

UNITED STATES FENCING ASSOCIATION

Fencing Officials Commission

February 2005

Guidelines for Referees Traveling to Competitions Within the U.S.A.

I. General Principles

- a. Fill out the Referee Availability Form
 - i. Available from the FOC website <http://www.fencingofficials.org>
 - ii. Submit early. Referees are often chosen six weeks in advance of a competition
 - iii. Be sure to provide your name, address and contact information.
- b. Invitations are commonly sent out via email.
 - i. Check your email often. Referee spots fill up quickly.
 - ii. Reply to the FOC member that sent the invitation.
 - iii. Referees who can work for the duration of the competition are chosen first.
- c. If you haven't heard from the FOC about a particular competition, three weeks prior to the start of the competition, send an email to the Lead Referee. His/her name and contact information can be accessed via the FOC website. There will also be a list of confirmed referees posted on the Tournament Information Page.
 - d. Once at the competition, wear proper Referee attire, per the Referee Handbook. (http://www.fencingofficials.org/Info/HandbookForReferees.html#_Toc976_809)
 - e. Information
 - i. Download the information sheet on the competition. You can get it from the USFA web site <http://www.usfencing.org> This sheet will have information on:
 - 1 ground transportation
 - 2 the address of the host hotel and venue
 - 3 start times for the competition.

II. Travel arrangements

- a. Book your plane ticket 3 weeks in advance.
- b. Go to one of the on-line travel agencies to find out the best flights, make note of the flight numbers, departure and arrival times, connecting cities, and the price.
 - i. <http://www.orbitz.com>
 - ii. <http://www.travelocity.com>
 - iii. <http://www.expedia.com>
- c. Call Guide Travel (1-800-836-6072) to book the flight.
 - i. Give Diane the flight number, destination city, departure time, etc to assist in booking the correct flight.
 - ii. We have about a \$75 margin, between one flight and another similar flight. If you prefer United, and there's a Delta flight that's \$200 cheaper, take the Delta. No one expects you to take a flight with 3 stops, just to save a few bucks. Use common sense.
 - d. If the ticket is more than \$600, or so, investigate near-by cities. It might be much cheaper to fly into a neighboring city, and, in conjunction with 2 or 3 other referees, rent a car. This is reasonable, if the savings are enough. Work with the Lead Referee on these special arrangements.
 - e. Plan on arriving the day before the competition starts, in case you need extra travel time. Also plan on taking the last flight out, on the last day of competition. If the last flight leaves before 5 pm, plan on staying over until the next morning.

III. At the beginning of the Competition

- a. There will be a mandatory referee meeting 30 minutes before the close of registration of the first event. The meeting is usually in the referee lounge at the competition site. If

it is somewhere else, messages will be left at the front desk and notification will be posted in the host hotel.

b. For each subsequent day, there will be a mandatory meeting 15 minutes prior to the close of registration of the first event for the referees called in for that event. Referees called later (if any) will be notified of the time to report. Check in with the FOC upon arrival in the venue.

c. The organizers will provide weights and shims. Referees are expected to provide their own clocks and cards.

IV. On the strip

a. Remember that competitions are very serious. Follow correct protocol at all times.

b. Be calm, confident, professional

c. Don't rush.

V. At the end of the competition

a. Fill out the Expense form and either turn it in to an FOC Assigner or send it in promptly to the USFA office.

i. Keep copies of all receipts; send originals with your expense report.

b. Use your current rating, the appropriate honorarium for each day you referee, and \$20 per diem for each day you spend on the trip.

d. Use English when describing the action.

i. Be concise and use correct terminology. It will keep you from saying too much! Remember, referees don't explain, they describe. Do not address (even by making eye contact or pointing) the fencers or coaches when making your call. Do address the fencers or coaches when issuing penalty cards.

e. Use all the hand gestures.

i. Many referees are judged on appearance. Hand gestures are an important part of a referee's professional image.

f. Don't Volunteer information while refereeing.

i. Make the calls, don't elaborate.

ii. If a fencer asks for an explanation, simply restate the action: "Attack, left. Counter-attack, right. Touch Left"

g. Follow protocol exactly when checking a weapon, both before the bout, and when presented after a possible failed touch.

h. Stay close to the Bout Committee table between assignments.

i. There are seldom good PA systems at these competitions; it's very hard to hear announcements. It slows the entire competition down when the FOC has to track down Referees wander away from the table. If you must leave the venue, you MUST inform the FOC Assigner.

i. Don't coach or cheer for team mates or students while you are on duty.

i. It's acceptable to sit with your team before the competition, and to relay information to your team during the day, but remember that you are impartial, and should present yourself so. Once you've been released, remove your referee attire (at least your jacket) before cheering for team mates/students.

V. Compensation

Rating	Honorarium	Per diem	Total per day
1	100	20	120
2	100	20	120
3	65	20	85
4	45	20	65
5	45	20	65
6	20	20	40
7	20	20	40
8	20	20	40
9	20	20	40
10	20	20	40

VI. Contact Information

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The Fencing Officials Commission Website

<http://www.fencingofficials.org>