



**Manual of Instructions for organizing  
National Championships  
Contents**

- 1. Introduction**
- 2. Competitions**
- 3. Age limits**
- 4. Events**
- 5. Duration**
- 6. Allotment**
- 7. Entries**
- 8. Invitation**
- 9. Responsibilities of the Organizing Committee**
- 10. Finance**
- 11. Hospitality**
- 12. Transport**
- 13. Arena**
- 14. Medical**
- 15. Reception**
- 16. Publicity**
- 17. Souvenir**
- 18. Ceremonial**
- 19. Mementoes**
- 20. Functional seminar**
- 21. Documents to be given to teams**
- 22. Technical Commission**
- 23. Director Competition**
- 24. Organizing Secretary**
- 25. Maintenance of order and discipline**
- 26. Competitors pledge**
- 27. Duties of Team Manager**
- 28. Duties of Team Captain**
- 29. Duties of Coaches/Trainers/Technicians**
- 30. Duties of Spectators**
- 31. Disciplinary Authorities**
- 32. Role of Executive Committee of FAI**
- 33. Role of General Council of FAI**
- 34. Organization Rules**
- 35. Bodies responsible for organization and control**
- 36. Checking of equipment**
- 37. Time Table**
- 38. Final report**
- 39. Conclusion**



## FENCING FEDERATION OF INDIA

### Manual of Instructions for organizing National Fencing Championships

1. Introduction: This Manual is intended to make the organizing Association conversant with the various problems that arise in the organization of the Annual National Fencing Championships. This manual is expected to minimize correspondence between the unit organizing the National Championships and the FAI for seeking guidance on various aspects or requirements of the Championships and to bring about uniformity in the conduct of various Fencing competitions in the country and to standardize various administrative arrangements.
  - 1.1 These instructions contained in this Manual serve as guidelines only and therefore cannot be said to cover each and every aspect of the National Championships.
  - 1.2 In any case, the points not raised or elucidated herein, may be got clarified from the FAI with whom the entire responsibility in the conduct of the National Championships rests.
  - 1.3 One of the objectives of the FAI is to hold National Championships for men, women, boys and girls and organize zonal and such other championships/competitions as may be decided by the FAI from time to time.
  - 1.4 While the Zonal/Regional Championships and other competitions may be of a restrictive nature, the National Championships are open to participation by all aFAlliated units of the Federation, in conformity with the rules and regulations of such competitions stated herein and amended from time to time and subject to fulfilling the conditions prescribed in the constitution of the FAI
  - 1.5 All such competitions shall be conducted in accordance with the rules governing the conduct of the competitions in the conformity with the rules of the game framed by the FIE and that may be amended from time to time and adopted by the FAI.
  - 1.6 Organisation of National/Zonal/other competitions may be entrusted to one of the aFAlliated units of the FAI or to an adhoc body that may be constituted by the Federation and/or by the Federation directly.
2. Aims and Objectives:
  - 2.1 To achieve perfection in the administrative and technical conduct of the competition.
  - 2.2 To bring about uniformity in the organization of the different competitions.
  - 2.3 To provide conducive environment to participants to achieve high level performance.
  - 2.4 To provide unbiased competitions to the participants.
  - 2.5 To make available standard equipment/infrastructure to all the participants.



2.6 To inform the participants the competition in advance.

2.7 To specify the role, duties and responsibilities of the FAI. The organizers, technical officials, Director Competition, competitors and coaches.

### 3. Competitions:

3.1 The National Championships will be conducted for senior, junior, cadet and sub-junior sections for men and/or women, boys and girls, annually and will be serially numbered right from their inception.

3.2 Similarly, zonal competitions may also be conducted in sections/groups, as specified above.

3.3 To fall in line with the pattern of competition conducted by the FIE, it is proposed to introduce 'Cadet' competitions in accordance with the prescribed age limits for the respective groups laid down by the F.I.E.

3.4 In addition to National/Zonal competitions, the FAI may grant permission to any agency/affiliated units/clubs/organization to hold 'Invitation Meet' and the status of the meet will be decided by the FAI. The FAI may charge 'competition fee', as may be prescribed from time to time.

3.5 The FAI is empowered to hold on its own or through any other organization/individual such competitions, including international meets.

### 4. Age Limits:

4.1 The following are the age limits prescribed for competitions at various levels.

(i) (a) Sub-junior-Boys and Girls-less than 14 years of age as on 1<sup>st</sup> January of the year in which the National Sub-junior Championship is held. It will be held in 'individual' events with participants not exceeding 2 participants in each weapon.

(ii) (b) Cadet-Boys and Girls-less than 17 years of age as on 1<sup>st</sup> January of the year in which the National Cadet Championship is held.

(iii) Junior-Boys and Girls-less than 20 years of age as on 1<sup>st</sup> January of the year in which the National Junior Championship is held.

(iv) Senior-Men and Women.

Note: Sub-Junior and Cadet Championships will be held together.

These age limits will also be applicable to Zonal and other competitions that may be organized /conducted under the aegis of the Federation.



5. Events:

5.1 The competitions at the National/Zonal levels shall comprise of six events each, in individual and team competitions, barring the Sub-Junior. The individual/team events consist of Foil, Epee and Sabre, both for men and women, boys and girls sections. Competitions in the National Championships at various levels will be conducted in the foresaid events. However, competitions in one or more events may be conducted as 'open' events.

6. Duration:

6.1 The competitions will be conducted over a period of 4 days. The individual events will precede the team events. In other words, the individual events will be conducted in the first two days of the competition, followed by team competitions on the following next two days. Notwithstanding, the FAI in consultation with the organizers, may increase or decrease the duration of the competition both for team and individual events depending on exigencies. The duration of competition for 'open' events may also vary, depending on the number of events to be conducted.

7. Allotment: The National Championships will always remain the property of the FAI and the ultimate responsibility for its conduct will always lie with the FAI

7.1 All literature, letter-heads and publicity materials should clearly indicate that the Championships are being conducted under the direction of the FAI

7.2 State Associations affiliated to the FAI may bid for organization of the National/Zonal/other competitions that are required to be held under the aegis of the FAI in the prescribed form. Applications so received will be considered by the Executive Committee/General Council/President of the FAI, which/who are/is empowered to finalize the allotment. In case there is more than one applicant for a particular Championship, the State which had not organized such competition shall be given preference over the one which had organized similar Championship. An Association bidding for allotment of any Nationals, should deposit Rs.10, 000/- by demand draft drawn in favour of the Fencing Federation of India, as guarantee/security money. In case of failure to conduct the allotted competition, without genuine reasons, the deposit will be forfeited.

7.3 Allotment of the competitions shall be made, as far as possible, one year in advance to facilitate the organizers to plan for the organization of the Championship. The organizing unit to whom the competition has been allotted by the FAI will prepare a budget for holding the competition and arrange to send it to FAI. The FAI on receipt shall make an applicant in the prescribed format to the Union Ministry of Sports for financial assistance.

