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REGIONAL TOURNAMENT ✓ CHECKLIST

2020-2021



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This checklist was prepared based on the guidelines outlined in the **USA Fencing Health & Safety Best Practices for the Resumption of Local Events**, published August 2020. This document is a resource for regional and local tournament organizers. These guidelines are suggestions, not mandates, and in some cases local health regulations may require stricter regulations. Although USA Fencing resumed sanctioning of local tournaments on August 1, 2020, the sanction (and insurance coverage) will apply only to tournaments in areas in which they can be operated legally in accordance with state and local health officials.

DISCLAIMER: These guidelines are provided for general informational purposes only and are not intended as, nor should be relied upon as, specific medical or legal advice. All event organizers and participants are strongly encouraged to consult with qualified medical personnel and/or public health officials. Also, consult applicable federal, state and local laws, orders and/or guidelines. USFA and its divisions and Regional Coordinators make no warranties or representations as to the completeness, reliability and accuracy of the information contained herein.

Tournament organizers disseminate information relating to COVID-19 precautions to athletes, staff and spectators as early as possible prior to the start of the tournament. This may be posted on the “More Info” page at AskFred.net if a local tournament uses that registration vehicle, or in the tournament information section for regional events.

PROTOCOL FOR EVENT ORGANIZERS

| | YES | NO | Other/NA |
|---|-----|----|----------|
| 1. Has the organizer notified the division of the tournament date(s) and is the tournament sanctioned? <i>(Please note: Non-sanctioned events are not covered by USA Fencing insurance, nor may ratings be earned).</i> | | | |
| 2. If the event(s) will not be held within the organizer's leased/owned facility, does the organizer have a written agreement outlining the venue management's protocols and responsibilities for sanitation and disinfection of the facility, and does the venue management follow federal, state and local guideline pertaining to health, safety and COVID-19? | | | |
| 3. Has advance communication of health and safety protocols been disseminated or posted on a public website <i>(USA Fencing regional information or Askfred.net tournament "More Info" page)</i> to the following: <ul style="list-style-type: none"> • Registered participants • Coaches • Referees • Bout committee staff • Armory staff • Sport medicine staff either on the event registration page? | | | |
| 4. Is there signage in the venue directing attendees where to find tournament health and safety protocols? | | | |
| 5. Have arrangements been made to conduct temperature checks and health screenings for all individuals prior to entering the competition hall? | | | |
| 6. Are persons required to sign in or otherwise make their presence known for contact tracing purposes, and is the following information collected: If so, please attach a document with your contact tracing procedures when you submit your Health & Safety Guidelines to the National Office. <ul style="list-style-type: none"> • Full printed name? • Email address? • Telephone number? • Days in attendance? • Events attended or staffed? | | | |
| 7. Are persons who present with a fever of 100.4 degrees Fahrenheit prevented from entering the venue, or asked to leave the venue immediately if at the medical area? If using a different temperature threshold, please provide in the "Other" column. | | | |

PROTOCOL FOR EVENT ORGANIZERS

| | YES | NO | Other/NA |
|--|-----|----|----------|
| 8. Is health and safety protocol signage posted around the venue addressing social distancing, use of masks, frequent hand washing, location of sanitation areas, etc.? | | | |
| 9. Are social distancing protocols established for armory, bout committee, vendors and referees, and are the floors clearly marked where persons should wait in line? | | | |
| 10. Has the maximum number of persons allowed in the venue been confirmed with federal, state and local health authorities, and are non-athletes discouraged from attending as much as possible? | | | |
| 11. Have adequate sanitation equipment and products been procured to allow surfaces and equipment throughout the venue to be disinfected regularly and has a protocol been developed to define this frequency? If so, please attach your sanitation schedule and procedures when you submit your health and safety protocols to the National Office. <i>(Example, floors disinfected every 4 hours and/or at the end of each day whichever is shorter, body cord connections disinfected between fencers, etc. If the venue is owned by another entity, coordinate sanitation procedures with the venue management.)</i> | | | |
| 12. Are all changing rooms or locker rooms closed, and are athletes encouraged to come to the venue in clean clothing suitable for public display and to wear underneath their fencing uniforms? | | | |
| 13. Are all persons required to wear surgical or cloth COVID masks covering the nose and mouth while present in the venue, even under the fencing mask? | | | |
| 14. Are hand-washing or sanitizing stations placed throughout the venue? | | | |
| 15. Are water fountains <i>(other than no-touch varieties)</i> disabled and are persons instructed to bring appropriately filled water bottles? | | | |
| 16. Are fencers prohibited from gathering around the fencing strips while not competing themselves? | | | |
| 17. After each day's competition, have arrangements been made to sanitize all surfaces and equipment used during the tournament? | | | |
| 18. Are fencing bags and other personal items prohibited from being left at the venue overnight? | | | |

