

---

# FENCING-ESCRIME NB POLICIES AND PROCEDURES MANUAL

---

# TABLE OF CONTENTS

## [Purpose of Fencing-Escrime NB](#)

[Mission](#)

[Values](#)

[Ends Statements](#)

## [Membership Policy](#)

[Group Membership](#)

[a. Club Membership](#)

[Definition of Club](#)

[FENB Benefits to Clubs](#)

[Club Responsibilities to FENB](#)

[Late Registration](#)

[Coach Documentation](#)

[Club Succession / Growth](#)

[Club Resignation](#)

[Club Removal](#)

[c. Commercial](#)

[Individual Membership](#)

[Definition of Individual Member](#)

[What Membership Provides](#)

[Responsibility to Participate in the Sport](#)

[Registration](#)

[Membership Levels](#)

[Member Resignation](#)

[Individual Removal](#)

## [Language Policy](#)

## [Privacy](#)

## [Important Dates - TBD](#)

[Fencing Season](#)

[Tournament Schedule](#)

[Publication of Full Schedule](#)

[Existing Tournament Scheduling](#)

[Training Events](#)

[Athletes - TBD](#)

[Coaches – TBD](#)

[Referees – TBD](#)

[Armoury](#)

[Directoire](#)

---

## [Standards of Conduct and Discipline](#)

### [Code of Conduct for Members](#)

#### [Disciplinary Action](#)

##### [Inappropriate Behaviour and Activities](#)

##### [Consequences](#)

#### [Appeal Process](#)

#### [Coach Code of Ethics](#)

##### [Respect for Athletes](#)

##### [Coaching Responsibly](#)

##### [Integrity in Relationships](#)

##### [Honouring Sport](#)

#### [Officials Code of Ethics](#)

#### [Conflict of interest Policy](#)

#### [Anti-Harassment Policy](#)

##### [Application:](#)

##### [Definitions:](#)

##### [Responsibility:](#)

##### [Complaint Procedure:](#)

##### [Informal procedures:](#)

##### [Formal procedures:](#)

## [Provincial Athlete Development](#)

### [Long-Term Athlete Development model](#)

### [Canadian Fencing Federation \(CFF\) Instructional Program](#)

#### [FENB Athlete Development Committee](#)

##### [Mandate](#)

##### [Objectives](#)

##### [Structure](#)

##### [Sponsored Activities](#)

##### [Boundaries](#)

#### [Provincial Team Selection Policy](#)

##### [Purpose](#)

##### [Program Management](#)

##### [Selection Committee](#)

##### [Mandate](#)

##### [Structure](#)

##### [Announcement of Selection](#)

##### [Appeal Process](#)

##### [Boundaries](#)

#### [Provincial High Performance Program - Under Review](#)

##### [Overview](#)

##### [Program Content/Criteria - TBD](#)

---

[Competition requirements, NB and Out Of Province Events](#)  
[Training requirements](#)  
[Provincial Training Camps](#)  
[Pricing and fundraising obligations for Participants](#)  
[Individual and team Selection - TBD](#)  
[Eligibility to participate](#)  
[Athlete identification](#)  
[Age Groupings](#)  
[Selection Criteria](#)  
[Selection Process](#)  
[Exemptions \(medical and other\)](#)  
[FENB/Athlete Agreement \(specific to participation in HP program\)](#)  
[Obligations on the part of parents and fencers – time and financial](#)  
[Volunteer job definitions - ex. travel co-ordination](#)  
[Participation in Team Events at National Championships – TBD](#)  
[How club and provincial coaches work together and separately - TBD](#)

#### [Group Travel Standards & Procedures](#)

#### [Technical Leadership](#)

##### [Coach Development Representative](#)

[Purpose](#)

[Process](#)

[Working Relationships](#)

[Duties & Responsibilities](#)

[Boundaries](#)

##### [Coaching Certification](#)

[National Coaching Certification Program](#)

[Aide-Moniteur](#)

[Animateur](#)

##### [Referee Certification Program – Under review](#)

[Elements of a Referee Development Program](#)

[Program Overview:](#)

[Curriculum for Referee Training](#)

[Club Level Referee](#)

[Standards:](#) [Provincial Level Referee](#)

[Referee Certification Program](#)

[Types of Referees](#)

##### [Armourer Certification](#)

[Provincial Armoury Certification Pathway](#)

[Tournament Armourer](#)

[Club Armourer](#)

[Provincial Armourer](#)

---

[National Armoury Certification Pathway](#)

[Assistant Armourer](#)

[Provincial Armourer](#)

[National Armourer](#)

[Alfred Knappe Trust Fund Grant Program for Coach and Referee Development](#)

[Background](#)

[Fund Earning](#)

[Purpose](#)

[Equipment Policy](#)

[Purpose](#)

[Inventory](#)

[Maintenance](#)

[Equipment Rental](#)

[Equipment Care](#)

[New Club Support](#)

[Event Policy](#)

[Purpose](#)

[Goals](#)

[Association-Hosted Events](#)

[Activities Longer Than Five Days](#)

[Weekend Activities](#)

[Approval for Member Club Events](#)

[Event Information Recommendations](#)

[Tournaments](#)

[FENB Tournament Committee](#)

[Mandate](#)

[Objectives](#)

[Structure](#)

[Recommended Roles and Responsibilities](#)

[Boundaries](#)

[Sanctioning – Under review](#)

[FENB Tournament Sanctioning Standards and Procedures](#)

[Introduction](#)

[Tournament Sanctioning Process](#)

[Process for Submission of Tournament Results](#)

[Sanctioning Standards](#)

[Events](#)

[Membership Requirements](#)

[Equipment Check](#)

[Personnel](#)

---

[Tournament Equipment Rental from FENB](#)  
[Failure to Uphold Policy](#)

## [Fundraising](#)

[Purpose](#)  
[Use Of Surplus Funds](#)  
[Funding Sources](#)  
[Conflict Of Interest](#)  
[Authorization And Approval](#)  
[Capital Projects](#)  
[Fundraising Policy Appendix: Fundraising Committee](#)  
[Purpose](#)  
[Objectives](#)  
[Structure](#)  
[Boundaries](#)

## [Risk Management Policy](#)

[Purpose](#)  
[Responsibility](#)  
[Policy](#)  
[The Risk Management Process](#)  
[Reporting And Communication](#)

## [Crisis Management Policy](#)

[Purpose](#)  
[Preparation](#)  
[Crisis Management Team](#)  
[Venue](#)  
[Key Contacts](#)  
[Response](#)  
[Assess the Situation](#)  
[Manage Information](#)  
[Set up a Communications Center](#)  
[Prepare a Response](#)  
[Test a Crisis Plan](#)  
[Follow-up](#)  
[Email, Website, & Social Media Messages](#)  
[Email to Members](#)  
[Social Media Sample Posts](#)  
[Website Post](#)  
[Contact Log](#)

## [Financial Statements](#)

---

## [Honours, Awards, and Archives](#)

[Purpose](#)

[Management](#)

[FENB Honours and Awards](#)

[Top Athletes](#)

[Volunteer Recognition - TBD](#)

[Lifetime Membership](#)

[Committee](#)

[Mandate](#)

[Structure](#)

[Boundaries](#)

## [Affiliated Organizations – TBD](#)

[Canadian Fencing Federation \(CFF\)](#)

[Sport NB](#)

## [Policy and Procedure Manual](#)

[Structure](#)

[Changes](#)

[Ownership and Access](#)

## [Records & archival preservation](#)

## [Communications Policy](#)

[Our Commitment](#)

[What We Will Do](#)

[Website](#)

[SMS And Email](#)

[Social Media Websites And Apps](#)

[What We Ask You To Do](#)

[Non-Compliance](#)

## [Club Start-up Equipment Support Program](#)

## [Canada Games 2023 Selection Package](#)

[FENB Athlete/Team Selection Policy](#)

[FENB Competition Points System for Team Selection](#)

[FENB Points System for Evaluation of Training for Team Selection](#)

[FENB System for Evaluation of Team Cohesion for Team Selection](#)

## [Appendix A: Forms](#)

[Background Check For Coaches and Volunteers](#)

[FENB EXPENSE CLAIM](#)

[Sample Tournament Entry Form - TBD](#)

[Sample Waiver Form](#)

---

[Appendix B: Tournament Organization Checklist](#)

[PRINCIPLES](#)

[RECOMMENDED ORGANIZATIONAL STRUCTURE](#)

[ORGANIZATIONAL TASK CHECK LIST - BEFORE EVENT](#)

[ORGANIZATIONAL TASK CHECK LIST - ON SITE](#)

[ORGANIZATIONAL CHECK LIST - POST COMPETITION](#)

[TOURNAMENT ENTRY FORM REQUIREMENTS](#)

[Appendix C: Job Descriptions](#)

[Executive Director - Job Description](#)

[Provincial Coach – Job Description](#)

[Membership Registrar – Job Description](#)

[Appendix D: Risk Register](#)

[Appendix E: Press Release Template](#)

[Appendix F: News Conference And Media Interview Guidelines](#)

[Appendix G: News Conference And Interview Sample Questions \(Crisis Management\)](#)



---

## PURPOSE OF FENCING-ESCRIME NB

A non-profit organization led by a volunteer board of directors, Fencing-Esprime NB (FENB) is incorporated as the provincial branch of the [Canadian Fencing Federation](#) with the mandate to govern the sport of fencing in the province of New Brunswick. Our responsibilities are to promote, develop, regulate, encourage and improve the sport of fencing in New Brunswick as well as to represent and coordinate the interests of New Brunswick fencers.

### MISSION

To encourage people in New Brunswick to participate in and enjoy the sport of fencing, both recreationally and competitively, in a safe environment at a reasonable cost.

### VALUES

- o the spirit of **community** that fencing can foster,
- o inclusive **participation**
- o the tradition of **honour** which respects and fosters the dignity and rights of others through fair play and sportsmanship,
- o **excellence** by inspiring personal achievement,
- o a quality of **experience** through fun, enjoyment, and satisfaction in a safe environment,
- o the growth of **confidence, character**, and increased **self-esteem**.

### ENDS STATEMENTS

As a result of the presence of Fencing-Esprime NB (FENB) New Brunswick has:

- o Fencers that possess the knowledge, skills, and attitudes to participate recreationally and/or compete provincially, nationally or internationally.
- o Opportunities for quality, accessible recreational fencing.
- o Qualified coaches and officials to lead and support athletes throughout their fencing experience.
- o A fencing environment that meets recognized quality, safety, technical, and accountability standards.
- o A sustainable and fair not-for-profit fencing community that recognizes the contribution and value of volunteers.
- o An awareness and positive perspective of the sport of fencing.

---

## MEMBERSHIP POLICY

The membership year runs from August 1 to July 31.

There are two categories of membership in Fencing-Esprime NB (FENB): Group membership and Individual membership.

### GROUP MEMBERSHIP

There are three types of group membership approved in the FENB bylaws: club, affiliate and commercial.

#### A. CLUB MEMBERSHIP

##### DEFINITION OF CLUB

Any group of six (6) or more members of the Association may apply to become a club member of the Association. A person counted towards membership of a club for this purpose shall not be counted towards the membership of another currently registered FENB club.

Clubs shall consist of associations that are:

- incorporated under the New Brunswick Corporations Act or Company's Act;
- administered under the umbrella of a recreational association, such as one run by a municipality or post-secondary institution;
- do not fall under the above criteria but the number of members registered within a specific club with FENB are equal to the number of members in that particular club and approved by the Board of Directors.

While Club Memberships do not carry any voting rights at General Meetings, club leaders' experience and opinions are valuable input to decisions made at the provincial level.

##### FENB BENEFITS TO CLUBS

Membership with the provincial association entitles a member club to:

- Liability and accident insurance coverage for identified athletes, coaches, leaders, volunteers and club events
- access to sanctioned training programs for athletes, coaches and officials
- access to rental of practice equipment for beginner programs
- access to grants from the Alfred Knappe Trust Fund for coach and referee development
- recognition by the Canadian Fencing Federation as a sanctioned club
- national and provincial ranking of club athletes
- use of provincial scoring equipment for club-run open tournaments
- club contact information published on the provincial website
- advertising of club-run open tournaments

---

## CLUB RESPONSIBILITIES TO FENB

It is important to be able to communicate with club leaders from the beginning of the season. It is also essential to insure the fencing activities of our members. Our insurer expects that the provincial organization has sanctioned the activity of its members.

To be a member club, maintain membership and receive the benefits, each club of FENB has the following responsibilities to the association:

1. The club must provide FENB with its club leader information, current mailing address, phone number(s), fax number(s), email address(es), and website information if applicable.
2. The club must pay its annual fee before 1<sup>st</sup> September by mailing to the FENB Executive Director or an appointed Treasurer.
3. Any club offering instructional programs must appoint an NCCP certified coach or an FENB approved community level instructor to be responsible for its programs and also must submit a list of coaches actively teaching under its name each fencing season.

In the event there is no certified or FENB approved community level instructor within a club then it will be incumbent upon that club to take steps to have such a coach trained to the appropriate level.

Each coach must have a criminal record check on file at the FENB registered office (see Coach Documentation section). The age threshold for a certified coach is 16 years of age and any individual under the age of 16 years who wants to coach must do so under the tutelage of a certified NCCP or FENB approved coach. In this instance a criminal check must still be undertaken.

Clubs operating for recreational purposes only and without a certified or FENB approved community level instructor should carry out the following risk assessments: equipment protection; clothing; equipment maintenance; and safe protection space, in accordance with the basic safety requirements of the sport. These risk assessments need to be documented, carried out on a yearly basis and available for perusal at any time.

4. The club must submit a calendar of events for the current fencing season to the Executive Director of FENB for the purposes of insurance coverage.
5. The club must also submit any changes to its calendar of events within thirty (30) days of the changes being made.
6. The club must ensure that all fencers, coaches, officials and club leaders active in the club are registered members of FENB. All fencers, coaches and officials must also have a valid CFF licence.

Memberships should be submitted at the beginning of each fencing season in September or at such time that an individual becomes involved with the club in one of the above capacities.

---

To ensure liability coverage, purchasing Associate Memberships is strongly encouraged to cover volunteers who have an ongoing staff role in the club. There is insurance coverage provided for ad hoc volunteers at events who are under the direct supervision of registered members.

7. The club and its members must conduct themselves according to the policies of FENB.

8. Club activities must be run with attention to safety.

#### LATE REGISTRATION

Should a club submit their club dues after 1 September of the membership season, their status as an official member club will be provisional until confirmed by the FENB Board at a scheduled Board meeting. Liability insurance will not apply until this confirmation happens.

Clubs meeting the requirements of membership and who do not hold membership of the association as of 1 September of the membership season may become Provincial Club members of the association at any point during the season upon:

- submitting a registration form including club fees.
- receiving confirmation of its membership of FENB through an affirmative vote at a scheduled Board of Directors meeting.

#### COACH DOCUMENTATION

A member club must submit a list of all coaches working under the auspices of their club with their club registration or renewal. In order to be covered by FENB's liability insurance, all listed coaches must have a criminal record check, including Vulnerable Sector Check, on file at the Executive Director's office. Record checks must be updated every 5 years. Member clubs will receive notification when a coach's record check must be updated. For a *Background Check form*, please refer to Appendix A.