7.4 Three months before the Championship, the FAI will depute an Observer, preferably from nearby State/unit to check all necessary arrangements to be made by the organizers at the proposed venue of the competition and submit a report to FAI for such action as may deem necessary.



- 7.5 The FAI will arrange to send the prospectus, the prescribed entry forms and eligibility certificate relating to the Championships 60 days before the date of the commencement of the Championships. The FAI as well as the Organizers of the Championships will receive the entries, as per rules of the Association.
- 7.6 The Director Competition and other Technical Officials will be nominated by the FAI/Technical Commission, FAI.
- 7.7 The Organizers will in consultation with the FAI/Technical Commission, FAI, fix the time, date and place of the draw.
- 7.8 The FAI will arrange at the cost of the host Association, printing of prospectus, score sheets and other printed literature required for the successful organization of the Championships.
- 7.9 The FAI will also provide, at the cost of the host Association, medals and merit certificates of the recognized pattern and in accordance with the norms prescribed by the FAI for the various events.
- 7.10 The FAI will supervise all the arrangements of the Championships and issue directions, as and when necessary. The FAI will also advise the host association on all matters, whenever brought to them by the host Association.
- 7.11 Rolling trophies will be arranged by the FAI for winners of team Championship in each section i.e. boys/men; girls/women of the Championship and overall trophy who secure maximum points in both sections of the team Championships.
- 7.12 Registration: All players who participate in the National Championships shall be registered with the FAI and issued registration cards' as a 'licence', which shall be renewed annually.
8. Entries:
- 8.1 Entries for the National Championships shall be called by the FAI in the prescribed form. One copy of the entry form duly filled in shall be sent to the FAI and the other to the organizers of the National Championship. In case of sub-junior, cadet and junior events the entries shall be accompanied by attested copies of the certificates for verification of age (date of birth) by the head of the Institution or Municipal authorities. Attested copies of the certificates shall be sent to the FAI. Entries will be accepted only if they are accompanied by 'age certificates', as prescribed. However, no such certificates will be required in case of competitions for National Senior Championship.
- 8.2 Participants: A maximum number of 4 fencers (including one reserve) in each weapon from each State could participate in the National/Regional 'team event' competition. In 'individual event' competition, each State could enter 2 of their best fencers in each weapon, except for National Sub-Junior competition where a maximum of 2 fencers from each State could be entered to participate in 'individual event' competition, there being no team competition in the latter i.e. National Sub-Junior Championship.



- 8.2.1 In the National Cadet 'individual competition' the first 4 fencers in each event in order of ranking in the National Sub-Junior section may also participate, if desired. Similarly, the first 4 national rankers in each weapon in the previous edition of the National Cadet Championship could take part in the succeeding National Junior Championship and the same pattern will be followed in respect of National Junior Championship to participate in the National Senior Championship i.e. the first 4 rankers in the National Junior Championship, could take part in the National Senior Championship. This will be followed, if found feasible, to give more competitive exposure to the fencers in the higher category i.e. sub-junior to cadet and junior to senior age-group of fencers and facilitate selection of best and potential fencers to consider inclusion in the National coaching camp and or in the National team selected to participate in the international tournaments.
- 8.3 Eligibility: For participation in the National/Regional Championships and such other competitions as may be held under the auspices of the FAI participating State Association concerned must observe and abide by the rules of the FAI.
- 8.4 A fencer can represent either the State to which he/she belongs or the State in which he/she is studying/working at least for a period of six months immediately preceding the National Championship. Representation from any other State shall disqualify him/her disciplinary action will be taken by the FAI against the defaulting State Association concerned. Mutual consent of the State Associations concerned should be taken at least 3 months in advance in writing, where considered necessary.
- 8.5 Normally the last date for receipt of final entries by name by the FAI as well as the organizers shall be 15 days prior to the commencement of the Championship. Changes, if any, should be intimated to the organizers under advise to the FAI at least 3 clear days prior to the commencement of the Championship. No changes of entries shall be accepted on the spot, except on medical grounds, before the draw of the competition is conducted, only after due verification. If any of the aFAlliated unit fails to send the entries in time, as prescribed, the unit will not be allowed to participate in the competition.
9. Invitation:
- 9.1 Intimation of the National Championship relating to actual dates, venue of the Championship and the names of the organizers with their oFAlcial address, and last date for receipt of entries will be intimated by the FAI to all the aFAlliated units at least 60 days prior to the date of commencement of the competition. FAI shall also send the entry form and rail concession form along with intimation. In case of Sub-Junior/Cadet/Junior Championships, it will also include 'eligibility certificate'. The organizers of such Championship shall furnish further details relating to local hospitality, transport arrangement, climatic conditions, etc. to all the aFAlliated units at least 45 days prior to the commencement of the Championship.



9.2 All such communications shall be sent by the fastest means of communication available with the organizers, on the one side and the recipients on the other side, with utmost expediency.

10. Responsibilities of the FAI: The FAI will be responsible for allotment of all competitions and other allied matters as given below:-

- a) Nature of the Indoor stadium where the competition will be held
- b) Type of accommodation to be provided by the Organizers
- c) Nomination of Jury of Appeal, Director Competition, Technical delegate and other technical officials
- d) Last date of entry
- e) Provision of medals and merit/participation certificate
- f) Will be overall incharge of the competition
- g) Will be responsible to carry out the dope test
- h) Will be responsible to ensure that only eligible (after verification of age) fencers be allowed to participate
- i) Will ensure that standard equipment are used in the competition
- j) Will send an Observer in advance to supervise the facilities available for the competition
- k) Will decide the rules and regulations for the participation of fencers
- l) Will fix the qualifying norms for participation in various meets
- m) Will decide the protocol during the Opening & Closing ceremonies
- n) Will provide railway concession forms to the participating units well in time

11. Responsibilities of the Organizing Committee:

11.1 For the successful conduct of the Championships, the host Association to whom the option of conducting the National Championships has been given by the FAI, will appoint an Organizing Committee for the purpose, which shall necessarily include the Hon. Secretary and Hon. Treasurer of the FAI as its ex-officio members. The host Association will also nominate an Organizing Secretary of the Championships.