PROTOCOL FOR INDIVIDUALS

| | YES | NO | Other/NA |
|--|-----|----|----------|
| 1. Have athletes, staff and spectators been told that they are required to be free of COVID-19 symptoms for a minimum of 14 days prior to attending the tournament? | | | |
| 2. Are athletes, staff and spectators being told to stay home if they have had close contact in the last 14 days with anyone who was sick, known or believed to have COVID-19, or exhibiting any symptoms of COVID-19? | | | |
| 3. Will anyone presenting with a temperature of 100.4 degrees Fahrenheit or higher immediately be directed to the medical quarantine area while transportation from the venue is arranged? | | | |
| 4. Is a list of contacts for the nearest hospital, medical clinic or doctor's office available for any tournament participants who need to access a medical facility? Have tournament organizers verified that facilities on the list are open to patients during the time period in which the tournament is being held? | | | |
| 5. Are areas where individuals may wash or sanitize their hands clearly marked and in areas to control social distancing? | | | |
| 6. Are social distancing and COVID-19 mask requirements posted at the entrance or in an area before persons enter the venue and in additional points within the venue? | | | |
| 7. Will private changing rooms be closed during the tournament to discourage their use? | | | |
| 8. Have athletes been told that they will not be allowed to leave uniforms and equipment at the venue? | | | |
| 9. If in Phase 3, is the sharing of equipment with others outside of the athletes' immediate family during the tournament prohibited?? | | | |
| 10. Are signs posted inside the venue addressing that athletes refrain from shouting and/or screaming after scoring a touch? | | | |
| 11. Are COVID masks required to be worn under the fencing mask, and are appropriate medical breaks granted if a fencer appears to be in distress? | | | |
| 12. Are athletes encouraged to salute only, no handshaking of opponent or referee is required? | | | |

PROTOCOL FOR VENDORS & MERCHANDISE SALES

| | YES | NO | Other/NA |
|---|-----|----|----------|
| 1. Are hand sanitizer or hand-washing stations available for use at all booths? | | | |
| 2. Are all vendors encouraged to use contactless forms of payment or minimized as much as possible? | | | |
| 3. Are signs displayed on the tables where merchandise is laid out instructing customers not to touch? | | | |
| 4. Have all vendors been given sanitizing and disinfecting protocols and have they agreed to these? If so, please provide a copy of the protocols sent to the vendors. | | | |
| 5. Have vendors who will be demonstrating equipment or merchandise provided the organizer with an approved protocol for sanitization of demo products in between uses and did the organizer approve this protocol? <i>(This protocol should be maintained on file for a minimum of three months for review by the National Office. If organizers are unsure about approving the protocol, they may obtain guidance from the National Office.)</i> | | | |
| 6. Do the vendors have procedures in place <i>(tape on the floor, etc.)</i> to monitor and ensure social distancing of at least six feet between customers and staff in the booth? | | | |

PROTOCOL FOR THE BOUT COMMITTEE

| | YES | NO | Other/NA |
|--|-----|----|----------|
| 1. Are bout committee members required to wear appropriate COVID masks and latex or nitrile gloves during operations? <i>(Note: some persons have severe latex allergies and will require nitrile gloves.)</i> | | | |
| 2. Is hand sanitizer available for all bout committee members at their stations? | | | |
| 3. Do bout committee members wipe table surfaces between athletes, and every four hours and/or at the end of the day whichever is shorter? | | | |
| 4. Is the bout committee set up with Plexiglas shields to separate members of the bout committee from tournament participants, or are the bout committee members given plastic face shields that cover their eyes? | | | |
| 5. Are arrangements made to prevent gathering at monitors to see pool results, tableau, etc., such as publishing live results for mobile devices, giving participants additional time to review monitors while keeping social distancing, one-way line formations at the monitors, etc.? | | | |
| 6. Is social distancing between the BC members and other staff, and BC members and athletes maintained at six feet? Is no more than one athlete allowed at the table at one time? Is there a demarcation line on the floor behind which other athletes must remain while waiting? | | | |
| 7. Is the sharing of administrative supplies such as pencils, pens and markers prohibited? | | | |