If all coaches listed on the registration or renewal forms have record checks on file at the registered FENB office, the club's registration will be processed immediately.

If one or more of the coaches listed does not have a record check on file at the office, the Executive Director will contact the club and indicate which coaches need to submit record checks. Copies of the outstanding record checks must be received at the office before 1 September of the new fencing season for the club's registration/renewal to be processed during the membership registration /renewal period.

If the outstanding record checks are not received before 1 September of the new fencing season, but are received before 31<sup>st</sup> July of the following season, the club will be subject to a late registration procedure as noted in the above section under late registration.

If the outstanding record checks are not received by 1 September of the season, the club will be considered as not having met its responsibilities to FENB, as outlined in the section under Club responsibilities to FENB and will not be considered an official member club of FENB for that season. This consideration will void any and all liability and accident insurance coverage provided by FENB to that club and its registered members. The club must fulfil all its obligations, including police record checks, to FENB as per the section under Club responsibilities before it will be granted admittance to FENB for the next or any following season.

---

## CLUB SUCCESSION / GROWTH

Under the definition of club section, the number of members registered within a club with FENB should be equal to the number of members in a particular club and approved by the Board of Directors. However, Clubs should be mindful that should member numbers fall below six and not grow to at least six within a twelve-month period then the following should be considered:

- 1 That a club failing to grow its membership to six members becomes a satellite branch within an existing club that meets the club definition. In this case the satellite club must provide a certified NCCP or FENB approved coach
- or;
- 2 That a club failing to reach six members and unable to provide a NCCP certified or FENB approved coach integrates within an existing club.

## CLUB RESIGNATION

A member club may withdraw from membership of FENB at any time, upon fourteen (14) days written notice.

Requests to withdraw from membership of FENB must be submitted in writing, and must be signed by at least two of the directors or club leaders of the member club, in accordance with registration information sent to the office at the beginning of the fencing season.

The Executive Director will respond to club resignation requests within fourteen (14) days of receipt, and inform FENB Board of Directors and general membership of the club's withdrawal from club membership of FENB.

The club must return any equipment or items that may belong to FENB before the club resigns from membership.

Unless notified otherwise, individual members of disbanded or resigned clubs will remain FENB members until the end of the membership year with a club designation of "unaffiliated".

Resignation will result in cessation of club benefits. The CFF will be notified of the club's withdrawal from provincial registration.

## CLUB REMOVAL

FENB may remove a member club from the association at any time, given just cause. Failure to meet the responsibilities outlined in the section under Club responsibilities constitutes just cause for removal.

Should there be just cause; the Executive Director will serve notice of pending removal to the president/leader of the club in question. Notice will be sent both electronically and in written format.

---

The club will be given three (3) weeks from date of notice to respond. Failure to respond will lead to the club being struck from FENB's list of registered clubs.

If the basis for the determination of just cause is remediated or demonstrated to be invalid, the club will maintain member status.

---

## B. AFFILIATE MEMBERSHIP

Other non-profit associations or groups who are interested in the promotion, assistance or development of fencing in New Brunswick.

- No policy at this time.

## C. COMMERCIAL

Companies, corporations, or industries who contribute an annual amount to further the aims and objectives of the Association.

- No policy at this time.

---

## INDIVIDUAL MEMBERSHIP

### DEFINITION OF INDIVIDUAL MEMBER

Those who may purchase individual memberships are any fencer, coach, official, leader, volunteer or financial supporter who is either;

- a) with a registered club
- b) (i) without a registered club due to lack of a club in the area  
(ii) without a registered club due to his/her club having been removed from club membership (iii) eligible because of the nature of his/her role being affiliated only with the provincial organization

### WHAT MEMBERSHIP PROVIDES

- \$5,000,000 general liability insurance coverage plus accident coverage for all sanctioned fencing-related activities
- access to provincial training camps
- for those 16 and older, a vote at the Annual General Meeting
- eligibility of athletes to compete in provincial, regional and national competitions
- athlete inclusion in national and provincial rankings
- opportunity to participate in the Alfred Knappe Team tournament, NB Open, and the Provincial Championships
- competition sanctioning (safely and fairly run events)
- communication about provincial and regional fencing activities
- a website to keep members and the public informed about fencing and news of specific events
- access to athlete, coaching, referee, and volunteer development clinics
- access to National Team programs
- access to athlete funding
- access to Canada Games programs and participation
- access to grants from the Alfred Knappe Trust Fund for coach and referee development

### RESPONSIBILITY TO PARTICIPATE IN THE SPORT

All fencers, coaches, officials and club leaders active in member clubs must be registered members of FENB. All fencers, coaches and officials must also have a valid CFF licence.

Memberships should be submitted at the beginning of each fencing season or at such time that an individual becomes involved with the sport in one of the above capacities.

To ensure liability and accident coverage, purchasing Associate Memberships is strongly encouraged to cover volunteers who have an ongoing staff role in the club. There is insurance coverage provided for ad hoc volunteers at events who are under the direct supervision of registered members.

Members must conduct themselves according to the policies of FENB.



---

## REGISTRATION

All individuals are required to pay the membership fees in order to be registered members of FENB. Individuals will not be active members until payment is received by the CFF online registration system, the FENB Executive Director, or an appointed Treasurer.

Individuals can make payment to the FENB Executive Director or an appointed Treasurer by cheque. Some clubs will administer their members' registrations with FENB. In this case, the club is required to pay for all members administered through them, and will collect fees from the individuals to do so.

Liability and accident insurance coverage applies once the registration is processed. Membership must be renewed each season.

## MEMBERSHIP LEVELS

Individual club members must indicate what level of membership they are applying or renewing.

Membership levels are as follows:

1. **FENCING MEMBER** – Person who actively participates in fencing within the province. Eligible to participate in competitions.
2. **FIRST-TIME MEMBER** – Person who enrolls in an initial instructional/introductory program and is in his/her first season of fencing. Eligible to participate in competitions.
3. **ASSOCIATE MEMBER** - Person who is not a fencer but who is involved as a coach, referee, armourer, organizational leader, volunteer, or financial supporter.
4. **LIFE MEMBER** – See the Honours, Awards, and Archives policy for details.

Family membership discount: Where there are two or more Fencing Members and/or First Time Members in the same household, the first member shall pay the full membership fee and any additional Fencing Member or First Time Member shall have their fee discounted. See FENB fee schedule for current discount amount.

Special summer member: A person who registers as a First-Time member in July is permitted to register again as a First-Time member in the following season.

Membership fees are contained in the FENB fees schedule. An up to date fee schedule can be obtained from the FENB Executive Director.

## MEMBER RESIGNATION

---

Any member may resign their membership of FENB. Written notice must be given to the Executive Director's office by mail or by electronic means. Resignation of membership will be accepted and processed accordingly if all FENB materials have been returned and all accounts settled. The Executive Director will acknowledge receipt and approval of this notice.

Resignation will result in cessation of member benefits. The CFF will be notified of the member's withdrawal from provincial registration.

#### INDIVIDUAL REMOVAL

Membership with the provincial association is a privilege. FENB may remove a member from the association at any time for just cause. The President shall also have the power to suspend any officer or member of the Association.

Any party may request removal of an individual member for cause. The Executive Director will review a written request for removal. If deemed necessary, the Executive Director will place a removal motion on the agenda of the next scheduled Board meeting, or cause to arrange a special meeting if necessary, where the matter will be considered. If removal is deemed necessary and the motion passes, the member will lose his or her membership status immediately.

Within fifteen (15) days after the date of removal, the member must return all materials, and any equipment belonging to FENB.

Any member deemed necessary to be removed shall have the right to appeal in accordance with the appeal process of the Association.

Revised and approved: July 19, 2016

---

## LANGUAGE POLICY

FENB will strive to provide equitable services to members in their official language of choice. To accomplish this, a bilingual contact person will be designated to answer questions and provide information in either official language. Basic contact information will be published in both official languages.

Whenever possible, we will seek to fill roles so that the services offered in both languages are maintained and expanded. As financial or volunteer resources permit, we will increase the number of principal documents offered in both languages. Our ultimate goal is to provide FENB services in the official language of the participant's choice.

## PRIVACY

The Association follows the [Personal Information Protection and Electronic Documents Act \(PIPEDA\)](#).

---

## IMPORTANT DATES - TBD

### FENCING SEASON

The fencing membership season is from August 1 to July 31 each year both at the provincial and national level.

### TOURNAMENT SCHEDULE

#### PUBLICATION OF FULL SCHEDULE

(The complete New Brunswick circuit schedule will be published no later than 1 September of each fencing season.)

#### EXISTING TOURNAMENT SCHEDULING

The following sanctioned tournaments will take place in each fencing season. The dates noted are historical dates and may change without prior notice.

1. Moncton Open: (Last weekend October or first weekend November - confirm)
2. Alfred Knappe Team Event
3. Fundy Open
4. UNB Shield Open
5. The Sword Falls Youth
6. NB Provincials Open – specific events that should be run needs to be developed

---

## TRAINING EVENTS

ATHLETES - TBD

COACHES – TBD

Club coaches workshop - September

REFEREES – TBD

ARMOURY

The Association will offer training in Armoury as interest requires.

DIRECTOIRE

The Association will offer classes in Directoire as interest requires.

---

## STANDARDS OF CONDUCT AND DISCIPLINE

### CODE OF CONDUCT FOR MEMBERS

*Revised: April 20, 2020*

FENB believes it is important to promote respectful behaviour among its members. In particular, members are expected to behave in a manner that shows:

- a. respect for themselves
- b. respect for fellow participants including teammates, opponents and coaches
- c. respect for the rules of the sport both in word and spirit
- d. respect for the work and decisions of officials and other support volunteers
- e. respect for the safety of themselves and others

These expectations include practice environments, competition environments, team travel to and from events and any other events in which members of FENB participate.

Specific guidelines regarding behaviours:

- 1. Refrain from speaking or acting towards others in demeaning ways (eg. comments or behaviour that is sexist, racist, abusive or harassing).
- 2. Refrain from the use of alcohol, illegal drugs or any banned substances.
- 3. Refrain from pranks or other activities that endanger or ridicule others.
- 4. Refrain from organizing or participating in activities related to hazing rituals.
- 5. Refrain from arguing with tournament officials or displaying anger over the outcome of a fencing match.
- 6. Refrain from activities or behaviours that may interfere with or distract others, thereby lessening their ability to prepare for or focus on the competition.
- 7. Refrain from purposely breaking or ignoring the rules to gain an advantage in a fencing match.
- 8. Follow specific guidelines set by coaches and managers for behaviour within the event or program.

---

## DISCIPLINARY ACTION

This policy applies to all categories of members of Fencing-Esime NB (FENB) and to all individuals participating in activities with FENB. These include, but are not limited to athletes, coaches, officials, organizers, managers, volunteers, directors, officers and employees.

### INAPPROPRIATE BEHAVIOUR AND ACTIVITIES

Behaviour and activity that obstructs or hinders the rights of others to enjoy the event is unacceptable and prohibited. Activities that are unacceptable and prohibited include:

#### LEVEL I (behaviours of easily resolvable nature)

- Creating a disturbance
- Using profanity/obscene language directed at/or disturbing to others
- Engaging in horseplay or causing unsafe conditions
- Causing unsanitary conditions
- Wearing attire or displaying material intolerant of human rights
- Blocking thoroughfares/corridors/stairways/exits
- Use of tobacco on club or competition sites or property

#### LEVEL II (any unresolved problems from level 1 and those behaviours that may cause harm to members and/or the community):

- Fighting/harassing
- Any activity intimidating/threatening others, or disrupting a program or event
- Cheating
- Participating in or promoting any initiation practices that involve behaviours that are offensive, unsafe, humiliating or in poor taste, with or without the agreement of participants

#### LEVEL III (behaviours of a clearly criminal nature)

- Vandalising property
- Use or possession of prohibited substances by minors including alcohol, drugs, and tobacco
- Harassment or interference of a sexual nature
- Possession or use of illegal substances of any kind by any participant
- Physical violence of an extreme nature
- Stealing
- Possession of a weapon other than fencing equipment

---

## CONSEQUENCES

### LEVEL I

First Occurrence: A verbal warning will be given by the appropriate person having authority over the individual involved: this person may include, but is not restricted to, a coach, tournament/event organizer or host, committee or board member or Executive Director.

Second Occurrence:

- Dismissal from practice/competition/event
- Parents informed in the case of a minor

Third Occurrence: Becomes a Level Two offence

### LEVEL II

An Infraction Report of the circumstances must be written. Once received by FENB, a Discipline Committee will be established, consisting of at least three individuals; none of the individuals shall be related to the alleged parties and they shall be free from any reasonable perception of bias. A copy of the report shall be sent to the individual(s), and parents in case of a minor, within 7 days of FENB receiving the report and an opportunity for the individual(s) to respond shall be provided. Anyone wishing to report a breach of the conduct guidelines should attempt to maintain the greatest possible confidentiality by discussing one's concerns with as few people as possible outside of those designated specifically to deal with such concerns. A full investigation must be conducted which would include interviews with the involved athlete, coach, member or volunteer, and must include interviews with relevant witnesses. This will happen as soon as possible, but not more than 21 days after being appointed. The committee will determine the seriousness of the offence. All information from this investigation must be documented and kept on file.

The Discipline Committee will impose consequences consistent with the offense which may include but not limited to:

- Letter of apology and/or other written document (essay etc.)
- Restitution for damages
- Suspension from part or all fencing activities for a specified amount of time (may include suspension or expulsion from specific programs such as provincial high performance program or Canada Games)
- Suspension of FENB/CFF membership for a specified period

All Level 2 and Level 3 offences will be recorded and retained in a disciplinary file at the Association for a period of two years.

### LEVEL III

Any offences of a criminal or illegal nature are considered extremely serious and will be treated as such by FENB officials. Consequences will be severe and will include:

- immediate suspension from participation in the event
- Immediate three month suspension from all fencing membership privileges (FENB/CFF) or employment
- Involvement of authorities and parents or legal guardians
- Disciplinary hearing



---

## APPEAL PROCESS

Revised and approved: April 14, 2019

Competition in the sport is governed by the rules set by the international organization, Federation Internationale d'Escrime (FIE), so appeals pertaining to competition follow FIE standards. This policy applies to the decision process within the provincial association.

Any member of FENB who feels that a decision relative to FENB's policies was not fairly taken, shall have the right to appeal that decision. If not explicitly stated as part of the decision-making process (e.g., Team Selection Criteria), individuals wishing to appeal the decision shall have five days from the time he/she received the written decision to launch an appeal. All appeals shall be in writing. Detailed reasons for the appeal shall be submitted to the Executive Director of FENB.

Upon receipt of a notice of appeal, the Executive Director will review the appeal to determine whether there are any grounds for the appeal.

An appeal may only be heard if there are permissible grounds for the appeal. Permissible grounds include FENB decision-making authority:

- a) Making a decision for which it did not have authority or jurisdiction as set out in governing documents;
- b) Failing to follow FENB procedures;
- c) Making a decision that was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the decision maker is unable to consider other views;
- d) Failing to consider relevant information or taking into account irrelevant information in making the decision;
- e) Exercising its discretion for an improper purpose or in bad faith; and/or
- f) Making a decision that was unreasonable.