11.2 The organizers will be responsible for making all necessary arrangements for the successful conduct of the Championships, which will include-



- a) Selecting suitable arena and get the approval of the FAI
- b) Making seating arrangements in the Stadium
- c) Making suitable seating arrangements in the warm-up area for the competitors and coaches
- d) Ensure availability of approved equipment
- e) Arrange suitable accommodation for the participants
- f) Will prepare score sheets with the logo of FAI
- g) Will prepare the result sheets etc.
- h) All the stationery used for this purpose will carry FAI logo
- i) Adequate place will be earmarked for Jury of Appeal
- j) Will provide adequate place for the camp of the FAI to operate their activities at the venue of the National Championship
- k) Arrangements to be made for holding meetings of the FAI
- l) Will reimburse to and fro railway fare to the technical officials nominated for the Championships
- m) Will provide a separate block for the media
- n) Will make arrangements for compute fax machine and facility of STD to be used by different agencies against payment
- o) Special care should be taken to run the programme in time and under no circumstances delay the programme
- p) Will provide separate enclosures for all participants, team officials, technical officials etc.
- q) Will be responsible for video recording and photographs of all events and a copy of the same is required to be given to the FAI
- r) Will be responsible for circulating all the results within 3 minutes of the conclusion of each Event to all the VIPs, Media And Coaches
- s) There should be sufficient arrangements for photocopiers, computers in the room of the Director Competition
- t) Should ensure proper discipline and barricade the arena to make effort to prevent entry of persons not connected with the event



- u) Will arrange to provide placards with the name of the participating units which will be carried by local children during Opening and Closing functions
- v) To facilitate the participants in arranging rail tickets etc.
- w) Send the detailed results to all the teams after the conclusion of the competition
- x) Send the detailed report of the competition within 15 days to the FAI
- y) If organizers wish to present 'memento' or gift to officials, participants etc. they may do so in consultation with the FAI in advance
- z) Will be responsible for conducting the opening, closing and victory ceremonies, as per laid down procedures.

11.3 In view of the volume of work involved in organizing the Championships, the following Sub-committees with suitable persons as Chairman and Convenor/s may be formed, so that the responsibilities and powers are delegated to them to look after specific job requirements. As far as possible each of these Sub-committees should be limited to five/seven members:

- a) Hospitality Committee
- b) Reception Committee
- c) Hall Committee
- d) Ceremonial Committee
- e) Finance Committee
- f) Publicity Committee
- g) Transport Committee
- h) Souvenir Committee
- i) Medical Committee

11.4 The host Association should intimate all the affiliated Associations 45 clear days before the commencement of the Championships (a) place (the actual venue) where the Championships will be conducted; (b) details of board and lodge arrangements; (c) weather conditions during the Championships; and (d) address for correspondence with phone, fax, e-mail and postal addresses etc. The host association shall arrange to provide necessary equipment for conduct of the competition.

11.5 Financial responsibility: Apart from the cost of organizational expenses involved towards rental on playing hall, board and lodge, transport, publicity charges etc., the host Association should meet AC-3 tier concessional return fare or actual fare,



whichever is less, and daily allowance as may be prescribed for the duration of the Championships for the Director Competition, Technical Officials etc. for attending the Championships.

## 12. Finance:

12.1 It shall be the responsibility of the organizers to raise funds for the organization of the competition entrusted to them. Hence they shall make every effort to arrange to get the competition sponsored by corporate houses etc. The revenue generally derives from the following sources. Notwithstanding, FAI may also explore the feasibility of getting sponsorship for organization of such competitions.

- a) Union Government grant
- b) State Government/Sports Council grant
- c) Donations/Sponsorship
- d) Publication of souvenir programme ; and
- e) Advertisement within and outside the venue through banners, posters, etc.

12.2 The FAI will apply and obtain the grant from the Union Govt. in accordance with the prevailing Govt. rules. However, it must be remembered that host association should not fail to render audited accounts of the Championships within the stipulated time in conformity with the conditions laid down by the Central Govt.

12.3 The FAI will remit the Union Government's grant to the host association after deducting the royalty amount and the expenses the FAI incurs on behalf of the host association on different counts.

12.4 State Government/Sports Council grant, income from donations, sponsorship, and collection of advertisements is the responsibility of the host association and should be entrusted to efficient hands.

12.5 The expenses should be broadly be classified under the following heads:

- a) Board and Lodging arrangements
- b) Booking of Hall
- c) Transport
- d) Medals and certificates
- e) Equipment
- f) Printing and stationery



g) Postage, communications and publicity

h) Miscellaneous

12.6 It is advisable to operate a separate book account in the name of the Championships for smooth and easy accounting.

12.7 The host association should prepare estimated budget of income and expenditure well in advance of the Championships and submit two copies to the FAI as the Union Government grant is subject to submission of these estimates.

### 13. Hospitality:

13.1 The organizers shall arrange to provide free hospitality to the participants-competitors and team officials i.e. managers and coaches and to technical officials viz. referees and judges etc. who will officiate at the matches, from one day before the commencement of the competition to one day after the conclusion of the Championship. This should preferably start from lunch of the day prior to the inauguration and finish with lunch on the following day, after the conclusion, of the Championship. In case any teams wish to arrive at the venue of the Championship earlier than the prescribed period mentioned above, prior intimation, should be sent well in advance, to the organizers for arranging to provide lodging facilities but the expenses on the board etc. shall be borne by the participating units. There is no obligation on the part of the organizers to provide this additional facility. However, they could explore the feasibility of arranging free lodging facilities, so that the participating units could get acclimatized to the local conditions. However, the participating units cannot claim this additional facility, as a matter of right.

13.2 The hospitality includes decent residential accommodation for all the participating units and the board facility shall include right from bed tea followed by breakfast, lunch, evening tea and dinner. The quality of food and hygiene should be ensured by the organizers. Local transport will also be provided by the organizers for transport of teams on arrival/departure and during the Championships.

13.3 It is also desirable to ensure that adequate number of toilets, potable water for drinking purposes and electricity during the stay of the participants. No member of the team including officials shall bring their family members to the lodging place, where the teams are accommodated to reside with them.

13.4 The organizers shall also arrange to provide hospitality in a decent hotel/guest-house to the office-bearers of the FAI, Presidents/Secretaries of the affiliated units of the FAI, technical officials, Selection and Technical Commission members. Such officials shall arrange to send an intimation to the organizers well in advance to facilitate the organizers for booking of the requisite accommodation. The host Association must also indicate in advance the amount they would charge to such persons who are not entitled to free/subsidized hospitality to the participating associations.



