

## Responsibilities for Sectionals

January 1, 2002

The purpose of the Sectional Tournament is to qualify USFA members of the Southwest Section to National tournaments. The responsibility for correctly qualifying fencers 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 Southwest Section Qualifying Tournament. The guidelines follow those of the Southwest Section Circuit Cup where appropriate, and reflect the experience of the Section officers over the last few years.

These are guidelines. If any party wishes to modify a responsibility, simply communicate with the others involved.

### **Host Division**

The Host Division is expected to provide the venue (which is expected to be no charge to the section), supplies, and manpower.

In particular the requirements are:

- A Section President to serve as a local point of contact for the Section Chair and others.

- Space for 9 strips.

- Space for the Bout Committee.

- Space for Armourer.

- Space for Section General Membership Meeting.

- Space for concessions.

- Arrange for the use of all the Division's scoring equipment.

- Provide tables, chairs, pencils, tapes (for laying strips and posting announcements), timers, and clipboards.

- Arrange for food for referees and other officials during the Tournament.

- 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 the Bout Committee, Armourer, Registration, and concessions

- Manpower for onsite registration.

- Manpower to dismantle the tournament after its conclusion.

Communicate to the Section Chair, who will forward the information to the Executive Committee and others who need to know, the amount of scoring equipment that the Division will provide, the names and ratings of referees within the Division who will be available, and any problems the Division is having in meeting its responsibilities. This communication should occur on an ongoing basis, or at least 2 months before the scheduled date.

### **Section Executive Committee**

- Set the date for Sectionals.
- Set the schedule of events.
- Disseminate information about Sectionals (Tournament Announcement).
- Send reports to the USFA.
- Coordinate referees. Including Division, Section, and FOC individuals. This includes their transportation, lodging, and honoraria.
- Coordinate scoring equipment. Based on what will be supplied by the Division, arrange for additional equipment from other divisions of the section as needed.
- Arrange for an Armourer, hopefully using a local individual, to maintain equipment during the tournament.
- Supply awards.
- Arrange for the Tournament Committee (actual running of the tournament) to verify USFA membership, seed the rounds of the competitions, determine new classifications earned, and prepare the reports to the USFA.
- Coordinate equipment, souvenir, and food concession vendors. Food concessions will be left to the Division and/or host club.
- Handle preregistration.

### **Budget**

This budget is based on the last two years. All registrations fees, sponsorships, donations, or other income will go directly to the Section. The Section will reimburse Division and Section personnel and will make payments to referees and other officials. Actual expenses, up to budgeted amounts, will be reimbursed first. Actual expenses beyond budgeted amount will be considered by the Executive Committee (to include Section President and affected individual(s)); it is expected that all such payments will be declined unless pre-approved by the Executive Committee. Any income beyond these expenses will be split 50/50 between the Section and the Division.

Awards	270.00
Food	150.00
Setting up	80.00
Armorer	100.00
Janitor	100.00
Directors	1120.00
Total	1820.00