

Sectional Championships

May 2007

The purpose of the Sectional Championships is to qualify USFA members of the Southwest Section to the USFA Summer National Championships. The responsibility for correctly qualifying members falls to the elected Section officers. The officers alone cannot accomplish this task; much of the work is done by the host Division and referees and armourers from throughout the Section.

This manual tries to provide a set of guidelines defining the roles and responsibilities of the various entities involved in holding the Sectionals. The guidelines reflect the experience of the Section officers over the last few years.

These are guidelines only. If any party wishes to modify a responsibility, simply communicate with all others involved. Responsibility falls to each party to make certain it is clear to all others involved.

Host Division

The Host Division is expected to provide the venue, supplies, and manpower. In particular, the requirements are:

1. A Tournament President to serve as a local point of contact for the Section Chair and others.
2. Space for 10-12 strips.
3. Space for the Bout Committee with adequate accessible electrical outlets for computers.
4. Space for Armourer with adequate accessible electrical outlets.
5. Space for Section General Membership meeting. This may be held in the main fencing area.
6. Space for concessions. Concessions may be sold by the hosting division or clubs within the Host Division at its discretion.
7. Arrange for the use of all the Division's scoring equipment.
8. Provide tables, chairs, pencils, tapes (for laying strips and posting announcements), timers, and clipboards.
9. Arrange for food for referees and other officials during the tournament. This includes breakfast and lunch with coffee and water throughout the day.
10. Manpower to set up the venue before the start of the tournament. Set up includes:
 - laying strips
 - arranging chairs and tables next to strips
 - arranging chairs and tables for Bout Committee, Armourer, Registration, and concessions
11. Manpower for on-site check-in and registration

12. Manpower to dismantle the tournament after its conclusion.

Dates and further explanation for the Host Division:

1. August 1: Deadline for designation of Tournament President. This is the main contact person between the Division and the Section. He/she should be prepared to read and answer all e-mails and phone calls in a timely manner and be able to coordinate and oversee all the activities of the host division before, during, and after the Sectional tournament.

2. November 1: Deadline for finding an appropriate venue for the tournament. The venue should have room for 10-12 strips, 12 foot ceilings, and additional room for armoury, bout committee, and referees. It should also have accessible restrooms. The strips should fit into the room with adequate spacing between strips for referees to move without danger from adjacent strips.

By November 1, the Host Division should forward to the Section Chair a floor plan (indicating any structural posts, etc.) and a contract for approval. The Host Division should do its best to find an appropriate venue at a reasonable cost. The floor plan and contract will be offered to the Section officers for vote; it is approved by a majority vote.

If the Host Division cannot find an appropriate venue by November 1, the officers may at their discretion extend the deadline for two weeks. If, by November 15, no venue is found, the officers may move to the next Division in line.

3. February 1: By this date, the Host Division should forward to the Section Chair information on (1) the amount of scoring equipment the division can provide, (2) the names and ratings of referees within the division who may be available, (3) the names of 2-3 hotels in the area close to the venue, and (4) any problems the division is having in meeting its responsibilities. Communication should occur on an ongoing basis.

Section Officers

The Section officers are expected to:

1. Set the date for Sectionals.
2. Set the schedule of events.
3. Disseminate information about the tournament.

4. Estimate the budget for the tournament and set the fee structure.
5. Contact and arrange for referees, including Division, Section, and FOC. This includes arranging transportation, lodging, and honoraria.
6. Coordinate provision of scoring equipment. Based on what is supplied by the Host Division, arrange for additional equipment from other divisions in the Section as needed.
7. Arrange for provision of metal strips.
8. Arrange for an Armourer, hopefully using a local individual, to lead Equipment Check and maintain equipment during the tournament.
9. Arrange for and coordinate equipment vendors to attend.
10. Supply awards.
11. Arrange for the Tournament Committee to actually run the tournament, including verifying USFA membership, seeding rounds, determining new classifications earned, and preparing reports for the USFA.
12. Handle pre-registration.

Specific officer responsibilities

This is a suggestion for division of the responsibilities of the Section officers. Each board of officers may wish to divide responsibilities differently based on their own personal strengths. On-going communication between officers is imperative.

Section Chair

1. Set date for Sectionals.
2. Work up budget based on information provided by Host Division, Section Secretary, and Section Treasurer. This includes budget for expenses and registration and competition fees to be charged.
3. Prepare and send out information concerning the tournament. This may be via Web site posting, e-mail, postcard, or flyer, but must reach all current members of the Section. Notice should be given at least 1 month prior to the tournament. Notice of the annual meeting may be included with this information.
4. Contact equipment vendors to be present at Sectionals.
5. Arrange for metal strips for the tournament. This may be in conjunction with 4. above.
6. Serve as liaison between the Host Division and the Section officers. When the Host Division communicates directly with other officers, the Chair should be copied on the e-mail.
7. Coordinate all responsibilities of the other officers and the Host Division. Keep all officers aware at all times of information and changes.
8. Field questions, problems, and concerns from the officers, Host

Division, and Section membership.

Section Vice Chair

1. Arrange for referees and the referee in charge of assignments.
2. Arrange for hotel rooms for referees and tournament officials.
3. Negotiate with referees for travel expense, lodging, and per diem, working with the budget provided by the Section Chair.
4. Arrange for additional strip equipment to be brought from other divisions, if the Host Division strip equipment is inadequate.

Section Secretary

1. Determine order of competitions.
2. Work with Section Chair to determine registration fee, competition fee, and amount and method of fees for late registration.
3. Put pre-registration on FRED or other registration method.
4. Handle pre-registration and membership questions.
5. Serve on tournament committee.
6. File result reports with the USFA.

Section Treasurer

1. Collect registration and competition fees.
2. Collect on-site registration fees.
3. Pay all bills.
4. Work up a profit and loss statement for the tournament.
5. Distribute funds to Host Division.

Budget

All registration fees, sponsorships, donations, and other income will go directly to the Section. The Section will reimburse Division and Section personnel for expenses directly incurred for the tournament. The Section will make payments directly to referees and other officials. Actual expenses, up to the budgeted amounts, will be reimbursed first. Actual expenses beyond the budgeted amount will be considered by the officers, Tournament President and affected individuals on a case-by-case basis. It is expected that all such payments will be declined unless pre-approved by the Section officers. Any income after all expenses are paid will be split evenly between the Section and the Division. Loss will be handled on a case-by-case basis.