- 13.5 The success of the Championships depends on three factors viz. (a) good playing conditions; (b) good hospitality arrangements and (c) perfect playing schedule.
- 13.6 The need for good board and lodge arrangements cannot be emphasized enough, although it is impossible to satisfy one and all who come from different parts of the country where food habits radically differ. If the Championships take place in winter season, where the climate is cool, minimum amenities like cot(with mattress and blankets, if possible), a table and chairs etc., arrangements to provide hot water for bathing are to be arranged. Where mattress and blankets are not available, the host Association intimates the participating teams and asks them to bring beddings and blankets with them.
- 13.7 As far as possible, depending on the size of the room, over-crowding should not be permitted in the lodging room. It should be ensured that sufficient bathrooms and lavatories in clean condition are available. Medical facilities should be easily available at all the places where the players are lodged.
- 13.8 The host association should appoint a local liaison officer at each place where the players are lodged who will render any assistance required by the teams and meet emergency situations. He/she will be responsible to liaise with the organizers.
- 13.9 Security arrangements for safety of the players and their property should be ensured at all times.
- 13.10 A standard menu for everyday will be chalked out by the Organizing Committee duly approved by the FAI in advance. The menu so drawn must be adhered to and deviation/changes, if any, may be made in consultation with the Managers of the participating teams.
14. Transport:
- 14.1 Where, in the opinion of the FAI, the staying arrangements are made at a distance from the venue of competition, it is necessary that free transport arrangements are made for the players and technical officials to reach the playing arena in time. A fixed schedule should be arranged for the availability of buses at regular intervals. This time table should be notified to the Managers of all the teams on their arrival and the Technical Officials, where they are lodged.
- 14.2 Independent transport arrangements should be made for the President, Secretary/Treasurer and the Director Competition.
- 14.3 Transport arrangements shall also be made to carry the team members and their luggage from the station/airport to the place of their lodging, on arrival. Similar arrangements should be made at the time of their departure.
- 14.4 Organizers should try and arrange with local and State Transport Organization to organize special buses to ply from, or via boarding/lodging place, if feasible, to the arena to facilitate public to witness the Championship.



## 15. Arena(Hall Committee):

- 15.1 The playing conditions for the National Championships should be as per rules laid down by the F.I.E., for regional/international competitions.
- 15.2 The playing arena should have space for at least four pistes. The FIE has specified the playing arena for each piste and the FAI may, if it becomes expedient, accept a playing area of lesser dimensions. In the playing area, provision should be made for a score board/apparatus, chairs, tables for scorers, timekeeper etc.
- 15.3 Lighting: While general lighting is permissible, if it gives the specified intensity of illumination of 700 lux or more, wherever practicable, it will facilitate televising the event. It is preferable to avoid mixed lighting. Provision for emergency lighting should be made in case of power failure. Where there are spectators in the background, the lighting there should be subdued compared with that in the playing area. The background should not contain naked light sources or day light through uncovered windows.
- 15.4 Seating arrangements: There should be enough seating arrangements for the visitors, guests and participants in the hall. Separate enclosures should be made for the media, OFAIce-bearers and members of the FAI/organizers etc. A separate enclosure in a prominent place should be provided for the Director Competition, Referees and Judges. The enclosure must be at a point from where all pistes are visible to the Director Competition. Arrangements should be made to fix microphone for the Director Competition and loud speakers both inside the hall, rest room, canteen, practice hall and outside the main venue. Seating arrangements for the participating team members should be provided at both ends of each piste, outside the playing area.
- 15.5 Maintenance: It must be ensured that facilities for cleaning of the hall, especially playing arena are available at all times. There should be arrangements for drinking water for the players inside the hall.
- 15.6 Arrangements should also be made to provide the Director Competition a computer with a printer and photocopying machine, so that results of the matches could be made available to the media without loss of time.
- 15.7 One or more notice boards as may be required should be provided to enable the Director Competition to display the draws and results. All help should be given to the Director Competition to prepare necessary charts for displaying the results and other information on the boards.
- 15.8 In the arena, there should be arrangements for separate rest-room for men and women players and technical OFAIcials.



- 15.9 The Committee should also provide two office rooms, one for the FAI's secretariat and another for Director Competition, as nearer to the arena as possible and within the campus.
- 15.10 Suitable arrangements should be made to have a canteen for hot and cold beverages and light refreshments, outside the hall.
- 15.11 Arrangements should also be made with the Postal, Telephone Departments to provide necessary facilities outside the hall or at the residential campus.
- 15.12 Latrines and urinals (separate for men and women) exclusively for the players should be made available. Similar arrangements should also be made separately for men and women for the public outside the hall.
- 15.13 Necessary sign boards such as "NO SMOKING"; "KEEP SILENCE" etc. etc. should be provided.
- 15.14 The Hall Committee should provide services of volunteers to the Director Competition to ensure that the arena and pistes are kept clean at all times. Similarly, they should also ensure that an electrician is available at all times.
- 15.15 Photographers should be clearly instructed to avoid use of flash bulbs during play.
- 15.16 Separate entrances should be available to the players for quick entry/exit.
- 15.17 The National Flag, FAI flag and flags of affiliated units should be displayed outside the hall.
- 15.18 Public conveyance stands should be arranged outside the hall.
- 15.19 The Committee should also make provision for practice of players.
16. Medical:
- 16.1 The Medical Committee should ensure adequate facilities and availability of competent Doctor at the hall during the duration of the matches. Availability of an ambulance outside the hall should be ensured to meet any unforeseen contingency/emergency.
- 16.2 Adequate medicines to meet any emergency should be available
- 16.3 The Committee may also depute a doctor daily to the camp/lodging place of participants to attend to any medical assistance needed.
17. Reception:
- 17.1 The participating teams will notify the host Association the particulars of the train, time and date of their arrival. Arrangements should be made to receive the teams and take them quickly to the place where they are to be lodged. For this purpose a chart



of arrival should be prepared and given to the Transport Committee to make transport arrangements.

- 17.2 Similar arrangements should be made while the teams leave after the conclusion of the Championship.
- 17.3 A reception center may be opened at the station/s which should be manned by people knowing the details regarding the arrangements made for the Championship, particularly about the lodging place etc. They should also be able to make transport arrangements to take the teams, whose intimation of arrival has not been received, to the appropriate place of stay.
- 17.4 Entertainment: It would be in the fitness of things that some interesting entertainment is provided by the host Association to the participants during the National Championship. The suggestion in this regard is that arrangements should be made to organize a cultural show like folk dance, light musical programme, either vocal or instrumental, which do not tend to be boredom. An opportunity should also be given to the participants to actively participate in the show. Humorous skit will bring a lot of pleasure to the participants.
- 17.5 A sight seeing programme, which will not involve lot of strain on the players and subject to availability of time, may be arranged. These places should be interesting place of importance of the particular town.
- 17.6 A farewell dinner should invariably be arranged by the Organizing Committee, on the last day of the Championship. Some entertainment programme may also be organized on this occasion.
18. Publicity:
- 18.1 Publicity plays an important part in the success of any Championship, particularly the National Championship. The suggested mode of publicity is as under:-
- a) Display of banners indicating the National Championship, venue and date. They should be displayed at strategic and important points of the city or town where the championship is to be held. They may be in English and/or in the language of the State. Similar banners should also be prominently be displayed at the railway station.
  - b) If the expenditure is not very high, the organizers may explore the possibility of printing attractive posters giving important information pertaining to the Championship, which includes the venue, dates etc.
  - c) It must be ensured that liaison is kept with All India Radio, Doordarshan, private TV channels and films division for coverage of matches.
19. Souvenir:
- 19.1 National Championship souvenir is an important document of the FAI. Apart



from being a source of revenue for the Championship, the souvenir should be brought out by the host Association to commemorate the occasion.