PROTOCOL FOR REFEREES

| | YES | NO | Other/NA |
|--|-----|----|----------|
| 1. Is there hand sanitizer and/or disinfectant wipes at each referee table? | | | |
| 2. Is the sharing of administrative supplies such as clipboards and pencils prohibited or are these supplies disinfected between staff members? | | | |
| 3. Does the tournament have sufficient inventory of weights and shims for equipment testing such that each referee may be assigned his/her own set? Or, if not, are disinfectant wipes available and protocols established for the cleaning of these items before being given to another staff member? | | | |
| 4. Are clipboards, pens, pencils and weapon testing equipment sanitized at the end of each day and at the end of the tournament before returning to storage or transportation? | | | |
| 5. Are reel clips and other frequently touched equipment at the competition strip frequently sanitized? | | | |
| 6. Are all spectators, coaches and athletes prevented from standing directly behind the referee and AT LEAST six feet from the referee? | | | |
| 7. Are referees and pod captains required to wear COVID masks and latex or nitrile gloves? <i>(Note: some persons have a severe latex allergy and will require nitrile gloves.)</i> | | | |
| 8. Are the athletes discouraged from shouting and/or screaming after scoring a touch? | | | |
| 9. Are athletes encouraged to salute only, no handshaking or other personal contact of opponent or referee is required? | | | |
| 10. Are competitors prohibited from signing the score sheets, given an opportunity to review the score, and does the referee verify the scores have been communicated to the competitors, initial the scoresheet, and send the scoresheet to the Bout Committee? | | | |
| 11. Are there tape markings on floors along the strips to show proper distance to remain from the referee area and fencing strip? | | | |
| 12. Are there designated separate entrance and exit points to the competition area? | | | |
| 13. Have seating areas been removed and are spectators kept at a minimum (Phase 3), or if seating areas are allowed (Phase 4), are they set up for social distancing? | | | |

PROTOCOL FOR SHARED STAFF SPACES

| | YES | NO | Other/NA |
|--|-----|----|----------|
| 1. Are chairs and table seating in referee corals, meeting rooms, and staff eating areas spaced to allow for social distancing as appropriate? Or are staff sent in designated groups and times to lunch to allow for social distancing? | | | |
| 2. Are lunches pre-packaged (during Phase 3), or is the use of shared serving utensils minimized to reduce the opportunities for food to be touched by multiple staff (Phase 4)? | | | |
| 3. Are eating utensils and napkins in pre-packaged sets? | | | |
| 4. Are water bottles or bottled/canned drinks provided for staff, or are they advised to bring their own water, in place of shared dispensers? | | | |
| 5. Is the refilling of drink bottles/cans prohibited unless from contact-less dispensers? | | | |

PROTOCOL FOR SPORTS MEDICINE AREAS

| | YES | NO | Other/NA |
|---|-----|----|----------|
| 1. Are applicable federal, state and local guidelines being followed? | | | |
| 2. Is the sports medicine area large enough to allow for social distancing of athletes and training/medical staff as appropriate? | | | |
| 3. Are all sports medicine staff required to wear masks and latex or nitrile gloves? <i>(Note: Some individuals have severe latex allergies and must be provided nitrile gloves.)</i> | | | |
| 4. Are manual, one-on-one therapies minimized to avoid direct contact and long periods of exposure for staff and athletes (Phase 3), or as allowed in Phase 4, some manual, one-on-one therapies administered as appropriate? | | | |
| 5. Are exam tables covered with disposable exam table paper and changed between athletes? | | | |
| 6. Are exam tables, chairs and other surfaces wiped down regularly with alcohol, bleach or approved COVID-19 disinfectant wipes? | | | |
| 7. Is there a secondary isolation area for the quarantine of any individual awaiting transportation who exhibits potential symptoms of COVID-19? | | | |
| 8. Are electronic documentation processes used to minimize the need for paper, pen and other items exchanged between the trainer and patient while ensuring compliance with all applicable healthcare laws, regulations and mandates? | | | |