The Executive Director will inform the person filing the appeal whether or not there are grounds for the appeal. If there are grounds, an appeal hearing will be held once the Executive Director appoints a three-person Committee, and an appointed chairperson, who may or may not be involved in fencing. The Chairperson will be non-voting and all four persons selected shall have no interest in the matter referred to them.

The Appeals Committee may decide to void, vary or confirm the decision being appealed. The decision of the Appeals Committee will be effective immediately and may be applied retroactively where it is fair and reasonable to do so. The Appeals Committee shall provide a copy of its decision to the appellant, the appellant's advocate and the Executive Director.

The Executive Director will forward a copy of the decision to the appellant's coach, the Discipline Committee, and if the appellant is under the age of 19, his/her parent(s) and/or guardian(s).

The decision of the Appeals Committee shall be final and binding, and not open to any further appeal or intervention.

---

If the Executive Director is seen as being in a conflict of interest position relative to the appeal, the President, or a designated FENB board member, will assume the responsibility of the Executive Director for managing the appeal process.

---

## COACH CODE OF ETHICS

*Adopted: April 30, 2013*

*Revised and adopted: April 14, 2019*

Coaches of FENB will follow the Code of Ethics as defined by Coaches of Canada.

[https://www.coach.ca/files/CAC\\_Code\\_of\\_Conduct\\_EN.pdf](https://www.coach.ca/files/CAC_Code_of_Conduct_EN.pdf)

National Coaching Certification Program Summary of Coaches of Canada Code of Ethics:

### RESPECT FOR ATHLETES

The principle of *respect* for athletes challenges coaches to act in a manner respectful of the dignity of those involved in sport. This principle is based on the basic assumption that each person has value and is worthy of respect. Acting with *respect for participants* means that coaches:

- Do not make some participants feel more or less worthy as persons than others, on the basis of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socio-economic status, marital status, age, or any other conditions.
- Have a responsibility to respect and promote the rights of all participants. This is accomplished by establishing and following procedures for **confidentiality** (right to privacy), **informed participation** and **shared decision-making** (right to self-determination athletes' rights), and **fair and reasonable treatment** (right to procedural fairness). Coaches have a special responsibility to respect and promote the rights of participants who are vulnerable or in dependent positions, and therefore less able to protect their own rights.
- Interact with others in a manner that enables all participants in sport to maintain their dignity.
- Build mutual support among fellow coaches, officials, athletes, and their family members.

### COACHING RESPONSIBLY

The principle of *coaching responsibly* carries the expectation that the activities of coaches will benefit society in general, and athletes in particular, and will do no harm. Fundamental to the implementation of this principle is the notion of competence, which implies that coaches should be well-prepared and possess up-to-date knowledge of their discipline so that they will be able to maximize benefits and minimize risks to athletes.

In addition, *coaching responsibly* implies that coaches:

- Act in the best interest of the participant/athlete's development as a whole person.
- Recognize the power inherent in the position of coach.
- Are aware of their personal values and how these affect their behaviour.
- Acknowledge the limitations of their knowledge and competence in their sport.
- Accept the responsibility to work with other coaches and professionals in sport in the best interests of the athletes.

---

Rule of two: all FENB-organized events (training camps, Provincial Team projects) must adhere to the rule of two as described by the CAC. The Rule of Two states that there will always be two screened and NCCP trained or certified coaches with an athlete, especially a minor athlete, when in a potentially vulnerable situation. This means that any one-on-one interaction between a coach and an athlete must take place within earshot and view of the second coach, with the exception of medical emergencies. One of the coaches must also be of the same gender as the athlete. Should there be a circumstance where a second screened and NCCP trained or certified coach is not available, a screened volunteer, parent, or adult can be recruited.

This rule serves to protect minor athletes in potentially vulnerable situations by ensuring that more than one adult is present. Vulnerable situations can include closed doors meetings, travel, and training environments amongst others. Organizations must create and implement, policies and procedures, in a sustainable, phased and measurable process, that limit the instances where these situations are possible.

#### INTEGRITY IN RELATIONSHIPS

Behaving with *integrity* means that coaches are expected to be honest, sincere, and honourable in their relationships with others. Acting on these values is possible when coaches have a high degree of self-awareness and the ability to reflect critically on how their views and opinions influence how they interact with others.

In coaching, critical reflection questions existing assumptions about the values and practices that govern coaches' actions. The essential component of critical reflection is an attitude based on (i) open-mindedness, i.e. an active predisposition to hear more than one side of an issue; (ii) active inquiry, i.e. asking why things are done the way they are; and (iii) sincerity, i.e. coaches being genuine in their coaching relationships.

#### HONOURING SPORT

The principle of *honouring sport* challenges coaches to recognize and promote the value of sport for individuals and teams, and for society in general. *Honouring sport* implies that coaches:

- Act on and promote clearly articulated values related to coaching and sport.
- Encourage and model honourable intentions and actions.

| <b>Principle</b>                              | <b>Standards of Behaviour Expected of Coaches</b>  |
|---|--|
| <b>Physical safety and health of athletes</b> | Ensure that training or competition site is safe at all times  |
|   | Be prepared to act quickly and appropriately in case of emergency  |
|   | Avoid placing athletes in situations presenting unnecessary risk or that are beyond their level  |
|   | Strive to preserve the present and future health and well-being of athletes  |
| <b>Coaching responsibly</b>                   | Make wise use of the authority of the position and make decisions in the interest of athletes  |
|   | Foster self-esteem among athletes  |
|   | Avoid deriving personal advantage for a situation or decision  |
|   | Know one's limitations in terms of knowledge and skills when making decisions, giving instructions or taking action  |
|   | Honour commitments, word given, and agreed objectives  |
|   | Maintain confidentiality and privacy of personal information and use it appropriately  |
| <b>Integrity in relations with others</b>     | Avoid situations that may affect objectivity or impartiality of coaching duties  |
|   | Abstain from all behaviours considered to be harassment or inappropriate relations with an athlete   |
|   | Always ensure decisions are taken equitably  |
| <b>Respect</b>                                | Ensure that everyone is treated equally, regardless of athletic potential, race, ancestry, place of origin, colour, ethnic origin, citizenship, language, creed, religion, sex, sexual orientation, age, marital status, family status or disability |
|   | Preserve the dignity of each person in interacting with others   |
|   | Respect the principles, rules, and policies in force   |
| <b>Honouring sport</b>                        | Strictly observe and ensure observance of all regulations  |
|   | Aim to compete fairly  |
|   | Maintain dignity in all circumstances and exercise self-control  |
|   | Respect officials and accept their decisions without questioning their integrity   |

---

## OFFICIALS CODE OF ETHICS

Officials under Fencing-Esprime NB (FENB) should strive to conduct themselves professionally and with respect towards all participants in the sport of fencing.

### **In Relation to the Fencer and the Public**

1. The official's prime concern shall be the safety of all participants and spectators on or near the piste.
2. The official must take reasonable steps to maintain a healthy competitive environment. Unacceptable conduct of other officials, fencers, coaches, and/or spectators will not be tolerated.
3. If overseeing a novice event, the official shall act as an educator and adapt their conduct accordingly while maintaining the rules of competition.
4. Sports officials shall protect the public (fans, administrators, coaches, fencers, et al.) from inappropriate conduct and shall attempt to eliminate from the officiating avocation/profession all practices which bring discredit to it.

### **In Relation to the Coach and Tournament Organizers**

1. The official shall show respect and courtesy towards the coach and tournament organizers.
2. The official shall prohibit any unacceptable conduct by coaches towards officials, fencers, other coaches, and spectators and shall take action against any offence of this nature in accordance with the procedures provided in the rules.
3. The official shall respect the decisions made by tournament organizers even when they are not in agreement.

### **In Relation to other Officials**

1. Every official, in their relations with one or more other officials, shall consciously strive to create and/or cooperate in creating a friendly or at least pleasant working atmosphere governed by mutual respect, understanding, cordiality and, in particular, mutual encouragement.
2. The official shall accept the duties attached to the specific role they are required to play in the match and shall not attempt to transfer their responsibilities to other officials.
3. Experienced officials shall concern themselves with the development of less experienced officials by tactfully and clearly advising them as to how they may improve.
4. Sports officials have an obligation to treat other officials with professional dignity and courtesy and recognize that it is inappropriate to criticize other officials publicly.
5. Sports officials shall not be party to actions designed to unfairly limit or restrain access to officiating, officiating assignments or association membership. This includes selection for positions of leadership based upon economic factors, race, creed, color, age, sex, physical handicap, country or national origin.

### **General Conduct**

The official shall:

1. Make the necessary efforts to reach a high standard of competence, encourage the atmosphere conducive to conscientious performance of their duties and contribute to preventing inadequate refereeing standards.

- 
2. Act as impartial judges with accuracy, fairness and objectivity through an overriding sense of integrity.
  3. Approach each assignment in a professional manner. Because of their authority and autonomy, officials must have a high degree of commitment and expertise.
  4. Be free of obligation to any interest other than the impartial and fair judging of sports competitions. Without equivocation, decisions which are slanted by personal bias are dishonest and unacceptable.
  5. Recognize that anything which may lead to a conflict of interest, either real or apparent, must be avoided.
  6. Be responsible in continuously seeking self-improvement through study of the game, rules, mechanics, and techniques of game management and by attending organized training sessions. They have a responsibility to accurately represent their qualifications and abilities when requesting or accepting officiating assignments.
  7. Abide by the rules and regulations of the jurisdiction in which they are officiating.
  8. Always be neat in appearance and maintain a high level of physical and mental fitness.
  9. Refrain from officiating while under the influence of drugs or alcohol.
  10. Not make any public statement to the media (newspaper, TV, radio, etc.,) relating to any game officiated by them or regarding the quality of the match or the performance of fencers.

(As adapted from the Officials Code of Ethics for Volleyball New Brunswick, the Canadian Soccer Association, and the Ontario Fencing Association.)

---

## CONFLICT OF INTEREST POLICY

Approved: May 2, 2013

Revised and Approved: April 14, 2019

Members of the FENB Board of Directors and staff are expected to reveal any personal, family or business interests that they have that, by creating a divided loyalty, could influence their judgment and hence the wisdom of decisions. A conflict of interest exists wherever an individual could benefit disproportionately from others, directly or indirectly, from access to information or from a decision over which they might have influence, or where someone might reasonably perceive there to be such a benefit and influence.

Examples of possible conflict of interest situations with respect to our Association include:

- a board member or staff member has a personal or business relationship with the Association as a supplier of goods or services or as a landlord or tenant
- a board or committee member has a personal relationship with an athlete where being involved in a decision could directly benefit or appear to benefit the athlete over others
- the Association is employing someone who is directly related to a board member or other staff member
- the Association has two board members who were in a personal relationship prior to accepting a board position or who entered into a personal relationship at some point after accepting a board position

Conflicts of interest (real and perceived) are unavoidable and should not prevent an individual from serving as a director or staff member unless the extent of the interest is so significant that the potential for divided loyalty is present in a large number of situations.

### Procedure for Handling a Conflict of Interest

1. Members of the Board and staff have a duty to disclose any personal, family, or business interests that may, in the eyes of another person, influence their judgment.
2. The Board as a whole has a duty to disclose specific conflicts of interests to Association members, staff and external stakeholders where that interest may, in their judgement, affect the reputation or credibility of the organization, and to disclose the Board's procedure for operating in the presence of such conflicts.
3. Board members and staff have a duty to exempt themselves from participating in any discussion and voting on matters where they have, or may be perceived as having, a conflict of interest. Such exemptions should be recorded in minutes of meetings.
4. Board members and staff have a duty to respectfully raise and discuss concerns over possible conflicts.
5. Any business relationship between an individual (or a company where the individual is an owner or in a position of authority) and the Association, outside of their relationship as a Board or staff member, must be formalized in writing and approved by the Board.
6. Ask a third party to assist where appropriate.
7. In serious cases, where alternate solutions are not possible, a Board or staff member may be asked to resign from his/her position.



---

## ANTI-HARASSMENT POLICY

Revised: April 30, 2013

Fencing-Esprime NB (FENB) is committed to providing an environment in which all participants are treated with respect and dignity. It is the organization's responsibility to prevent and eliminate harassment to its members.

### APPLICATION:

This policy applies to all coaches, referees, directors, volunteers, spectators and members of clubs affiliated with FENB. It applies to harassment which may occur during the course of all FENB activities including travel to and participation in fencing events beyond this organization and individual club premises.

### DEFINITIONS:

The *Canadian Human Rights Act* prohibits harassment related to race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, pardoned conviction, or sexual orientation. Disrespectful behaviour, commonly known as "personal" harassment, is not covered by human rights legislation. While it also involves unwelcome behaviour that demeans or embarrasses a person, the behaviour is not based on one of the prohibited grounds named above. This policy is meant to include any kind of harassment. It generally involves comment, conduct, display or gesture directed toward an individual which is insulting, intimidating, humiliating, malicious, degrading or offensive. It affects a person's ability to learn and to enjoy participating. It can be an expression of abuse of power, authority, or control that is coercive in nature. For the purposes of this policy, harassment includes personal and sexual harassment and abuse of authority.

*Personal harassment* means any behaviour that is known or ought reasonably to be known to be objectionable or offensive and unwelcome. It includes bullying, objectionable conduct, comment or display made on either a one-time or continuous basis either in person or via electronic means that demeans, belittles or causes personal humiliation or embarrassment.

*Sexual harassment* means any conduct, comment, gesture or contact of a sexual nature, whether on a one-time basis or a series of incidents that is unwanted or unwelcome. Behaviour that can constitute sexual harassment includes, but is not limited to:

- > unwanted touching, patting or leering
- > telephone calls or electronic communication with sexual overtones,
- > gender-based insults or jokes causing embarrassment or humiliation,
- > inappropriate or unwelcome comments on a person's physical attributes or appearance.
- > sexual assault

*Abuse of authority* occurs when an individual improperly uses the power inherent in a position of authority. Abuse of authority includes, but is not limited to, such acts or misuse of power as intimidation, threats, blackmail or coercion. It also includes behaviour which is perceived as placing a condition of a sexual nature on participation in specific sport activities.

---

#### RESPONSIBILITY:

The Board of Directors of FENB is responsible to ensure that the Executive Director shall not fail to:

1. take appropriate preventive or corrective action in a timely manner to stop any harassment the ED is aware of, whether or not a complaint is filed.
2. act as the anti-harassment advisor in the informal process when requested;
3. appoint, in the event of a formal complaint, a person trained to investigate such complaints of harassment in a sensitive, responsible manner;
4. impose appropriate corrective or disciplinary measures when a complaint of harassment has been substantiated,
5. inform all members and staff of the anti-harassment policy

Every member is responsible for playing a part in ensuring that at both local club and provincial level the environment is free from harassment. This means not engaging in, allowing, condoning, or ignoring behaviour contrary to this policy.

Every person in a position of authority within both FENB and its affiliated clubs are expressly forbidden to abuse this authority through intimidation, coercion or harassment.

**Confidentiality:** It can be extremely difficult to come forward with a complaint of harassment and it can be devastating to be wrongly accused of harassment. The Board of Directors recognizes the interests of both the complainant and the respondent in keeping the matter as confidential as possible unless there is a formal investigation.