19.2 The souvenir may contain the following messages.

- a) Message from the Union Minister of Sports, State Chief Minister, State Sports Minister, President and Secretary of the FAI and other important dignitaries.
- b) It should normally contain a 'welcome' message by the Chairman of the Organizing Committee.
- c) The history in brief of the FAI.
- d) A brief note on the aFAlliated State units along with their emblems.
- e) Championship rolls- past results etc.
- f) A list of the FAI Executive Committee, Organizing Committee members and list of aFAlliated units of the FAI.
- g) Action photographs of the previous National Championship and important players and photographs of at least a few leading players of every state.
- h) Technical and important articles by sports scribes, coaches and outstanding players.
- i) Advertisements
- j) Any other material, as may be directed by the FAI.

19.3 It must be ensured that there is no derogatory article published in the souvenir. The host Association will be responsible for violation, if any.

## 20. Ceremonial:

20.1 Arrangements for the function must be decided in consultation with the President/Secretary of the FAI.

20.2 As far as possible, the inauguration should be held either on the evening of the eve of the Championship or in the morning of the first day of the Championship. In case it is held on the eve of the Championship, the participating State units must be notified to that effect, well in advance.

20.3 The Opening Ceremony should include the march past of all the teams participating, who may be either in their playing or ceremonial uniform. Each team should be preceded preferably by a student youth holding a placard stating the name of the State unit. The teams should march in



alphabetical order and the team of the host Association entering last. A proper band should be provided for the march past.

20.4 It is essential for ensuring the success of the march past to conduct rehearsals at least of the girls or boys carrying the placards, so that they could know the directions to follow and the position to take up.

20.5 Marking on the floors should be invariably done to avoid any mistake.

20.6 The local point towards which the participants in the march past will face should be the dais with a microphone connected to a public address system.

20.7 The President of the FAI and the Chairman of the Organising Committee should be given place of honour on the dais along with high ranking guest of the FAI and the organising Association.

20.8 Place of privilege should then be provided for other officials of the Executive Committee of the FAI and the Presidents/Secretaries of the State Associations. The seating arrangement should be finalised in consultation with the Honorary Secretary of the FAI beforehand.

20.9 The following procedure is suggested for the Opening Ceremony:-

(a) The guest of honour is received by the President/Secretary of the host Association at the entrance of the stadium and conducted to the rostrum. He will be introduced by the organisers to the official bearers of the FAI/VIPs who are seated in the rostrum.

(b) March past begins.

(c) Welcome speech by the Chairman of the Organising Committee and the introduction of the Chief Guest.

(d) Guest of honour is garlanded or presents a bouquet.

(e) Welcome address by the Organising Secretary. Thereafter Secretary General of the FAI will make a speech followed by the Chief Guest who will also declare the Championship open. Immediately a fanfare may be sounded.

(f) Oath taking by a fencer followed by a technical official of the host Association.

Oath: " In the name of all the competitors, I promise that we shall take part in the National Championship, respecting and abiding by the rules which govern them, in the true spirit of sportsmanship, for the glory and the honour of our teams".

Later the technical official of the host Association shall take the oath

Oath: " In the name of all the Referees and officials, I promise that we shall officiate in the National Championship with complete impartiality, respecting and abiding by the rules which govern them, in the true spirit of sportsmanship".

(g) Vote of thanks by the official of the host Association.



(h) Participating teams march out and seated in their allotted enclosure.

(i) Cultural programme, if any- maximum 20 minutes.

20.10 The speeches should be brief. It is important that the palyers should not be made to stand for an unduly long time in the arena.

20.11 Presentation of awards: The entire details of the presentation of awards should be decided in consultation with the Secretary of the FAI and protocol, as may be presented by the FAI.

20.12 A podium big enough for accomodating first, second (4 players each) and the third team (2 teams, 4 players each) should be provided. A table draped with cloth should also be arranged to keep the trophies. The table should be embellished with flowers array. The prize winners should be called forward over loudspeaker system and should be marched to the podium to take their position as their accomplishments are announced.

20.13 The announcer then should call the person making the presentation giving his full title. Such person should be escorted to the podium by the other persons so designated for the duty.

20.14 Trophies, medals, etc. on a bright cushion/tray should be carried out by the girls selected for the purpose.

20.15 It is important that the girls carrying the trophy and medals are in ceremonial dress, which should be provided by the host Association.

20.16 It must be ensured that the recipients of the awards receive their prize in playing attire or uniform given by the State concerned.

20.17 Organisers should ensure that there is no undue delay between the end of the play and the award ceremony, as otherwise it would lose the spectators interest.

20.18 The prize distribution ceremony should as far as possible should be held as soon as the final of the each particular event is over.

21. Mementos: The host Association may also explore the possibility of obtaining gifts for the players, invitees from the industrial houses. Mementos like lapel pins, key chains, wallet, etc. may be arranged by the host Association for presenting them to the participants.

22. Functional Seminar:

22.1 The presence of so many coaches and technical oFAlcials should be taken advantage of in arranging discussions. Provision should be made to hold coaches seminar and technical oFAlcials clinic, on suitable dates.

22.2 This may be organised in consultation with the FAI who entrust this work to a suitable person to look after the function which may be held during the National Championship.

23. Documents to be handed over to the teams on arrival: On arrival of the teams the following articles should be handed over to the manager of the teams:-



- (a) Draws and schedule.
- (b) Lunch/dinner coupons, if necessary.
- (c) Invitation card, if any, for inauguration and other functions.
- (d) Transport schedule and arrangements.
- (e) Practice schedules.
- (f) Names and addresses (official/residential) and telephone number of important functionaries of the host Association.

24. Technical Commission:

24.1 The Technical Commission of the FAI shall be responsible for all technical matters of the Championship. The Technical Commission shall assist the Director Competition in the preparation of the schedule of play and interpreting the rules of the game and of the National Championship, correctly.

24.2 The Commission shall decide all controversial points relating to draws, alteration of draws, scheduling, umpires/referees decision that may be referred to it.

24.3 The 'draw' will be conducted one day prior to the commencement of the competition by the Technical Commission, FAI, in the presence of the representatives/team officials of the participating units in accordance with the seedings prescribed. It will also decide as to which entries should go in the main draw, as per the regulations provided.

24.4 In case of doubt in regard to the age of participants their eligibility etc. a protest should be lodged by the affiliated unit concerned and presented to the organisers or Director Competition at the time of the draw. The decision of the Jury of Appeal appointed by the FAI shall be final and binding on all the participating units. Under no circumstances, the commencement of the competition shall be withheld, except in case of unforeseen contingencies and/or natural calamities.

24.5 The Technical Commission has jurisdiction over all the fencers who take part in or are present at a competition which it is running.

24.6 When necessary it can intervene on its own initiative in all disputes.

24.7 It may impose, either on its own initiative or at the request of a referee, all the penalties which are applicable during competitions.