PROTOCOL FOR ARMORY OPERATIONS

| | YES | NO | Other/NA |
|---|-----|----|----------|
| 1. Are specific times for weapons check for each event scheduled in advance to reduce wait times and crowds, and are these times published in advance of the start of the first event of the tournament? | | | |
| 2. Are all armory staff required to wear masks, face shield, and protective gloves to avoid direct contact with athletes and their equipment, and are armorer stations six feet apart? <i>(Note: Plexiglas barriers may be used between the athlete and armory staff in the place of face shields.)</i> | | | |
| 3. Is hand sanitizer at each armorer's station, and are armorers instructed to disinfect their gloves between athletes? | | | |
| 4. Does the armory have a single line in which social distancing of six feet is maintained for athletes bringing equipment to be checked? If not, please attach details of how you will be setting your armory up to allow for social distancing for armorers and those in line. | | | |
| 5. Is only one athlete OR one family member allowed to wait in the line for equipment check; no other persons are allowed to wait in or near the line? | | | |
| 6. Is the floor clearly marked so athletes know where to stand to maintain social distancing while waiting to move forward? | | | |
| 7. Is a clear mark on the floor six feet in front of the armory station to indicate to athletes where to stand while their equipment is being checked? | | | |
| 8. Do fencers move forward only when called, place their equipment on the table, and step back to the marked line to wait to be called forward to collect their equipment? | | | |
| 9. Is a "pause" scheduled every 30 minutes for sanitizing tools, workspaces and tables during which all equipment checks cease? | | | |

PROTOCOL FOR TOURNAMENT AWARDS CEREMONIES

| | YES | NO | Other/NA |
|--|-----|----|----------|
| 1. Are awards presenters and assistants required to wear masks during presentations? | | | |
| 2. Are athletes required to wear masks and maintain 6 feet from other athletes and presenters as much as possible, and are handshakes and other direct contact prohibited? | | | |
| 3. Are friends and family members prohibited from standing in the awards area with the athlete while waiting for the presentation? | | | |
| 4. Has the presentation process been modified to reduce direct contact between the athlete and staff such as placing medals on a tray, etc.? | | | |
| 5. Are large gatherings of crowds for photos in the awards area discouraged? | | | |

PROTOCOL FOR AFTER EVENT DUTIES

| | YES | NO | Other/NA |
|---|-----|----|----------|
| <p>1. Were all attendees (athletes, coaches, spectators, and tournament staff) directed to contact the tournament organizer, Regional Coordinator or National Office if they receive a positive diagnosis of COVID-19 within 14 days of the end date of the tournament?</p> | | | |
| <p>2. Was contact information for the local organizer, regional coordinator and/or National Office included in the tournament posting information (<i>AskFred</i> or <i>USA Fencing website</i>)?</p> | | | |
| <p>3. Is contact tracing information maintained in a secure and private location accessible only to designated personnel, held for 30 days after the last day of competition, and does this information include:</p> <ul style="list-style-type: none"> • Attendee's full name • Telephone number • Email address • Dates of attendance • Tournament events attended, staff position held, or vendor location | | | |
| <p>4. If the organizer was notified an attendee at their event was diagnosed with COVID-19 either during or after the competition, was the National Office notified immediately?</p> <ul style="list-style-type: none"> • Record day, time and contacted person's name: _____ _____ _____ | | | |
| <p>5. If the organizer was notified an attendee at their event was diagnosed with COVID-19 either during or after the competition, were other attendees notified immediately of potential exposure? Was this information emailed to attendees and posted in a public area such as AskFred.net "More Info" page, the tournament information page on the USA Fencing website, the division website, or other area accessible by attendees?</p> <ul style="list-style-type: none"> • Do NOT reveal the potentially exposed person's name or other identifying information to any unauthorized person! Authorized persons would be your area's public health personnel, National Office staff or regional coordinator. • Do NOT state other attendees were exposed. Always use the term "potentially exposed," and suggest they contact their health care provider for guidance. • Do not use social media outlets (Instagram, Twitter, Facebook, etc.) to post public notifications. • Record the location of the posting: _____ _____ _____ | | | |



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If the organizer is made aware that a person in attendance at their event is diagnosed with COVID-19 either during or after the competition, the organizer should immediately notify the National Office, athletes, parents, and staff present about a possible exposure. The name or other identifying information of the potentially exposed individual should not be made public. (The National Office will alert the organizer should they need the individual's name.) Anyone exhibiting any COVID-19 symptoms should be immediately dismissed from the tournament and directed to the nearest hospital, clinic or doctor's office.

For questions or additional information, please contact
regionalevents@usafencing.org