**Protection from retaliation:** The Board of Directors shall seek to ensure that no complainant shall be subject to retaliation as a consequence of placing a complaint of harassment.

**Who to talk to:** At the club level any member who feels he or she is experiencing harassment while participating in fencing activities is encouraged to speak confidentially to a trusted leader within their respective club. All Club Leaders, Coaches and Board members at the club level will be aware of their responsibility to listen carefully to concerns of harassment and to confidentially report these concerns to an anti-harassment advisor designated by either the Board of Directors of the club or the club leader, whichever is applicable, to serve in a neutral, unbiased capacity to help resolve informal complaints or, if required, investigate formal complaints.

At the provincial level any member who feels he or she is experiencing harassment while participating in fencing activities is encouraged to speak confidentially to the FENB anti-harassment advisor designated by the FENB Board of Directors to serve in a neutral, unbiased capacity to help resolve informal complaints or, if required, investigate formal complaints

#### COMPLAINT PROCEDURE:

**Speak up:** If you believe you are being harassed, speak up right away. If possible, tell the person that you are not comfortable with their behaviour, and want it to stop. Usually, that will be all you need to do. You can speak to them directly, or write them a letter (date it and keep a copy). In addition, tell someone you trust what is going on.

**Keep notes:** Record all unwelcome or harassing behaviour. Write down what has happened, when, where, how often, who else was present, and how you felt about it. Write down every instance of harassment.

---

**Report it:** If the harassing behaviour occurs again, or if you are unable to deal directly with the person harassing you, report it to the person at the local club who is designated to receive complaints anti-harassment advisor. If that person is involved in the complaint, please contact the Club Leader or Chair of the Board of the local club whichever is applicable. If for some reason you are unable to report harassment to someone at the local club, you can go directly to the Executive Director of FENB or in his/her absence, the Board President of FENB. In the case of sexual or physical assault you might choose to go to the police. If appropriate, you may go directly to the provincial or Canadian Human Rights Commission.

Once a person reports harassment, the anti-harassment advisor will ask questions such as what happened, when, where, how often and who else was present and will keep notes of this conversation.

**INFORMAL PROCEDURES:**

You may want to proceed informally at first. This means you can ask the anti-harassment advisor to help you communicate with the other person, or to speak to them on your behalf, without going through actual mediation or a formal complaint. The informal approach may not always be possible or successful, but when it is, you may be able to resolve the situation quickly.

1. Any Club Leader or the FENB Executive Director who receives a complaint of harassment shall record a description of the complaint as soon as possible after the complaint is heard and shall assure the complainant that the concern will be reported confidentially to the anti-harassment advisor.
2. In the case of the Club Leader who receives a complaint of harassment, he or she shall provide the recorded description of the complaint and the name of the complainant, without delay to the anti-harassment advisor within the local club; or, in the absence of such a person in the local club, the FENB anti-harassment advisor.
3. In the case of the FENB Executive Director who receives a complaint of harassment, he or she shall provide the recorded description of the complaint and the name of the complainant, without delay to the FENB anti-harassment advisor.
4. The anti-harassment advisor shall meet with the complainant to discuss:
  - a. the details of the complaint and evidence of harassment
  - b. the options to resolve the situation informally
  - c. the right to lay a formal, written complaint if informal resolution is not feasible.
  - d. the process involved in a formal complaint and the confidentiality provisions

**Note:** If the complainant is under 18 years old, the process shall ensure that a trusted, supportive adult approved by the complainant is present during this meeting. If the complainant is 18 years or older, the complainant shall be advised to have a support person present during the meeting.

5. If the complainant chooses to pursue an informal resolution, the anti-harassment advisor shall meet with the parties involved to negotiate a solution acceptable to both parties. If such a solution is found, the anti-harassment advisor shall record that a complaint was made; both parties shall signify in writing that the complaint was resolved to the satisfaction of both parties; and no further action will be taken. If no informal resolution is achieved, the complainant may choose to lay a formal complaint.

---

FORMAL PROCEDURES:

If the complainant chooses to lay a formal complaint, the anti-harassment advisor will assist the complainant in composing a formal, written complaint which sets out the details of the incident(s), names of any witnesses, to be dated and signed by the complainant.

1. The anti-harassment advisor shall provide a copy of the complaint to the respondent without delay and shall advise the respondent to provide a written response to the complaint within 7 working days of receiving the complaint. The anti-harassment advisor may if appropriate, assist the respondent in composing this response.
2. The anti-harassment advisor shall review the complaint and response, gather other facts pertinent to the complaint, interview witnesses and prepare a written report containing the evidence of the case, with one of the following recommendations:
  - a. the complaint is unfounded and no further action is required
  - b. the facts cannot reasonably be treated as evidence of harassment
  - c. the complaint should be further investigated by a case review panel.

In the case of a complaint at the club level, the report shall be submitted to the Chair of the Board of Directors or Club leader whichever is appropriate, within 14 days.

In the case of a complaint at the provincial level the report shall be submitted to the Chair of the Board of Directors of FENB within 14 days.

3. If further investigation is recommended, the Board of Directors of FENB, Board of Directors of a Club or Club Leader, whichever is appropriate, shall appoint a case review panel of three persons, over the age of 18, of whom at least one shall be female and one shall be male. No member of this panel shall have a significant personal or professional relationship with either the complainant or the respondent. The case review panel shall be appointed within 14 days. Members of the panel shall select a chairperson from among themselves.
4. The case review panel shall convene a hearing with 14 days written notice of the day, time and place of the hearing given to the complainant and respondent. Both parties have the right to be present at the hearing, accompanied by a supporter, to give evidence and answer questions of the panel. The anti-harassment advisor may attend the hearing at the request of the panel.
5. The case review panel shall present a written report of its findings to the Board of Directors appropriate to either club or provincial level or to the respective Club Leader within 14 days of the hearing. The report shall include: a summary of the relevant facts, a determination as to whether harassment took place, and if so, recommendation of disciplinary action against the respondent and remedy measures to the complainant. If it is determined that the allegation of harassment is unfounded, a recommendation of disciplinary action against the complainant may be made.
6. The chair of the review panel shall provide a copy of the report to the complainant and the respondent without delay.

---

## PROVINCIAL ATHLETE DEVELOPMENT

Revised and Approved: September 20, 2016

In all FENB policies that make reference to the Provincial Team, it is assumed that this is the same as the Provincial Athlete Development Program and can, therefore, be used interchangeably.

## LONG-TERM ATHLETE DEVELOPMENT MODEL

Developed under the umbrella of Canadian Sport for Life, the Long-Term Athlete Development Model is integral to our programs. We respect that physical skills can be developed across all sports and we want fencing to be a sport for life. Athletic skill development follows the stages and guidelines of the program as set forth in the Canadian Fencing Federation's document [http://www.fencing.ca/sites/default/files/ltad/CFF\\_LTAD\\_program-en\\_r5-web.pdf](http://www.fencing.ca/sites/default/files/ltad/CFF_LTAD_program-en_r5-web.pdf).

References: Canadian Sport for Life <http://www.canadiansportforlife.ca/>

## CANADIAN FENCING FEDERATION (CFF) INSTRUCTIONAL PROGRAM

The CFF Instructional Program is a progressive development program that is designed to develop fencers with

- Strong technical knowledge
- Good tactical observation skills
- A capacity for adaptation
- A more complete general knowledge of fencing

The program is divided into five separate, but related performance factors: technical, tactical, rules, refereeing and, at the higher levels, coaching. There are six levels within the Instructional Program and the fencer must be evaluated in each performance factor to move from one level to the next. Evaluation of the highest levels of the program is done at CFF Regional Training Camps.

There is no age limit for participation in the Instructional program. Progression through the program depends on the ability of the fencer to meet the requirements for achievement in each level. Progress through the different stages of LTAD is related to a fencer's progression through the Instructional program. (Source: "Canadian Fencing Federation Long Term Athlete Development" p. 11)

Details of the program can be found at <https://www.fencing.ca/content/armband-instructional-program>



---

## FENB ATHLETE DEVELOPMENT COMMITTEE

Approved: August 23, 2016

### MANDATE

A committee will be formed to ensure that a continuous effort is made to:

1. Encourage and reward competitive development of New Brunswick fencers
2. Encourage the number of competitive participants within New Brunswick to increase

All decisions by the committee should have one or both of these goals in mind.

### OBJECTIVES

The primary objectives of the committee are to develop and assist in the execution of initiatives to help FENB achieve its goals for athlete development. When the committee is not confident in its technical knowledge, it should consult with the Executive Director to solicit feedback from all registered fencing coaches within the province. Secondary objectives include:

- Develop a Provincial Athlete Development Program, including technical and physical evaluation of potential candidates, program structure, and program content, in conjunction with club coaches, athletes, and the Provincial Coach. This program must be approved by the FENB Executive Director and reviewed once a year for potential updates and improvements.
- Based on the previous year's performance and participation at competitions, set the criteria for selection into the Provincial Athlete Development Program.
- Perform an annual evaluation of the competitive fencers within New Brunswick and select sponsored activities that will support the development of those fencers.
- Based on the expected size and composition of the Provincial Team, recommend benefits that could be awarded to the Provincial Team (track suits, equipment funding, travel funding, etc.) to the FENB Executive Director as per the Provincial Team Selection Policy.
- If a Provincial Coach or Provincial Leader has been designated, coordinate with that person to ensure any of their goals or activities are supported.
- Determine the number and content of non-Provincial Team athlete training camps each year with input from club coaches.

### STRUCTURE

The committee shall be formed by the FENB Executive Director. It will be composed of the following members:

1. A committee chair, preferably with previous experience developing athletes in the province.
2. An NCCP qualified coach and FENB member in good standing. At least one member of the committee must meet this criteria.
3. Three (3) other members of CFF in good standing. Preference is given to coaches from within New Brunswick. Fencers and parents of fencers may also be members.

### SPONSORED ACTIVITIES

There are a number of activities that the committee can choose to designate as part of the Provincial Athlete Development Program. These activities will receive funding from FENB. When there is not sufficient funding for all activities, FENB will have final say on what portion of each activity is funded. These activities should be chosen to help either increase the competitive performance of New Brunswick fencers, or to increase the quantity of competitive fencers within the province. Some examples of activities are:

- 
- **Competitive training camps:** training camps where a criterion must be met for fencers to participate. More advanced skills can be focussed on.
  - **General training camps:** training camps where all members are invited. The focus is on increasing benefits to all members, and fostering the fencing community.
  - **Out of province coaches:** a coach of high caliber can be brought in to expose our fencers to new training techniques. Ideally, this will be coordinated with learning opportunities for our own coaches.
  - **Inter-club activities:** financial support can be given to clubs, coaches, or competitive fencers to encourage clubs to interact in positive ways. Increased interest, and broader experience are the key benefits.
  - **Out of province athletes:** high caliber athletes from other regions can be compensated to participate in camps or tournaments. Exposing our fencers to other fencers with strong training habits can be of great benefit.

## BOUNDARIES

- A committee member will not vote on a decision where a conflict of interest may be perceived (See Conflict of Interest policy).
- The Committee will not host FENB-sponsored activities without prior approval from the FENB Executive Director.
- The Committee will not go over budget on any activity without the knowledge and approval of the FENB Executive Director.



---

## PROVINCIAL TEAM SELECTION POLICY

Approved: May 27, 2016

### PURPOSE

This policy will support a Provincial Team program where New Brunswick fencers will be selected to represent the Province at out-of-province events and have access to additional training, travel support, and other resources. Selection to the Provincial Team is an indication that an athlete is prepared and committed to representing the Province outside of regional competitions.

### PROGRAM MANAGEMENT

In the absence of a Provincial Coach, the FENB Executive Director is responsible for the management of this program, but may delegate all or some tasks to others.

The FENB Provincial Coach or Executive Director shall develop program content in conjunction with New Brunswick coaches for Provincial Team athletes. This would include not only fencing-related exercises and lessons, but also general fitness, nutrition, etc. These program elements would be reviewed once a year at an annual coaches' forum for further refinement.

The development of athletes must happen in cooperation with club coaches who are responsible for establishing the fundamental fencing skills. Coaches determine which of their fencers are interested in joining the Provincial Team and work to prepare them for participation using the tools available through the program and ensure that they will meet the selection criteria.

The FENB Executive Director shall determine the benefits of being a part of the Provincial Team. These benefits will be decided based on the resources available within the Province, and any opportunities we have to encourage strong performances by our athletes. This may include, but is not limited to:

- Organized trips to competitions outside of New Brunswick
- Shared travel costs
- Access to team gear
- Access to additional training materials
- Access to more training opportunities

The selection criteria, process, and evaluation of potential candidates for the Provincial Team will be outlined in a Provincial Team Program. A selection committee shall be established to apply the selection criteria and recommend candidates to the Provincial Team.

### SELECTION COMMITTEE

#### MANDATE

To select FENB fencing members who meet the selection criteria to join the New Brunswick Provincial Team. The Committee shall be appointed by the FENB Executive Director no later than June 1<sup>st</sup> of each year and is responsible for:

- 
- a. Reviewing reports of participation in designated training camps, fitness training and technical skill evaluations.
  - b. Reviewing written reports of breaches of the code of conduct, or absence from designated events due to illness, injury or family emergency,
  - c. Applying the established selection criteria, and
  - d. Reporting this selection to the FENB Executive Director, in writing, no later than August 20<sup>th</sup> and January 20<sup>th</sup>, each season.

#### STRUCTURE

Shall consist of each Weapon Lead plus one FENB Board Member and another FENB member in good standing. Excluded from this committee are Provincial Training Squad members, their relatives, and personal coaches of squad members (other than the Weapon Leads).

#### ANNOUNCEMENT OF SELECTION

The Selection Committee shall not disclose the results of selection to any member other than the FENB Executive Director. Once the FENB Executive Director has received the selection report, the weapon leads or manager shall inform each fencer individually of the results of selection. This may be done verbally but must also be confirmed in writing within 7 days of receiving the selection report.

#### APPEAL PROCESS

Refer to Appeal Process Policy in the FENB Operations Policy and Procedure Manual.

#### BOUNDARIES

The Selection Committee:

- Will not show favoritism of one athlete over another
- Will not show bias toward one group over another. This would include: gender, race, language, club, or region

Will not release any names of Provincial Team candidates to anyone before the Executive Director informs the individuals and makes an official announcement

---

## PROVINCIAL HIGH PERFORMANCE PROGRAM - UNDER REVIEW

### OVERVIEW

The program is led by the provincial coach. As a condition of eligibility for government funding for a provincial coach, we are required to have a centralized program offered in conjunction with a full-time facility. For this reason, FENB is collaborating with Damocles Fencing Club to fund and host the provincial team program. Training as part of the provincial team will occur primarily in Fredericton. The provincial coach funding is targeted toward developing Train to Train and Train to Compete athletes, as described in Long Term Athlete Development stages. The development of athletes must happen in cooperation with club coaches who are responsible for establishing the fundamental fencing skills.

The provincial coach job description is in Appendix C.

For any other coaches associated with official provincial team activities (Projects, Camps, etc.), those coaches must have completed either the NCCP "Making Ethical Decisions" module and evaluation (<https://www.coach.ca/make-ethical-decisions-med--s16834>) or the "Respect in Sport for Activity Leaders" fencing specific module (<http://fencing.ca/respect-in-sport/>), or an international equivalent approved by FENB.