24.8 It is the judicial authority to deal with appeals against the decisions of referees.

24.9 It sends direct to the Central official of the FAI announcements of disciplinary penalties pronounced during the competitions, as well as any requests for censure, suspension, extension of penalty or permanent suspension and requests for ultimate appeals.

24.10 The Technical Commission activates any penalty imposed against which no appeal is possible or which is not subject to suspension.



24.11 The decisions of the Technical Commission that it takes spontaneously or in its own right (as the first level of authority) or appeal made to it are subject to appeal to the Jury/Executive Committee/General Council of the FAI.

24.12 All the decisions of the Technical Commission are immediately enforceable. No appeal against a decision can suspend that decision during a competition.

25. Director of Competition: The FAI shall nominate a 'Director of Competition' and he/she shall be a knowledgeable person, fully conversant with the rules and regulations relating to the conduct of competition etc. The organising unit which has been entrusted with the responsibility of holding the Championship may also recommend a suitable person for the purpose. This shall be taken into consideration while a final decision is taken by the FAI. The Director Competition will be held responsible for the actual conduct of the competition and all matters pertaining to the conduct of the Championship shall be referred to him. He would be responsible for maintaining all records and handing over the same to the FAI on conclusion of the competition.

26. Organising Secretary: The organising unit may nominate a suitable person who is also competent to hold the office of the Organising Secretary, who may be called Director Organisation. The Organising Secretary shall be held responsible for the entire conduct of the Championship, including the facilities to be provided to the competitors, team officials, technical officials and office-bearers of the affiliated units, who may visit the venue of the competition during the Championship. He/she shall arrange to make and confirm booking of accommodation for stay of all participants etc. and booking of stadium for the purpose of conduct of competition, including arranging for reception of teams/officials and protocol to be observed for seating arrangements etc. in the stadium. He shall make arrangements for the reception and transport of team and officials on arrival. In short he shall coordinate all activities relating to the organisation of the Championship.

27. Maintainance of order and discipline:

27.1 Fencers must observe strictly and faithfully the rules for the competition in which they are engaged, the traditional customs of courtesy and integrity and the instructions of the officials.

27.1.1 In particular they will subscribe, in an orderly, disciplined and sporting manner, to the provisions given below. Breaches of these rules may entail punishments by the competent disciplinary authorities after, or even without, prior warning, according to the facts and circumstances.

27.1.2 Everybody taking part in or present at a Fencing competition must remain orderly and must not disturb the smooth running of the competition. During bouts no one is allowed to go near the pistes, to give advice to the fencers, to criticise the Referee or the judges, to insult them or to attempt to influence them in any way. Even the team Captain/Coach/Manager must remain in the space provided for in the Rules. The Referee must stop immediately any activity which disturbs the smooth running of the bout, which he is refereeing.

27.1.3 Smoking in competition halls is strictly forbidden. Smoking will be considered as a disturbance of the smooth running of the competition.

27.1.4 Any breach of the rules will be punished as laid down in the relevant provisions of the FAI/F.I.E.

27.2 The Referee and/or the Chairman/Convenor, Technical Commission on their own authority or at the request of an official delegate of the FAI or of the Organising Committee, can decide to expel from the competition venue, with or without a warning, any person who by his gestures, attitude or language disturbs the good order or smooth running of the event.



28. The Competitors:

(a) Pledge of honour

28.1 By the mere fact of entering a fencing competition, the fencers pledge their honour to observe and abide by the regulations and the decisions of the judges, to be respectful towards the members of the jury and scrupulously to obey the orders and injunctions of the Referee.

(b) Refusing to fence an opponent

28.2 No fencer (individual or team) from an affiliated unit to the FAI may take part in an official competition if he refuses to fence against any other fencer whatsoever (individual or team) correctly entered in the event. Should this rule be broken, the competitor concerned, individual or team, shall immediately be disqualified and the Jury shall consider whether there are grounds, and to what extent, for taking sanctions against the Association to which the disqualified competitor belongs.

(c) Presence on time

28.3 The fencers, completely equipped, with all equipment and uniform conforming with the regulations and ready to fence, must be present at the time and place appointed for the beginning of the pool, match, or bout of direct elimination, or at the time appointed for the checking of their equipment before their bout as well as during the competition, whenever the Referee requires it.

28.3.1 They must arrive on the piste completely ready to fence their bouts, with two weapons (one as a spare) and two bodywires (one as a spare), which satisfy the Regulations and are in perfect working order.

28.3.2 For any fencer not present, or any team which does not have all its members present, when called by the Referee at the time published for the beginning of the pool, match or bouts of direct elimination, there will be two repetitions of the call, at intervals of one minute, to be followed by exclusion from the competition by the Referee, if the fencer or the entire team have not presented themselves by the third call.

28.3.3 In the course of the competition (individual or team), when a fencer has been warned that it is his turn to fence and if he does not present himself when called by the Referee, the Referee will apply the penalties provided for in the rules of the game.

28.3.4 Equally, should a fencer abandon a bout by leaving the piste, he will be penalised, as specified in the rules.

28.3.5 During a team match, should there be a modification in the order of bouts in the match, either intentionally or unintentionally the team, which has made the modification loses the match.

28.4 (d) Fencing etiquette

28.4.1 The competitors must fence faithfully and strictly according to the rules laid down in the rules. All breaches of the rules will incur the penalties laid down in the rules.

28.4.2 All bouts must preserve the character of a courteous and frank encounter. All irregular actions (fleece attack which finishes with a collision, jostling the opponent, disorderly fencing, a fall, irregular movements on the piste, hits achieved with undue violence, hits made while falling) are strictly forbidden. Should such an offence occur, any hit scored by the fencer at fault is annulled.



28.4.3 Before the beginning of the bout the two fencers must perform a fencing salute to their opponent, to the spectators and to the Referee. If one of the two fencers does not comply with this rule, he will receive a penalty hit (red card) from the Referee. If, after receiving the red card, he does not comply, he will be excluded from the competition. If, both fencers commit the offence, they will both be excluded from the competition.

28.4.4 When the final hit has been scored, the bout is not ended until the two fencers have saluted each other, the audience and the Referee, To this end, they must remain still while the Referee is making his decision. When he has given his decision, they must proceed with the fencer's salute, which is performed by lifting the weapons guard up to the chin, and must shake hands with their opponent, with the unarmed hand.

28.4.5 If the winner does not comply with this rule, the hit given to his advantage is annulled. If the loser fails to comply, he will be suspended for two competitions. If both fencers so fail, they will be excluded from the competition.

28.4.6 The fencer, whether on or off the piste, must keep his mask on until the Referee calls halt. He may under no circumstances address the Referee until the Referee has made his decision.

28.4.7 Under no circumstances may fencers remove their clothes on the piste, even to change their bodywires.

28.4.8 Immediately after the end of a pool or a direct elimination bout the fencers must sign the pool or bout score sheet, under the responsibility of the Referee, who must check the accuracy of the results on this score sheet. Before the score sheet is returned to the Director Technical, the Referee must indicate in writing if a fencer refuses to sign it. No subsequent appeal relating to the results will be allowed.

