC or IOC, or of any national, state, provincial or local governing or administrative body, including any issue concerning compliance by USA Fencing or by any officer, director, employee, agent, attorney, referee, official, committee member or volunteer of USA Fencing, shall to the fullest extent permitted by law be settled by arbitration, *provided, however*, that prior to the commencement of any such arbitration, any and all administrative procedures and remedies of the USA Fencing, FIE, USOC, IOC or applicable sports, governmental or administrative body shall have been exhausted.

Any arbitration shall be administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. The arbitration shall be governed by the laws of the State of Colorado and the United States, and shall be conducted in Colorado Springs, Colorado before a single arbitrator. If the dispute is less than \$50,000, there shall be no discovery other than the exchange of documents. If the dispute is over \$49,999.99, discovery may also include no more than two (2) depositions of each side, unless the parties shall otherwise agree or the arbitrator(s) shall otherwise order for good cause shown. The arbitrator will have no authority to award punitive or exemplary damages. The arbitrator shall not award consequential damages. Except as may be required by law, or as reasonably necessary to give effect to a sanction or award issued or approved by the arbitrator, neither a party nor an arbitrator may disclose the existence, content, or results of any arbitration hereunder to a non-party without the prior written consent of all parties.

Disparagement: USA Fencing and organizing bidder/tournament organizer agree to not disparage the other to any other prospective client or organization or within the USA Fencing community.