### PROGRAM CONTENT/CRITERIA - TBD

- COMPETITION REQUIREMENTS, NB AND OUT OF PROVINCE EVENTS
- TRAINING REQUIREMENTS
- PROVINCIAL TRAINING CAMPS
- PRICING AND FUNDRAISING OBLIGATIONS FOR PARTICIPANTS

### INDIVIDUAL AND TEAM SELECTION - TBD

- ELIGIBILITY TO PARTICIPATE
- ATHLETE IDENTIFICATION
- AGE GROUPINGS
- SELECTION CRITERIA
- SELECTION PROCESS
- EXEMPTIONS (MEDICAL AND OTHER)
- FENB/ATHLETE AGREEMENT (SPECIFIC TO PARTICIPATION IN HP PROGRAM)
- OBLIGATIONS ON THE PART OF PARENTS AND FENCERS — TIME AND FINANCIAL
- VOLUNTEER JOB DEFINITIONS - EX. TRAVEL CO-ORDINATION

### PARTICIPATION IN TEAM EVENTS AT NATIONAL CHAMPIONSHIPS — TBD

---

How CLUB AND PROVINCIAL COACHES WORK TOGETHER AND SEPARATELY - TBD

---

## GROUP TRAVEL STANDARDS & PROCEDURES

Revised & Approved: April 22, 2018

Group travel is defined as overnight travel to a fencing competition or other activity that is planned and supervised by Fencing-Esprime NB (FENB). All persons participating in FENB group travel must conduct themselves according to FENB policy using good judgement at all times. The following standards and procedures have been established to ensure the safety of all participants and ensure that the trip is well organized. Parents or guardians who transport or organize the transportation of their children are exempt from this policy.

### **Trip Authorization:**

FENB sanctioned trips must be approved by the FENB Executive Director. Normally, these trips are planned by the Executive Director or a designated coach as part of the Provincial Athlete Development Program.

### **Trip Management:**

Each trip must have a designated trip manager who travels with the group and is responsible for ensuring that trip standards are met and trip procedures are followed. This person will ensure that someone has coordinated all of the trip details and created the trip information package.

1. Minors must be supervised by a chaperone when using any public transportation on FENB-approved trips.
2. Unless specially arranged with parents/guardians, trips involving male and female participants under 19 years of age are required to have both a male and a female chaperone. Any chaperones must have a Vulnerable Sector Check completed ahead of the trip with a copy given to the FENB Executive Director.

### **Trip Information Package / Invitation for Participants:**

All fencers who are eligible to participate must receive a trip information package at least two weeks before the registration deadline with the following information:

1. name of the event, the location and dates
2. proposed travel & accommodation options and tentative itinerary
3. name of trip manager
4. FENB trip registration form
5. trip cost estimate (including contribution of \$75 maximum to coaches' travel costs from each athlete)
6. competition or event registration form

### **Trip Registration Form:**

An FENB trip registration form must be completed and signed by the participant who is 19 years or older or, for participants under 19 years, signed by a parent or legal guardian. A copy of this form must be carried on the trip by the trip manager and a second copy held by the FENB Executive Director.

### **Driver standards:**

1. Drivers must have a valid driver's licence with an appropriate classification for the type of vehicle being driven and that has been valid for a minimum of four years.

- 
2. Only approved FENB members, coaches, advisors, and chaperones are to travel in rental vehicles.
  3. For continuous trips longer than 8 hours there must be 2 drivers. Drivers must stop at a maximum of 4 hours for a 30 minute break.
  4. Each vehicle should have access to, at minimum, one mobile phone. The vehicle should be equipped to charge the noted mobile phone. The driver is not permitted to operate a mobile phone while driving under any circumstances.
  5. When multiple FENB-arranged vehicles are traveling to the same destination, participants should schedule pre-determined meeting points and communicate via mobile phone instead of attempting to follow one another through traffic. All drivers should exchange contact information ahead of departure as well as with the FENB Executive Director and trip manager.
  6. Each driver may not drive more than 10 hours in a 24 hour period.
  7. Travel must take place between 5:00 am and 1am AST except in emergency situations.
  8. Drivers must monitor meteorological and road conditions and make appropriate decisions to continue or delay the trip.
  9. All drivers and passengers are required to wear seat belts while the vehicle is in motion. The authorized drivers are responsible for making sure all persons traveling in the vehicle have seat belts on.
  10. All parking and traffic fines are the responsibility of the individual driver.
  11. If traveling in a vehicle that appears unsafe, have the vehicle checked as soon as this is noticed (i.e., next available garage). If it is determined to be unsafe, do not continue to travel in that vehicle.
  12. Smoking is not permitted in the vehicle.
  13. Drivers must never be under the influence of any drugs or medication that may impair his/her driving ability, or be under the influence of any level of alcohol.
  14. Drivers must not have a known medical condition that could impair his/her driving ability.
  15. Drivers are expected to observe all traffic regulations and safe operating procedures.
  16. Drivers must not drive if drowsy. All travelers should take appropriate breaks to ensure that the driver is not fatigued, and a passenger must be awake at all times with the driver.
  17. Drivers on FENB-approved trips may not transport hitchhikers or other unauthorized passengers.

#### **Vehicle standards:**

3. All vehicles must have a valid safety inspection sticker.
4. All vehicles must be equipped with snow tires between November 1 and April 30.
5. Passenger vans that carry more than eight people are **not** permitted.
6. Buses are permitted as long as all requirements and restrictions established under the Motor Vehicle Act in relation to the operation of commercial vehicles are followed. These rules apply to the hours of service for drivers, commercial logbooks, and out-of-province trip permits.
7. All vehicles must carry insurance coverage with Third Party Liability and Accident Benefits in the amount of no less than \$1 million. A copy must be presented to the FENB Executive Director ahead of departure.

#### **Trip Itinerary:**

1. A final trip itinerary including route and planned stops (e.g., meals) must be provided to participants and parents of minors prior to the trip.
2. Name and contact information of trip manager, coaches and designated chaperones must be provided to parents of participants under the age of 19.

- 
3. Changes to the trip itinerary after departure may only be made for safety reasons or for reasons beyond the manager's control such as road detours or weather and road conditions.
  4. Efforts should be made to notify the family of passengers of any unforeseen delays or any changes to the original trip itinerary.
  5. Trip participants must be prepared to stay overnight at additional cost if weather or road conditions present a hazard.

**Inclement Weather:**

1. If the team experiences inclement weather while traveling, the driver must follow procedures to ensure the safety of all members.
2. The trip manager is responsible for making a judgement on whether or not travel is safe based on weather reports and travel advisories.
3. If travel conditions are deemed unsafe, travel should cease immediately and the team should be housed in a hotel until weather improves.
4. Efforts should be made to notify family if travel has been delayed.
5. If traveling to a competition, efforts should be made to notify the FENB Executive Director and event organizers.

**Accidents:**

1. All accidents that involve liability must be immediately reported to the police.
2. All accidents must be documented in writing at the time of the accident with the following information:
  - description of accident
  - specific location
  - involved vehicles' identification (license, driver's names, addresses, telephones, insurance company and policy #, vehicle make)
  - specific area of damage on all vehicles
  - injured parties information (names, telephones, type of injury suspected)
  - passengers & witnesses names and telephones
  - any special circumstances associated with the accident (e.g., weather or traffic conditions).
  - All accidents must be reported in writing by the trip manager to the FENB Executive Director.

**Accommodation standards:**

1. When fencers under 19 years of age are expected to share accommodation without parent/guardian supervision, the trip manager will obtain the input of parents/guardians regarding the choice of roommate(s). Roommates should be chosen so that the same gender participants shall share accommodation.
2. Unless specially arranged with parents and guardians, coaches shall not share accommodation with participants.
3. Minor participants may visit the rooms of other participants provided that permission has been given by an accompanying parent, trip manager or other designated adult.
4. The trip manager or other designated adult is required to ensure that participants are informed about and follow the FENB Code of Conduct, curfews, and hotel regulations.
5. Accommodations should be made with a trusted hotel company or secondary educational institution. Accommodations at an Airbnb residence, or similar service, is prohibited. Individual

---

members can arrange to stay with billets, but this would be organized separately and at the full responsibility of the individual or parent/guardian (if under the age of 19).

**Travel outside of Canada:**

FENB members participating in FENB sanctioned trips outside of Canada must abide by laws applicable in the countries of travel.

All participants must have required documentation (e.g., passport or birth certificate) and travel insurance for the duration of the trip.

Adults accompanying minors, who are not the legal guardians of the minors, must have in their possession consent letters proving they have permission to accompany each minor from every person with the legal right to make major decisions on the minor's behalf. Sample letters developed by Government of Canada can be found at [Travel.gc.ca](https://travel.gc.ca) . Additional information on US Border requirements can be found at [US Customs and Border Protection](#).



---

## TECHNICAL LEADERSHIP

### COACH DEVELOPMENT REPRESENTATIVE

Approved: November 5, 2017

#### PURPOSE

This volunteer representative provides advice to Fencing-Esprime NB (FENB) on the development needs of current coaches and future coaching capacity. They convey FENB's coaching development needs to the Canadian Fencing Federation (CFF) and any coach certification bodies.

The Coach Development Representative reports directly to the FENB Executive Director on an agreed upon frequency and format.

In the event that there is no Coach Development Representative chosen, these duties are the responsibility of the FENB Executive Director.

#### PROCESS

Every two years, after the FENB AGM, the FENB Executive Director requests applications from individuals interested in being the Coach Development Representative. The successful applicant is then chosen to represent the Province via a vote of the Board of Directors.

#### Requirements:

- Must have some coaching experience
- Must have some knowledge of the coach certification process for fencing
- An up-to-date criminal and vulnerable sector check

#### WORKING RELATIONSHIPS

FENB Executive Director

New Brunswick Fencing Coaches

Canadian Fencing Federation (Coach Council, Coach Developer)

Coach Development Associations (Coach NB, Coach Canada)

Other PSO Coach Development representatives

#### DUTIES & RESPONSIBILITIES

- Provide recommendations on the number and format of coach development clinics for FENB to organize each year.
- Sit on the CFF Coach Council, if one exists.
- Act as the liaison between the CFF and FENB.
- Bring forward any concerns of New Brunswick fencing coaches.
- Identify potential new coaches.
- Map current coaches' pathway to certification and training.
- Recommend opportunities to coaches that would further their knowledge and training.
- Identify any potential risks related to current coach participation.
- Identify any gaps related to coach development.

---

## BOUNDARIES

- Will not make any financial or operational commitments without prior approval from the FENB Executive Director.
- Will not enter into commitments that could jeopardize the operations or reputation of FENB.
- Will not make decisions that violate FENB policies and/or by-laws.

## COACHING CERTIFICATION

### NATIONAL COACHING CERTIFICATION PROGRAM

FENB expects coaches to be certified under the National Coaching Certification Program (NCCP) which is newly revised. The new NCCP system is based around the Competency Based Education and Training (CBET) model of coaching education, and reflects a system-wide paradigm shift, across all sports in Canada, from coaching certifications being based on “what a coach has been taught” (the *old* NCCP model) to “what a coach can actually do” (the *new* NCCP model). On the surface, this may sound like a fairly minor change, but in fact, the new NCCP model represents a completely different system for coaching development, education and certification.

Key elements of this new system are:

- The syllabi at each level of coaching award are driven by a Participant Development Model (PDM), which reflects the needs of athletes at every stage of development as defined in the Long Term Athlete Development (LTAD) Model for fencing.
- The system uses a problem-based learning (PBL) approach to coach education. Coaches in training are presented with real or authentic situations and then encouraged to find solutions to problems which occur along the way. The mode of learning is highly active and highly interactive, allowing coaches to fully engage in the process.
- Evaluations are based around coaches demonstrating what they can actually do.
- Coaches are required to participate in ongoing training activities (of their choosing) to maintain their certification.

### Integration with the Participant Development Model

The Participant Development Model for fencing identifies three clear streams of fencers: the *community* stream, the *instructional* stream, and the *competitive* stream. Participants in the community stream are generally completely new to fencing, and might be taking a few fencing classes as part of a physical education program, through a school or recreation centre, or as a special interest activity program. These participants typically fall into the Active Start and Fundamentals stages of the Long Term Athlete Development model. Participants in the instructional stream may also be new to fencing, although are not necessarily so, but they are typically enrolled in a more comprehensive instructional program than is offered in the community stream. These participants typically fall into Active Start, Fundamentals or Learn to Train stages of the LTAD model. Participants in the competitive stream are active competitors at some level of the sport (this could range from local to international). These participants are typically at the Train to Train or later stages of the LTAD model.

---

The new NCCP model currently plans to offer two coaching awards for the community stream, which focus on getting people engaged in the sport of fencing, one award in the instructional stream, which focuses on giving new fencers a strong technical base on which they can build as they progress, and three awards in the competitive stream which deal with the needs of the athletes as they progress through the different levels of competition and development.

#### AIDE-MONITEUR

The Aide-Moniteur instructional stream award is the only coaching award that is fully developed under the new NCCP. For the CFF NCCP Instructor Beginner Context Coach Evaluation Handbook see [http://fencing.ab.ca/documents/aide-moniteur-manual/aide-moniteur\\_coach\\_manual.pdf](http://fencing.ab.ca/documents/aide-moniteur-manual/aide-moniteur_coach_manual.pdf)

#### ANIMATEUR

This first community stream award will hopefully be released shortly. Until then, we are offering the Ontario-developed Community Instructor Certificate award as the first step in the community stream. Given that the content is based upon the proposed Animateur award, it is hoped that certified Community Instructors will be able to get NCCP accreditation at the Animateur level with little effort once it is available. For now, FENB members who have satisfactorily completed the training program that follows the NCCP community stream initiation context, will be recognized to teach initiation level fencing programs until such time as they can be recognized by the National Coaching Certification Program.

(Adapted from OFA “Fencing and the new NCCP”)

Coaches trained outside of Canada may seek Canadian equivalency. While this is not required, equivalency would position the coach to be eligible for assignments where Canadian qualifications are mandatory. In addition, FENB would receive recognition of the coach’s Canadian designation. Individuals are expected to seek training in areas of sport policy unique to Canada, such as Long-Term Athlete Development model.

Information about NCCP certification is found at [www.coach.ca](http://www.coach.ca).

---

## REFEREE CERTIFICATION PROGRAM – UNDER REVIEW

The Canadian Fencing Federation has placed the responsibility for the training and certification of "P" (Provincial) level referees with provincial branches. This program is designed to assist FENB members in gaining certification.

### ELEMENTS OF A REFEREE DEVELOPMENT PROGRAM

- Recruit members to become referees
- Educate and train candidates to gain relevant referee knowledge.
- Provide practical experience in clubs and at competitions.
- Provide mentorship by experienced referees.
- Recognize referees for their efforts.

### PROGRAM OVERVIEW:

A two level system: 1. Club level and 2. Provincial level is proposed to be implemented for each weapon. Standards for both theoretical knowledge and practical skills shall be set. These standards will be reviewed during regular training clinics offered by FENB. Assessment for certification will involve a theory test (oral or written) and a practical test. Once "P" level certification is attained, referees must maintain a minimum level of refereeing activity and attend upgrading seminars from time to time.