#### 28.5 (e) Personal effort

28.5.1 Competitors must fence to their utmost ability in a sportsmanlike manner until the end of the competition in order to obtain the best possible classification, without giving away hits or seeking to be favoured by being given hits by anyone.

29. The team manager: In all competitions, all competitors of the same State must be under the direction of a team manager (who may or may not fence), who is responsible to the Technical Committee of the Organising Committee and Director Competition for the discipline, conduct and sportsmanship of the members of his team. The manager shall inter alia be responsible:-

- To send all participants for the march past.
- To ensure that participants report in time in proper kit for competition and victory ceremony.
- To send the competitors for 'dope test' if warranted.
- To hand over their Association flag to organisers.
- To attend meeting called by organisers/FAI.
- To confirm and reconfirm the entries in time.

30. The team captain: In team events, only the team captain/Manager/Coach has the right to



be placed with his fencers in the piste enclosure and to approach the Chairman/Convenor of the Technical Commission, the referees, etc., in order to decide technical matters, or to register protests.

31. *The coaches, trainers and technicians*

31.1 The coaches, trainers and technicians are not allowed to remain near their fencers in the piste enclosure during the individual competition.

31.1.1 The Referee may, whenever he considers it necessary, authorise a person to come briefly to the assistance of a fencer.

31.1.2 Each State which has a fencer taking part in the round of the competition in progress may designate a maximum of two people who have the right to be positioned near the piste enclosure, outside it, but close to a point of access. The organisers must provide the necessary space for these people. Only the team captain and one coach have the right to be with the team fencers inside the team enclosure, which must be clearly marked.

31.2 The Coach of the team shall, inter alia, be responsible:-

- For training of fencers outside the competition venue/time.
- Shall not interfere in the conduct of any event.
- To be present in the warming-up area and ensure presence of competitors for their respective events.
- For the discipline of participants.
- To attend any meeting called by the organisers/FAI.

32. *The spectators:* Spectators are obliged not to interfere with the good order of a competition, to do nothing which may tend to influence the fencers or the Referee, and to respect the decisions of the latter even when they do not agree with them. They must obey any instructions which the Referee may deem it necessary to give them.

33. *Disciplinary authorities and their competence*

33.1 Jurisdiction:

33.1.1 The order and discipline of fencing competitions is the responsibility, in varying degrees, of the following persons or authorities:

- The Referee
- The Technical Commission/Jury of Appeal
- The President/Secretary General, FAI
- The Executive Committee of the FAI
- The General Council of the FAI

33.2 Principal of jurisdiction:



33.2.1 Whatever decision is taken by the juridical authority, the decision may be subject to an appeal to a higher juridical authority, but only to one such appeal.

33.2.2 However, every decision taken on an appeal will include the right to an ultimate appeal to the Executive Committee of FAI.

33.2.3 This ultimate appeal should be sent to the President of the FAI by registered post and within a month of the decision, which is being appealed against taking effect.

33.2.4 When it concerns a decision made during a competition, the public announcement of the decision is considered sufficient notification.

33.2.5 The ultimate appeal should consist of a resume of the facts and of the arguments supporting the appeal and should state the desired outcome.

33.2.6 The appeal is communicated to the other interested parties who may, within a month, present their own viewpoint. These responses will be communicated, for information, to the party who has made the ultimate appeal.

33.2.7 No decision on a question of fact can be the subject of an appeal.

33.2.8 An appeal against a decision only suspends that decision when it can be judged immediately. On the other hand, an ultimate appeal does not suspend the decision, except when the juridical authority, which has made the decision agrees that it should be suspended.

33.2.9 Every appeal must be accompanied by a deposit of a guarantee of Rs.500/- within 10 minutes of the conclusion of the match. This sum may be confiscated in whole or in part to the benefit of the FAI, if the appeal is rejected on the grounds that it is 'frivolous'. This decision will be taken by the juridical authority responsible for hearing the appeal.

#### 34. The Executive Committee of the FAI:

34.1 The Executive Committee of the FAI is the authority which judges the appeals against the decisions taken in the first instance by the Technical Committee/Jury of an official competition.

34.1.1 The Executive Committee may impose all the penalties laid down. It may confirm, increase or annul penalties imposed by the lesser authorities.

#### 35. The General Council of the FAI:

35.1 The General Council of the FAI is the supreme authority of ultimate appeal for any matter which is referred to it relating to an official competition of the FAI.

35.2 The General Council of the FAI may impose all the penalties laid down. It may confirm, increase or annul penalties imposed by the lesser authorities.

### Organisation Rules

#### 36. Competitions:

36.1 The official competitions of the FAI are organized according to the following rules.



36.2 The official competitions of the FAI are open to fencers (individual or team) of all Associations/Units affiliated to the FAI, every competitor or participant in a competition, irrespective of his status, is required to be registered with the FAI.

37. Bodies responsible for organisation and control

37.1 The Organising Committee: The Organising Committee is the group of persons responsible for organising the competition.

37.2 The Central Office of the FAI: The Central Office of the FAI controls the activities of the Technical Committee at the National Senior, Junior, Cadet and Sub-Junior Championships.

37.3 The Technical Commission: The technical organisation of the competition is entrusted to a Technical Commission, the functions and scope of whose activities are as prescribed.

37.4 Referees: Referees and other technical officials will be appointed in accordance with the rules by the FAI in consultation with the Technical Commission. They must possess current refereeing licenses, national or international. They shall wear the prescribed uniform as specified by the FAI, while officiating in the competitions.

37.5 Auxiliary personnel: The Organising Committee will appoint:

37.6 Superintendence of the apparatus: The Organising Committee must choose qualified persons, who pay careful attention to the signals given by the apparatus is in order so that they may be able to advise the Referee as to what the apparatus has registered and warn him, even during the course of a bout, as to any abnormal phenomena which may occur.

37.7 The superintendence of the apparatus must not touch the apparatus while fencing is in progress. When fencing ceases, he re-sets the apparatus either after the Referee has given his decision or when the competitors are testing their weapons, but he must never, after a phase of the bout has caused the apparatus to signal a hit, annul this signal before the Referee has given his decision.

38. The Referees and Judges: These officials must fulfill their duties *not* only with total impartiality but also with the utmost attention.

38.1 The Referee: The Referee is responsible not only for the direction of the bout, the judging of hits and the checking of equipment, but equally for the maintenance of order in the bouts, which he is refereeing.

38.2 In his capacity as director of the bout and arbiter of hits, he can, in accordance with the rules, penalise the competitors, either by refusing to award a hit, which they have in fact made on the opponent, or by awarding against them a hit, which they have not in fact received, or by excluding them from the competition, which he is refereeing, all, according to the circumstances, with or without prior warning. In these circumstances, and if he has judged on a matter of fact, his decisions are irrevocable.