### CURRICULUM FOR REFEREE TRAINING

#### CLUB LEVEL REFEREE

- |            |   |
|------------|---|
| Theory:    | <ol style="list-style-type: none"><li>1. Boundary Rules</li><li>2. Common Yellow - Red penalties</li><li>3. Right of way Rules (Foil &amp; Sabre)</li><li>4. Basic Terminology: attack, riposte, counter-attack, remise</li><li>5. Corner judge rules</li></ol>   |
| Practical: | <ol style="list-style-type: none"><li>1. Correct use of basic commands with signals</li><li>2. Ability to move appropriately with the action.</li><li>3. Ability to use corner judge system.</li><li>4. Ability to establish correct starting distance.</li><li>5. Ability to recognize &amp; penalize common yellow card offences.</li><li>6. Ability to award hits with 75% accuracy over 10 matches.</li></ol> |

#### STANDARDS: PROVINCIAL LEVEL REFEREE

- |         |   |
|---------|---|
| Theory: | <ol style="list-style-type: none"><li>1. Equipment regulations for individual competitors</li><li>2. All penalties for on piste situations.</li><li>3. Rules regarding injury/indisposition</li></ol> |
|---------|---|

- 
4. Rules governing annulment of hits
  5. Rules for team competition
  6. Competition seeding, score keeping, timing & pool sheet management

- Practical:
1. Correct use of terminology to describe action.
  2. Clear, audible decisions.
  3. Ability to award hits with 85% accuracy over 20 matches.

#### REFEREE CERTIFICATION PROGRAM

1. **Introduction to Refereeing Clinic:** 1-day (6 hours) course on controlling the bout, professionalism, expectations, safety, and support (no evaluation).
2. **General Rules Clinic:** 1-day (6 hours) course on general rules, introduction to priority, interpretations of actions, review of penalties/cards, followed by written exam at end of day (30 questions: 10 short answer, 20 MC).
3. **Specific Weapon Refereeing Clinic:** 2-day (6 hours teaching/next day evaluation) on specific weapon judging, followed by written (25 questions) and practical exam (judging three bouts).
4. **Judging Supervised at Tournaments:** After attending/passing these three clinics, can referee at tournaments supervised; must referee at least four tournaments (full-weekend—number of hours?).
5. **Practice Exam:** After accumulating sufficient referee hours, and with recommendation of supervisor, can be evaluated by another referee at a tournament (practical only) in a practice exam. Once have passed practice exam, minimal supervision is required for refereeing.
6. **Provincial Exam:** Can be then recommended by evaluating referee to challenge provincial exam (written and practical) at provincials under evaluation of out-of-province referee.

(adapted from Wendy Yano's proposal - 2011)

#### TYPES OF REFEREES

##### **NB Referee Candidate**

*Who:* Targeted club members identified by Club Leaders/Tournament Organizers

*Level of Refereeing:* Novice, Cadet, U15, U13, and Team events; can referee pools, first-round DEs under supervision of a Supervising Referee; experienced Candidates can referee Junior and Senior events up to and including quarter finals with supervision

*Requirements:* Participation at NB Refereeing Seminar, registration with FENB

*Expectations:* Practise refereeing at home club, availability for three or more tournaments in the season, familiar with NB Referee Handbook

##### **NB Referee**

*Who:* Referees who have been grandfathered in or passed the NB Referee Exam

---

*Level of Refereeing:* Novice, U15, U13, U11, Cadet, Junior, Senior, Veterans, and Team events  
*Requirements:* Participation at NB Refereeing Seminar, passed NB Referee Exam (or grandfathered in)  
*Expectations:* Referee majority of NB tournaments, especially for home club and Provincials

### **Athlete Referee**

*Who:* Athletes who, with their knowledge and experience at high-level competitions, are deemed to be able to judge, including out-of-province athletes

*Level of Refereeing:* Can referee age category below what they have competed in; if they have competed at senior events, then they can referee all age groups. They should not referee any part of an event they are participating in as an athlete.

*Requirements:* Have participated in out-of-Atlantic events for at least two years; in-province athletes should attend NB Refereeing Seminar

*Expectations:* Athlete Referees are considered to be helping out, and have no interest in pursuing refereeing formally (otherwise, they should take NB Referee Exam). They should be used less often than NB Referees when possible. They should understand how to deal with conflict and retain objectivity and demonstrate consistency when dealing with cardable offences.

### **P Referee**

*Who:* NB Referee who has passed Provincial Referee Exam; is a candidate for the National Referee Exam

*Level of Refereeing:* All events; is the preferred referee for semi-finals and finals of events, especially at Provincials

*Requirements:* Pass Provincial Referee Exam; thoroughly familiar with FIE Rules and the CFF Referee Handbook

*Expectations:* Referee at majority of NB tournaments; committed to pursuing National Referee certification; mentorship of Referee Candidates

### **N/INT Referee**

*Who:* Referee who has been certified by the CFF/FIE

*Level of Refereeing:* All events; preferred over P Referee for Finals

*Requirements:* Pass National/International Referee exam

*Expectations:* Mentorship of Referee Candidates; travel to national events to referee

### **Supervising Referee**

*Who:* Referee able to mentor NB Referee Candidates, supervising their judging at tournaments

*Level of Refereeing:* All events

*Requirements:* Has been a NB Referee or higher for at least two years, has attended the Supervising Referee Seminar

*Expectations:* Supervise up to two Referee Candidates at tournaments, providing feedback, answering questions; monitor and record Candidate's progress and recommend Candidate for NB Refereeing Exam; set a good example when judging for Candidate to follow

### **Head Referee**

*Who:* Referee in charge of the referees at any given tournament and part of the Directoire Technique

*Level of Refereeing:* All events; should be assigned less events in order to supervise all referees

*Requirements:* Is a NB Referee or higher in two or more weapons with knowledge of the third

---

*Expectations:* Is responsible for answering any technical refereeing questions; thoroughly familiar with the CFF Referee Handbook and FIE Rules, is able to interpret FIE Rules accurately; is responsible for reporting incidents and black card offences to FENB after a tournament; expected to be present for entire duration of tournaments.

### **NB Referee Seminar**

- Ensure Candidates understand their role, rights, and responsibilities as referee
- Discuss dealing with mistakes
- Discuss dealing with conflict (from fencers, coaches, parents, etc.)
- Go through NB Referee Handbook to ensure tournament process is understood
- Practise referee under supervision of Supervisor Referees

### **NB Referee Handbook**

- Intended for new and novice referees to understand the fundamentals of refereeing procedures
- Outlines the role, rights, and responsibilities of referees
- Provides referee procedures during tournaments (e.g., weapon/clothing check, filling out pool sheets)
- Provides the technical rules during a bout (e.g., what happens when a fencer leaves the piste)
- Notes important rule differences between the weapons (e.g., corps a corps)
- Provides guidance on offences
- Includes a glossary of important fencing terms

### **Supervising Referee Seminar**

- what to look for when candidates are refereeing (e.g., moving with bout, controlling the bout)
- how to give feedback
- how to monitor progress
- how to allow for confirmation
- how to model when judging

## **ARMOURER CERTIFICATION**

Approved: March 15, 2016

### **PROVINCIAL ARMOURY CERTIFICATION PATHWAY**

#### **TOURNAMENT ARMOURER**

1. No previous fencing experience needed.
2. Must attend at least one Association-hosted armoury workshop that covers the basics of tournament armoury duties. This includes: mask checks, bodywire checks, basic reel and scoring unit checks. It is not necessary for the tournament armourer to be able to repair a reel or scoring unit.
3. One competition under the observation of a certified tournament, club, or provincial armourer.

The Association will keep a current list of qualified armourers available for tournaments.

---

#### CLUB ARMOURER

1. No previous fencing experience needed.
2. Must be a certified Tournament Armourer.
3. Must attend at least three Association-hosted armoury workshops that cover weapon maintenance and wiring, uniform maintenance, and basic reel and scoring unit repair.
4. Lead an armoury workshop under the supervision of a certified club or provincial armourer.

A certified Club Armourer is an acceptable level for maintaining Association-owned equipment.

#### PROVINCIAL ARMOURER

Follow the National Armoury Certification Pathway offered by the Canadian Fencing Federation to obtain the Provincial Armourer Certification.

#### NATIONAL ARMOURY CERTIFICATION PATHWAY

##### ASSISTANT ARMOURER

1. No previous fencing experience – open access
2. Attend technician workshop
3. 3 competitions under observation and mentorship by provincial armourer
4. After 1 year exam practical and theory and over 16 yrs old

##### PROVINCIAL ARMOURER

Prerequisite must be a certified assistant armourer with minimum of 1 yr of active experience.

1. Attend Provincial Armourer Workshop and Exam
2. Attend 2 provincial (unpaid) open competitions for observation and mentorship by National Armourer
  - a. If meeting minimum evaluation then proceed to running competitions
  - b. If they fail to meet minimum evaluation then additional competitions may be required.
3. Run 2 provincial competition and provincial championships (1/2 paid)
  - a. While being observed and mentored
  - b. Should there be a need arise, additional competitions may be required

##### NATIONAL ARMOURER

1. Prerequisite must be a certified provincial armourer for a minimum of 2 yrs and have the recommendation of a National Armourer
2. Attend National Armourer Workshop/Exam at CFF National circuit event.
3. Attend 2 National circuit events (unpaid) and be evaluated
4. Run 1 National circuit event (1/2 paid) and receive final evaluation and observation running event.



---

## ALFRED KNAPPE TRUST FUND GRANT PROGRAM FOR COACH AND REFEREE DEVELOPMENT

Approved: March 15, 2016

### BACKGROUND

The Alfred Knappe Trust Fund was set up in 1999 after receiving a donation from Alfred Knappe with the intent that the money from this fund would be used for coach and referee development.

### FUND EARNING

The money donated for this fund was invested in GICs to allow for it to earn on the original donations. Both the principal and the interest of this fund may be applied for.

Any profit earned from the annual Alfred Knappe Team Tournament will be added to this fund.

### PURPOSE

To support educational and training opportunities for coaches and referees who will consequently contribute to the improvement of the sport of fencing in New Brunswick.

Grant Maximum: \$1,000.00 biannually

Application Periods: July 1 - December 31; January 1 - June 30

#### Applicant Eligibility:

1. Applicants must be current members of Fencing-Esprime New Brunswick.
2. Applicants must be at least 18 years of age.
3. FENB or its member clubs may submit a project on behalf of a group.
4. Training should be approved by FENB and/or the CFF.

#### Project Eligibility:

1. Projects must be overseen by a certified learning facilitator or certified referee.
2. The grant may not be used to cover travel and lodging expenses exclusively.
3. Projects must have been completed within the past 12 months.
4. Grantees must submit a written report of the project within 30 days of completion. The report should include who will or did benefit from the education, where and/or how the education was obtained, did it lead to a particular certification and will follow-up be required.

#### Selection Process:

1. All applications received by the deadline will be reviewed by a three-person Selection Committee approved and/or designated by the FENB Board of Directors.
2. The Selection Committee will determine if the application meets the goals of continuing education in the area of training for refereeing and/or coaching.
3. The Selection Committee will recommend the amount of the grant up to a maximum of \$1,000. The grant cannot be obtained by the same person or group more frequently than once a year.
4. The Selection Committee may impose additional conditions on the use of the grant.

Application forms are available from FENB Executive Director via [fencingnb@gmail.com](mailto:fencingnb@gmail.com).

---

## EQUIPMENT POLICY

Approved: March 15, 2016

### PURPOSE

This policy is to ensure that proper controls are in place for the management, maintenance, and use of Association fencing equipment.

### INVENTORY

The Association will keep an inventory of fencing gear, including, weapons, masks, and jackets, for members and member clubs to rent as needed. Basic equipment and supplies to run a tournament will also be available for member clubs to rent, such as reels, pistes, scoring units, weights, stopwatches, and travel gauges. A detailed record of all Association-owned equipment will be kept and updated regularly by an FENB Equipment Manager. If there is no designated Equipment Manager, then this duty is the responsibility of the Executive Director. The record should contain, at minimum, the type of equipment, size (if applicable), and its condition. An inventory count should be conducted, at minimum, once a year.

### MAINTENANCE

Maintenance of the equipment will be carried out by an approved Armourer. The FENB Equipment Manager should obtain a report from the renter following each return of Association equipment to determine if there were any problems with the equipment during its use and whether it requires the attention of an Armourer. The FENB Equipment Manager would also make recommendations for a timeline to retire or replace equipment.

### EQUIPMENT RENTAL

As part of the Association membership, clubs and individuals have access to Association-owned equipment, as needed. Rental fees, other than for single demonstration purposes, must be charged to provide funds for ongoing minor repair and replacement of equipment. See the FENB fee schedule\* for rental costs.

Requests must be submitted using the Equipment Request form\*. For tournaments, this form must be submitted along with the Sanctioned Event Information form five weeks prior to the event. FENB reserves the right to decide how equipment should be distributed if there are conflicting requests for equipment or if the request is submitted less than five weeks prior to the event.

FENB equipment may only be disbursed by a designated FENB Equipment Manager or the Executive Director. The equipment manager would also be responsible for signing the equipment back in and to follow-up with the renter if there are any missing items.

The equipment provided must meet the following minimum safety standards:

- All clothing must be free of holes and closings must be properly functioning (ie. zippers, buttons, velcro)
- Masks must pass the mask punch test, the bib must be free of holes, the piece that extends to the back of the head must be properly attached to the mask frame and have a working mask strap.
- Weapons must have properly fitting parts.

---

All disbursed equipment must be returned to FENB at the end of each rental period for inspection, repair/replacement and inventory check. Lost equipment must be replaced by the renter before an additional rental is negotiated. The cost of replacing broken blades and masks will be shared 50/50 with the renter in addition to the regular rental charges.

#### EQUIPMENT CARE

The person who receives the equipment is responsible for ensuring proper care of the equipment. This includes:

- Educate the participants about equipment care: warming up blades before use, do not use jacket sleeves to warm up blades, keep weapon handles tightened, ensure rubber foil tips are in good condition.
- Wash the jackets on a regular basis. Use a cold water wash and hang to dry.
- Store the equipment in a clean, dry area. This is important to avoid excessive corrosion of blades.
- Arrange for the timely repair of any broken equipment, eg. replace broken zippers, replace rubber foil tips, replace broken blades.

#### NEW CLUB SUPPORT

Overview: The introduction of fencing to newcomers requires the availability of fencing equipment. The cost of such equipment is too high to expect individual coaches or the participants to finance these costs completely; therefore, FENB maintains an inventory of equipment for use in starting new clubs and for use in beginner programs outside of an existing club's regular operations.

##### Program Principles:

1. Safety: Equipment provided by FENB must meet minimum safety standards.
2. Knowledgeable leadership: Coaches that supervise the use of this equipment must have a minimum of NCCP Community Initiation certification or must be participating in FENB's coach development pathway/program.
3. Replacement Fund: Rental fees, other than for single demonstration purposes, must be charged to provide funds for ongoing minor repair and replacement of equipment.