38.3 By reason of the right of jurisdiction, which he has over all the fencers who participate in, or are present at a competition, which he is refereeing, he can also propose to the Technical Commission the expulsion from the venue of the competition of the spectators, trainers, instructors and other persons who accompany the competitors.



38.4 Finally he may recommend to the Technical Commission all other penalties, which he considers appropriate (exclusion from the whole competition, suspension or disqualification).

38.5 The Jury of Appeal is the authority competent to deal with appeals against the decisions of the Referee.

39. Checking of equipment:

39.1 One day before the start of the competition, the participants shall deposit their equipment to the Armourer appointed by the FAI for checking and putting his seal and return them to the participants concerned.

39.2 The checking of the organisers equipment, as well as the equipment of the fencers, must be carried out in accordance with the rules.

39.3 The repairers: For each tournament, the Organising Committee/FAI must ensure the presence of competent repairers to remedy faults in the electrical apparatus and, possibly, in the personal electrical equipment of the fencers.

40. Time Table:

40.1 The programme should be arranged in such a way that no fencer is obliged to participate in events for more than 12 hours in 24. In any case, no pool, bout or match may begin after midnight, or at any time when it can be foreseen that there is a likelihood that it will end after midnight.

40.2 Whatever programme is adopted, the final should start at a time which, having regard to local routines, will ensure that the results can be communicated to the media in sufficient time to allow them to be published.

40.3 In either timetable the organisers must allow sufficient time for it to be possible to carry out the checking of the fencers equipment.

40.4 The first round of all the individual and team competitions for the National Championships must be displayed at the latest, the day before the competition.

41. Report:

41.1 On conclusion of the Championships, the State Associations/organisers who are entrusted with the responsibility of holding the championship will arrange to submit the following documents, within a month, to the FAI.

(1) A brief report on the conduct of the championship/competition.

(2) List of participants- a statement showing number of men/boys and women/girls participated State-wise and another statement with the names of participants with the events, dates of birth (where necessary) etc., State-wise.

(3) Final results of the Championships/competition.

(4) Press clippings and action photographs.

(5) Audited statement of accounts.\*



\* It should be ensured that the accounts pertaining to the organisation of the National Championships is independent of the organising State Association's accounts and should exclusively cover only the expenditure on the organisation of the Championship. The expenditure incurred should be in conformity with the yardsticks prescribed by the Ministry of Sports, Govt. of India.

41.2 Conclusion: It may be reiterated that the "Fencing Rules of Competition" framed by the FIE and adopted by the FAI shall govern the organisation and conduct of the Championship and in case of dispute, contradiction, omission, a doubt, the rules of the FIE shall prevail.

41.3 For further clarifications/information/details, the organisers may contact the oFAI of the FAI.

### Organization of National Fencing Championship

#### Questionnaire

( all questions should be clearly answered)

1. Name of State:
2. Venue:
3. Proposed dates:
4. Facilities available at the venue:
  - 4.1 Dimensions of the hall (indoor stadium)
  - 4.2 Dimensions of the playing arena:
  - 4.3 Type of surface:
  - 4.4 Seating capacity:
  - 4.5 No. of rooms available for the National:
  - 4.6 Ventilation and natural light:
  - 4.7 Electricity- Power light available (in lux terms)
  - 4.8 Stand-by arrangements in case of electric failure:
  - 4.9 No. of rest rooms available (change rooms, toilets etc.- for gents and ladies players and the public)
  - 4.10 Any lounge available for players' rest
  - 4.11 Whether practice hall available separately or to be done in the arena itself.
  - 4.12 Type of approach road and car parking facilities



4.13 Seating capacity of the stadia and whether facilities available for the actual participants and technical officials during the competition in the arena (purely as a temporary measure during the competition days for functional purposes)

4.14 Any other specific information/ details you would like to give

5. Equipment:

5.1 How many pistes and apparatus (scoring machine) available in operational condition

5.2 Availability of other equipment – details to be given

6. Medical:

6.1 Arrangements proposed to be made for first-aid/medical attendance

6.2 Availability of doctors, nursing staff

6.3 Availability of medicines

6.4 Availability of ambulance (in case of emergency)

6.5 Distance between the arena and the nearest hospital

7. Transport:

7.1 Distance from railway station to the lodging place of

(a) Participants and (b) Technical Officials

7.2 Distance from lodging place to arena

7.3 Arrangements proposed to be made to receive/ dispatch of teams on arrival/ departure

7.4 Arrangements proposed to be made to commute between the lodging place(s) of participants and technical officials during competition days

8. Hospitality:

8.1 Arrangements proposed to be made for lodging of (a) participants; (b) technical officials and (c) officials from the FAI

8.2 Whether basic amenities/ facilities are available at the lodging places and are they adequate

8.3 What arrangements are proposed to be made for boarding of all participants- whether at



their respective places and/ or at the venue of competition and if so details thereof

8.4 Whether daily menu has been finalized and if so details thereof

9. Competition:

9.1 Whether all facilities are available for the smooth conduct of the competition

9.2 Whether various functional committees have been constituted to discharge their respective functions

9.3 Whether adequate furniture and stationery articles including ofAIce equipment etc. are available at the arena

9.4 Facilities propose to be provided to the media for coverage

9.5 Whether adequate number of technically knowledgeable and competent volunteers available to assist the organization for the conduct of the championship

9.6 Have you taken action to raise necessary resources for the conduct of the competition

9.7 Detailed day-to-day programme for the conduct of the competition

9.8 Any other specific information/ detail you would like to give for the successful conduct of the meet

10. Any other specific details desired may be given

---



Stationary etc. required

1. Computer with printer	- 1 No.
2. Photocopier	- 1 No.
3. File covers	- 2 Doz.
4. Ball pens	- 4 Doz.
5. Ball pens (Red and black)	- 6 each
6. Pencils	- 1 Doz.
7. Sharpener and eraser	- 2 each
8. Whitener	- 2 bottle
9. A4 size paper	- 10 reams
10. B3 size paper	- 2 reams
11. Stapler	- 2 Nos.
12. Staple pins	- 4 boxes
13. Gem clips	- 2 boxes
14. Oil pins	- 1 box
15. Punching machine	- 2 Nos.
16. Paper weight	- 2 Nos.
17. Waste paper basket	- 1 No.
18. Rulers	- 2 Nos.
19. Cello tape	- 2 Nos.
20. Rubber bands of assorted sizes	- 2 packets
21. Paper knife	- 1 No.
22. White and brown envelopes of different sizes	- 50 each
23. Stamp pad	- 1 No.
24. Candles ( big size)	- 1 Doz.
25. Dusters	- 1 Doz.
26. Torch light	- 2 Nos.
27. Water jugs	
28. Score sheets	

---



**FENCING**  
ASSOCIATION OF INDIA