##### Program Guidelines for Disbursement of Equipment:

1. Equipment may only be disbursed for programs being taught by coaches with a minimum of NCCP Community Initiation certification, or who are participating in FENB's coach development pathway/program, and hold current membership in FENB.
2. The supervising coach must confirm that all program participants are registered as members of FENB at the start of the program.
3. The equipment provided must meet the following minimum safety standards:
  - a. all clothing must be free of holes and closings must be properly functioning (ie. zippers, buttons, velcro)
  - b. masks must pass the mask punch test, the bib must be free of holes, the piece that extends to the back of the head must be properly attached to the mask frame and have a working mask strap.
  - c. weapons must have properly fitting parts.
4. The equipment must be checked by a designated armourer prior to its disbursement.
5. FENB equipment may only be disbursed by a designated FENB equipment manager.
6. All disbursed equipment must be returned to FENB at the end of each rental period for inspection, repair/replacement and inventory check.
7. Lost equipment must be replaced by the rental group before an additional rental is negotiated.
8. The cost of replacing broken blades and masks will be shared 50/50 with the rental group in addition to the regular rental charges.

---

NOTE: Since FENB does not provide fencing gloves or breeches, it is the responsibility of each program leader to ensure that participants wear a glove that covers the sword arm sleeve and long pants.

Equipment Rental Charges:

1. The maximum rental term will be one fencing season (September - June).
2. Clubs will have the option to participate in a rent-to-buy program, where rental fees can be counted against the cost of buying the equipment from FENB at 50% of the equipment cost. This rent-to-buy program is only available to a club within the first two years of its operation.

\*The FENB Fee Schedule and Equipment Request Forms are available from the Executive Director (fencingnb@gmail.com).

---

## EVENT POLICY

Approved: May 19, 2017

### PURPOSE

To provide a set of general guidelines for planning Association-hosted events and considerations for approving a member club event for promotion.

### GOALS

- To be able to set a schedule at the start of the season that the membership can rely on (i.e. minimize changes in the annual schedule).
- To ensure that events put on the Association annual schedule are run.
- To ensure that fencers and stakeholders have sufficient advance notice to plan to attend events.
- To ensure that fencers and stakeholders have sufficient information to decide whether an event is of interest to them.
- To ensure that all events approved by the Association are held to high quality and safety standards.

### ASSOCIATION-HOSTED EVENTS

#### ACTIVITIES LONGER THAN FIVE DAYS

- A venue for the activity should be arranged six months prior to the event date.
- Event information will not be included in the Association schedule until after a venue has been booked.
- Event staff (e.g. coaches and trainers) and partner association arrangements should be arranged at least four months prior to the event date.
- Event information, including staff information, should be released to the membership at least three months prior to the event date.
- The event registration deadline should be set to a date one month prior to the event date to allow for numbers-based arrangements, such as accommodations, meals, chaperones, and transportation arrangements.

#### WEEKEND ACTIVITIES

- A venue for Association activities should be arranged as soon as possible once a schedule has been finalized.
- Arrangements for events that are held in September should be finalized prior to August 21<sup>st</sup>.
- Event staff (e.g. coaches and trainers) and partner association arrangements should be arranged at least one month prior to the event date.
- Event information, including staff information, should be released to the membership at least two weeks prior to the event date.

The above steps guarantee: 1) that events will run at the scheduled time and location so that the Association membership can trust the schedule information and make prior arrangements, 2) prospective participants will have sufficient time and notice to plan to attend the event, and 3) participants will have full knowledge of the event staff, experience requirements, and outcomes, which will allow them to make informed decisions on whether the event meets their interest.

For more details on tournament planning, please see the Tournaments Policy.

---

## APPROVAL FOR MEMBER CLUB EVENTS

Although the FENB Executive Director does not need to approve every member club event, they should be aware of these types of activities and should not promote an event unless it has received approval from the Association.

To ensure that the Association promotes safe and quality events, the following standards should be met:

- Any event staff who will be interacting with minors should provide a Criminal and Vulnerable Sector check.
- All event staff abide by Association policies; in particular, the Codes of Conduct (Members, Coaches, Officials, etc), Anti-Harassment Policy, Group Travel Standards and Procedures, and Risk Management.
- The club has confirmed that event leads, such as coaches, officials, etc have the required credentials and insurance for the event being held.

See Communications Policy for details on communicating about member club events.

## EVENT INFORMATION RECOMMENDATIONS

Each event flyer may include the following information:

- a summary of the event activities (including a summary schedule),
- list and brief bio of event staff (e.g. coaches/trainers),
- venue and date,
- accommodation details,
- travel details,
- event cost and explicit definitions of what said cost covers,
- the targeted audience (expected skill level, experience, etc...),
- expected event outcomes.

---

## TOURNAMENTS

### FENB TOURNAMENT COMMITTEE

Approved: August 23, 2016

#### MANDATE

The purpose of the Tournament Committee is to organize and manage FENB-run tournaments, including but not limited to the NB Provincial Championships, the NB Open, and the Alfred Knappe Team Tournament.

#### OBJECTIVES

- To recruit local organizers for FENB-run tournaments.
- To provide guidance and support to local organizers of FENB-run tournaments.
- To ensure that FENB-run tournaments are run in a fiscally responsible and safe manner that conforms to FENB tournament policies.

#### STRUCTURE

The committee shall be formed by the FENB Executive Director. It will be composed of the following members:

1. A committee chair, preferably with previous experience running tournaments in the province.
2. A local organizer.
3. A member preferably with secretariat training.
4. A member preferably with armoury training.
5. A member at large, preferably with experience managing volunteers, or a local organizer for another tournament (i.e. one for Provincials and another for the Alfred Knappe, etc...).

#### RECOMMENDED ROLES AND RESPONSIBILITIES

**Committee Chair:** Responsible for providing the FENB Executive Director with regular updates with regard to the progress of the tournament committee.

**Local Organizer:** Will recruit general volunteers to assist in tournament setup, canteen management, and any other non-trained volunteer roles. Will arrange the booking of a space for the tournament. Is responsible for training and organizing volunteers with the assistance of the Member-at-Large.

**Secretariat Member:** Will ensure that a trained secretariat will be available for the tournament. Will ensure that said secretariat is aware of and adheres to FENB secretariat standards and procedures.

**Armoury Member:** Will ensure that a trained armourer will be available for the tournament. Will ensure that said armourer is aware of and adheres to FENB tournament policies, specifically with those related to equipment setup.

**Member-at-Large:** Will be assigned duties as necessary in order to facilitate the organization of FENB-run tournaments. Will work with the Local Organizer to ensure that volunteers are trained and aware of their roles within the tournament.

## BOUNDARIES

- The Committee will not fill a role with an individual from outside of the local tournament host area, unless there is no one available with the necessary expertise.
- The Committee will not allow a tournament to operate without meeting minimum standards, including the CFF Rules and Regulations for fencing tournaments.

The Committee will not go over budget without the knowledge and approval of the FENB Executive Director.

## SANCTIONING – UNDER REVIEW

FENB has the responsibility to sanction tournaments as a way of promoting a well-organized, safe, and fair environment for all participants (fencers, coaches, referees, organizers, and spectators). Also, the Canadian Fencing Federation (CFF) requires that FENB register the names of tournaments that are sanctioned for CFF ranking.

In order for a tournament to be considered for sanctioning, it must:

- be open to all FENB members, as well as those from outside the province.
- follow the *Tournament Organization Checklist* – see Appendix B
- adhere to the policies stated in the FENB policy and procedure manual.
- Must submit all required sanctioning documents.

## FENB TOURNAMENT SANCTIONING STANDARDS AND PROCEDURES

### INTRODUCTION

#### Who Can Apply for Tournament Sanctioning?

You must be designated by a registered FENB club in good standing and hold a valid CFF/FENB licence to apply for sanctioning.

### TOURNAMENT SANCTIONING PROCESS

| Task   | Person Responsible                                     | Deadline  |
|--|--|-----------|
| 1. Annual request from FENB to clubs<br>Registered FENB clubs asked to submit an Application for Tournament Sanction for the upcoming season.  | FENB<br>Executive Director                             | May 30    |
| 2. Clubs submit Application for Tournament Sanction to the FENB Executive Director by June 30 at the latest & ideally within 30 days after the current year's tournament.  | Designated<br>Club Leader                              | June 30   |
| 3. FENB confirms Tournament Calendar<br>Applications reviewed to create a final tournament calendar using guidelines below. Dates confirmed with each host club. Calendar posted on FENB website & submitted to CFF. | FENB Technical<br>Committee<br>&<br>Executive Director | August 30 |



|  |   |                                      |
|--|---|--------------------------------------|
| 4. Clubs submit Sanctioned Event Information Form & Entry Form<br>The Sanctioned Event Information form & tournament entry form must be submitted to the FENB Executive Director for final sanction approval by FENB Technical Committee. Clubs must not circulate tournament information before this approval is confirmed. | Tournament Coordinator                        | No less than 5 weeks prior to event. |
| 5. Clubs submit online CFF Tournament Registration Form & Fee<br>This form and a fee is required for any cadet, junior, open or veterans events that will be submitted to CFF ranking. <i>Note: Any late or extra fees that the CFF imposes are the responsibility of the tournament organizers to pay.</i>                  | Tournament Coordinator                        | No less than 30 days prior to event. |
| 6. Final Sanction Approval<br>Event Information & Entry form reviewed to ensure tournament standards will be met. Tournament coordinator to be informed of any required changes. With final sanction approval, FENB will distribute entry form electronically & post it on FENB website.                                     | FENB Technical Committee & Executive Director | No less than 30 days prior to event. |

#### Guidelines for Setting Event Dates

1. Avoid back to back tournaments for same age group
2. Seek a good spread geographically
3. Avoid conflict with Eastern Championships, CSC/Nationals, provincial training camps, FENB AGM, and FENB Club Forum
4. Consider link with Quebec youth circuit (fall and spring) and North American Cups (NAC)
5. Consider high school and university exam periods and traditional holidays.
6. Respect historical dates of tournaments

#### PROCESS FOR SUBMISSION OF TOURNAMENT RESULTS

| Task  | Person Responsible     | Deadline                         |
|---|------------------------|----------------------------------|
| 1. Submit Results & Ranking Fees to CFF (online process)<br>Results of cadet, junior, open, & veterans events with a minimum of six competitors must be submitted according to CFF Engarde requirements along with CFF Tournament Registration receipt. Errors in submission (invalid participants, format errors) are subject to fees imposed by CFF and are the responsibility of tournament organizers. <i>Note: Ranking fees must be paid to CFF directly by tournament organizers.</i> | Tournament Secretariat | No later than 2 days after event |
| 2. Submit Work Log of Referees to CFF<br>Organizers must submit a list of referees used in the tournament along with event & level (pool, DE, semi-final, final) worked.  | Tournament Coordinator | No later than 2 days after event |
| 3. Submit Results to FENB<br>Results of all events including youth, novice & team events must be submitted to the FENB Executive Director for posting on the FENB website and for inclusion in the Atlantic Fencing League Youth Rankings.  | Tournament Secretariat | No later than 2 days after event |

|                                   |                            |  |
|-----------------------------------|----------------------------|--|
| 4. Results posted on FENB website | FENB<br>Executive Director | Within 2 days<br>of receiving<br>results |
|-----------------------------------|----------------------------|--|

#### SANCTIONING STANDARDS

The following standards must be met for a tournament to be sanctioned:

##### Competition Venue

1. Size: Large enough to provide a safe area for participants, referees, and spectators and sufficient space for fencing equipment.
2. Number of pistes: Equal to the maximum number of pools running simultaneously during the tournament plus one.
3. Piste area: Each piste must have a minimum run-off beyond end lines of 1.5 metres.  
Referee space must be 2.0 metres from near edge of each piste.  
Minimum distance from scoring box to near edge of each piste must be 0.75 metres.
4. For CFF ranked events in epee, two copper pistes will be required. Copper pistes should be used for epee bouts whenever possible and must be used for semi-final and final bouts.
5. Spectator area: Space for spectators must be a minimum of 2 metres from the piste area.
6. Canteen: A canteen is recommended for the tournament; if there will be no canteen, this must be mentioned on the tournament's entry form.
7. Flooring and lighting should be of a regular gymnasium standard.
8. Electrical outlets: Sufficient number for pistes, armourer, and secretariat.
9. The venue must have changerooms/washrooms for both men and women.
10. The venue must be fully set up a minimum of 30 minutes before the start of the first event.

#### EVENTS

1. The standard age group definitions of: under 11, under 13, under 15, cadet (under 17), junior (under 20), senior (no age restrictions), veteran (over 40) will be used as defined by the CFF.
2. Novice definitions must define a standard age group and clarify a limit of either fencing experience or previous tournament experience.
3. Competitors must meet the age, nationality, and gender requirements for the event.
4. Six or more competitors of each gender require gender separation in CFF-registered cadet, junior, and senior events.

#### MEMBERSHIP REQUIREMENTS

Participants must be members in good standing of FENB or another provincial branch of the CFF or a federation of another country. It is the tournament organizers' responsibility to verify that all participants have the required membership.

#### EQUIPMENT CHECK

1. Masks: Masks of all participants must be checked by a trained volunteer prior to the start of fencing. The check must insure that a functioning head strap is in place, the bib is in good repair and strongly attached to the mesh area, and the mesh must not be deformed or rusty.
2. Body cords: Body cords and mask cords must be checked by a trained volunteer prior to the start of fencing. Cords must have less than 1.0 ohm of resistance.

- 
3. Clothing: The clothing of all participants must be checked by the designated referee at the start of each bout. The check must ensure:
- a sous-plastron is worn
  - female competitors are wearing a breast protector
  - the jacket properly overlaps the pants and is in good repair; shirts must be tucked into pants.
  - the glove has a gauntlet that properly overlaps the jacket sleeve
  - the pants cover to below the knee and are of a robust material (no Spandex, no scrub pants, no open pockets) in good repair, and socks cover the rest of the legs
  - the mask is properly fitting and bears a check mark for the event

## PERSONNEL

Personnel should be easily identifiable during the tournament. A person cannot assume more than two roles per day (including that of athlete). The Directoire Technique (DT) should consist of the Secretariat, Head Referee, Floor Manager, and a technical representative.

### *Floor Manager*

The floor manager oversees the timely operation of the tournament by assigning referees, scorekeepers and timekeepers, making announcements and coordinating the efforts of referees, armoury personnel and the Secretariat team to deal with any delays as quickly as possible.

### *Registrar*

The registrar is responsible for collecting entry information and submitting an initial list to the Secretariat at least two days before the day of the tournament.

### *Check-in Personnel*

Check-in person is responsible for checking in fencers on the day of the tournament and for collecting entry fees.

### *Secretariat*

The secretariat is responsible for verifying FENB/CFF memberships of all participants are in good standing and that spelling of names, clubs, and licence numbers are correct. The secretariat is also responsible for the preparation of participants' lists, pool sheets, bout sheets and elimination tables according to the proper format; recording results of pools and elimination bouts; and preparing final results of each event, verifying rankings and submitting results in the proper format to FENB & CFF. Note: The secretariat should be selected from the FENB's list of approved secretariats (forthcoming).

### *Head Referee/Referees*

The Head Referee is responsible for resolving refereeing issues, overseeing referees, verifying with the Floor Manager which referees can judge which events, and reporting black card and other significant offences and incidents to FENB. The Head Referee is expected to be present for the duration of the tournament each day. *Note: Referees must be selected from the FENB list of referees (forthcoming) and assigned at the level for which they have been approved.*

The number of referees should be appropriate to the number of pistes and participants. Four referees for every three pistes is a recommended standard. Every effort should be made to have other people trained to score and timekeep instead of leaving it to the referee.

### *Armourer*

---

The armourer is responsible for ensuring that masks and body cords are accurately checked prior to events. The armourer is also responsible for ensuring that piste equipment is kept in working order. *Note: The armourer should be selected from the FENB list of approved armourers (forthcoming).*

#### *First-Aid Personnel*

A certified first-aid person must be present for the entire tournament. A list of certified first-aid persons will be available from FENB (forthcoming). Ice and/or cold packs must be available for the first-aid person. The First-Aid personnel must adopt a primary first-aid role if undertaking two roles at a tournament in order to be available in emergency situations.

#### TOURNAMENT EQUIPMENT RENTAL FROM FENB

Tournament equipment (reels, scoring boxes) can be rented from FENB provided that requests for equipment are submitted using the Equipment Request form. This form must be submitted along with the Sanctioned Event Information form five weeks prior to the event. FENB reserves the right to decide how equipment should be distributed if there are conflicting requests for equipment.

#### Rental Costs

See FENB fee schedule.

#### FAILURE TO UPHOLD POLICY

These standards have been created to ensure efficient and safe tournaments. Adhering to these standards will encourage future participation and the growth and development of fencing in the province. With this in mind, the following consequences may be imposed by the Executive Director for failing to uphold this policy:

- Warning
- Loss of sanction for tournament
- Cancellation or suspension of tournament until situation is resolved.
- Loss of points for rankings
- Loss of sanctioning privileges for future events

### **Appendix A: Links to CFF Policies**

#### CFF Procedures for Canadian Domestic Competition Organizers

- [https://www.fencing.ca/sites/default/files/policies/competitions/domestic\\_competition\\_procedures\\_mar\\_2010\\_rev\\_en.pdf](https://www.fencing.ca/sites/default/files/policies/competitions/domestic_competition_procedures_mar_2010_rev_en.pdf)

#### CFF Domestic Competition Payment Policy

- [https://www.fencing.ca/sites/default/files/policies/competitions/cff\\_domestic\\_competitions\\_payment\\_policy\\_rev\\_mar\\_2010\\_en.pdf](https://www.fencing.ca/sites/default/files/policies/competitions/cff_domestic_competitions_payment_policy_rev_mar_2010_en.pdf)

Created April 2011

---

## FUNDRAISING

Revised and Approved: May 25, 2014

Government funders expect FENB to generate a significant percentage of funds needed to support the sport's activities. This policy covers fundraising for FENB-initiated activities. All fundraising falls under the responsibility of the Executive Director unless otherwise arranged by the FENB Board.

### PURPOSE

FENB will determine the reason for fundraising on an as-needed basis. The purpose and results of any fundraising activity will be transparent and communicated openly while respecting the wish for privacy of any donor. FENB will produce an annual summary of all funds donated and expended. Reasons for fundraising may include, but not be limited to, the following:

- Provincial tournaments, training camps, or special events
- Development events for coaches and officials
- Provincial Team activities such as travel subsidies, sport specialists, training programs, coaching
- Capital purchases such as tournament equipment and facilities
- Staffing
- Fencer sponsorship or bursary

### USE OF SURPLUS FUNDS

If fundraising has happened for a specific purpose and funds remain upon completion, any surplus will be used first to support similar activities and then put into general revenue to support the activities of the Association.

### FUNDING SOURCES

#### 1. DONATIONS

Donations may be money, equipment, goods, services or gifts in kind. FENB may seek and obtain funding from a variety of donors. These donors may include local and national corporations of all sizes, individuals, the community, banks, trusts, governments and government agencies.

FENB is not registered as a charity, and therefore cannot issue tax receipts for any donations. However, monetary donations can be made to Sport NB for a tax receipt to support specific FENB fundraising project objectives as may be set up from time to time by the association. The monies are forwarded to FENB via Sport NB. Donations eligible for tax receipts via these special fundraising projects require appropriate recordkeeping by FENB.

Equipment donations will become the property of FENB and will be used or loaned out to member clubs on a highest-need basis as determined by the board and/or the Executive Director.

#### 2. GRANTS

---

FENB may seek and obtain grants from government or private foundations to support targeted activities. We will respect and account for the constraints imposed by the granting organization.

### 3. SPONSORSHIPS

FENB may enter into an arrangement with another party where an exchange takes place that benefits both parties. Each arrangement shall be the subject of an appropriate written agreement. The agreement shall clearly state the obligations that FENB is making to the sponsor, including timing and limits. FENB recognizes that donations of goods or services may need to be acknowledged by corporate logos, signage or other forms of advertisement. FENB will consider each proposal on its individual merits.

Care will be taken to ensure that the sponsorship relationship is appropriate to the fencing group being supported.

### 4. EVENTS

Authority to plan and execute fundraising events may be delegated by the Executive Director to volunteer groups with the Executive Director being a signing officer on any temporary bank accounts. All projects must be planned such that the organization is not placed at risk. All funds raised and costs incurred are reported in FENB's financial statements with receipts and supporting documentation being filed with FENB for audit review purposes.

Any events organized should be appropriate to the age of the fencers.

FENB may undertake joint fundraising with other sports organizations. If the proposed arrangement for the sharing of costs and fundraising significantly differ from the strategic plan, it shall be subject to the approval of the FENB Board.

## CONFLICT OF INTEREST

While not wanting to limit any individual's generous contribution to the Association, care will be taken that there is no opportunity to influence or favour an individual via a contribution. See FENB's conflict of interest policy.

Fundraising for FENB is independent of fundraising activities carried out by individual members, a group of members, or a member club. FENB may choose to support fundraising activities done at the club level, but should refrain from competing with its members' fundraising activities. However, if FENB initiates a fundraiser, it may invite all clubs to take part in the activity with a portion of the funds, as determined and agreed upon by the Executive Director and club leaders, going to the participating clubs.

## AUTHORIZATION AND APPROVAL

All fundraising activities shall be subject to the approval of the Executive Director. Funds will not be sought nor accepted from organizations that are considered to be inconsistent with the values of FENB. Volunteers involved in fundraising should be informed of FENB policies.

## CAPITAL PROJECTS

Accounting records for any capital project shall be maintained separately. Donors shall receive periodic status reports on the use of their funds.

---

## FUNDRAISING POLICY APPENDIX: FUNDRAISING COMMITTEE

### PURPOSE

The purpose of the Fundraising Committee is to develop a fundraising plan. In addition, the Committee will provide direction and support the coordination involved in implementing the plan.

### OBJECTIVES

- To raise funds to meet the financial needs of Fencing-Esprime NB (FENB).
- To set attainable monetary goals for each funding source outlined in the Fundraising Policy.
- To plan details around achieving the monetary goals.

### STRUCTURE

The Fundraising Committee shall comply with the Fundraising Policy. The Committee shall consist of three members where one is the Executive Director. The other two members may be recruited from within or outside of FENB. Those with previous fundraising experience are preferred.

The Committee may choose to recruit volunteers to assist in the implementation of the plan.

### BOUNDARIES

The Fundraising Committee:

- Will not force FENB members to participate in any fundraising activity.
- Will not jeopardize the existence of FENB.
- Will not hold funds solicited for FENB activities in bank accounts that do not have the Executive Director or a Board Member as the signing authority.
- Will not seek funding from sources or activities that are inappropriate to the age of the fencer(s) that funds are being raised for.
- Will not have an external relationship that will negatively affect the reputation of FENB.
- Will not organize an activity that will conflict with any fundraising activities being carried out by clubs.

---

## RISK MANAGEMENT POLICY

Approved: February 12, 2016

### PURPOSE

The purpose of this policy is to guide the Association on how to manage risk. It is meant to educate its Directors, staff, members, and volunteers on how to identify potential risks and crises before they happen with the long term goal of creating a risk management culture.

Successful risk and crisis management has the following benefits to the Association:

- Helps to protect the Association and its Directors, staff, volunteers, and members;
- Ensures compliance with all laws and regulations that pertain to the Association and the sport;
- Attempts to prevent or limit injury to members, volunteers, and staff;
- Improves the quality and safety of events, programs, and services offered by the Association;
- Promotes better communication between the Association and its staff, members, volunteers, and the general public;
- Enhances business and resource management of the Association.

### RESPONSIBILITY

The Executive Director is the primary Risk Manager of the Association and is responsible for implementing, maintaining, and communicating this policy. This policy applies to all activities and events undertaken by the Association. Member clubs are encouraged to have a similar policy in place to manage risk and crisis within their activities at the club level.

### POLICY

The Association will make the following commitments to its members:

- All Association hosted activities and events will be analyzed from a risk management perspective;
- Steps will be taken to identify, assess, manage, and communicate risks confronting the Association.
- Risk control strategies will be reasonable and will reflect best practices in the sport, written/published standards, common sense, and past experiences.

The Association acknowledges that risk management is a broad activity and a shared responsibility. All Directors, staff, members, and volunteers have an ongoing responsibility to take appropriate measures within their scope of authority and responsibility to identify, assess, manage, and communicate risks.



---

## THE RISK MANAGEMENT PROCESS

Managing risk involves three steps:

1. Identify potential risks using an informed, environmental scan approach.
2. Assess the significance of a risk by considering its possibility and consequences.
3. Develop and implement measures to address those risks deemed significant by reducing possibility, consequences or both.

Risks arise from a number of categories of the Association's operations. In the sport, facilities, equipment, people and programs all give rise to potential risks. The Association has determined that the following categories will be used when identifying risks:

- Operational/Program Risks - Risk related to key programs in areas of coach, official, volunteer, and athlete development; management of human resources, including staff and volunteers; organizational capacity to meet member and stakeholder expectations; event and competition management; remaining vital and relevant to members; the inherent physical risks of the sport; and, equipment and inventory management.
- Compliance Risks - Risk related to failure to comply with existing laws and regulations governing employment, privacy, workplace safety, nonprofit status, funding, and fulfillment of contractual obligations.
- Communication Risks - Risk related to internal and external communications; information management systems; crisis and issues management; media relations; Association reputation management; social media management; and, confidentiality.
- External Risks - These risks include those that are uncontrollable, such as changes to the regulatory, legal, competitive, social, cultural, demographic, or technological environments.
- Governance Risks - Risk related to clarity of roles and responsibilities; decision-making and oversight; organizational structure and performance; management of disputes and conflicts of interest; planning for diversity and succession within the Board and committees; and, knowledge retention and transfer.
- Financial Risks - Risk related to financial management, monitoring, and reporting; deficit reduction; fundraising; investments; long-term financial sustainability; and, financial planning.

All risks confronting the Association can be addressed by one or more of the following general strategies:

- Retain the risk - No action is taken because the responsibility and consequence of the risk is low. It may also be that the risk is inherent in the sporting activity itself and thus can be accepted in its present form.
- Reduce the risk - Steps are taken to reduce the possibility of the risk, and/or its potential consequences, through efforts such as improved planning, policies, organization, delivery, supervision, monitoring, or education.
- Transfer the risk - Accept the level of risk but transfer some or all of it to others through the use of insurance, waiver of liability agreements, or other business contracts.
- Avoid the risk - Eliminate the risk by avoiding the activity giving rise to the risk.

The above general strategies translate into a variety of risk control measures, which may include, but are not limited to:

- Policy development
- Effective communication
- Education, professional development, and training
- Development of end statements
- Use of robust and legally sound contracts
- Improving role clarity through written job descriptions, committee mandates, and policies
- Supervision and monitoring of staff, volunteers, participants, and activities
- Implement schedules for regular review, maintenance, repair, and replacement of equipment
- Use of participation agreements and waiver of liability agreements
- Purchasing of appropriate insurance coverage for all activities and reviewing regularly

---

## REPORTING AND COMMUNICATION

Communication is an important part of risk management. Clubs, members, coaches, officials, and volunteers will be frequently reminded of this policy and encouraged to bring any risk management issues and concerns to the Executive Director and Board of Directors.

Risk management will continue to be a top priority of the Association with the Executive Director providing regular updates through their operational reports to the Board of Directors.

See Appendix D for risk register details as identified by a Technical Committee from January 2010 to October 2012.

As adapted from the Basketball Canada Risk Management Policy.

---

## CONCUSSION POLICY

Approved: April 14, 2018

*Disclaimer: this policy was adapted from information from the Centre for Disease Control, Ontario Fencing Association, Ontario Ministry of Tourism, Culture and Sport, Parachute, and Coach Canada. Neither it nor any linked documents are meant to constitute official medical advice, nor are they meant to replace any kind of medical diagnosis, symptom assessment, or medical opinion.*

## PURPOSE

Fencing-Esprime NB (FENB) takes seriously the health and well-being of all of its members, and part of that involves recognizing the potential danger and long-term health consequences of brain injuries such as concussions. This policy is intended to provide accessible guidelines related to participants who have been diagnosed or are suspected of having a concussion.

## POLICY

This policy is based around promoting (a) the **education** of all participants in fencing: coaches, athletes, parents, and volunteers; (b) the **prevention**, whenever and to whatever extent possible, of conditions that might lead to a concussion; and (c) the **management** of any athletes diagnosed with or suspected of having a concussion.

### A) EDUCATION

Concussion-related information and policies (including this one) should be readily distributed to all participants, as well as available online and in physical copy.

*Critical Information: **Primary concussion recognition and management (return to play) resource.*** Produced by Coach Canada, the following documents serve as FENB's official resources for

#### i) Concussion recognition

[https://www.coach.ca/files/Concussion\\_Pocket.pdf](https://www.coach.ca/files/Concussion_Pocket.pdf) (ENG)

[https://www.coach.ca/files/Concussion\\_PocketFR.pdf](https://www.coach.ca/files/Concussion_PocketFR.pdf) (FR)

#### ii) Concussion management protocols

<http://horizon.parachutecanada.org/wp-content/uploads/2017/06/Concussion-ReturnToSport.pdf> (ENG)

<https://www.coach.ca/files/returntoplayguidelinesFR.pdf> (FR)

*Concussion Information for Coaches:* Coaches should receive nationally standardized and certified education about concussion-related signs and symptoms, as well as potential long-term consequences and appropriate steps to take in managing concussions. The follow resources are useful starting points.

#### General information for coaches:

<http://www.parachutecanada.org/downloads/resources/Concussion-Coaches.pdf>

#### General information:

[https://www.cdc.gov/headsup/pdfs/youthsports/coaches\\_engl.pdf](https://www.cdc.gov/headsup/pdfs/youthsports/coaches_engl.pdf)

---

General information plus detailed management and return-to-play guidelines:  
[http://www.health.gov.on.ca/en/public/programs/concussions/docs/mtcs\\_concussion\\_guide\\_en.pdf](http://www.health.gov.on.ca/en/public/programs/concussions/docs/mtcs_concussion_guide_en.pdf)

Useful one-page sheet with signs and symptoms and management instructions  
[https://www.cdc.gov/headsup/pdfs/youthsports/heads\\_up\\_youth\\_sports\\_clipboard\\_sticker-a.pdf](https://www.cdc.gov/headsup/pdfs/youthsports/heads_up_youth_sports_clipboard_sticker-a.pdf)

*Concussion information for parents:* Parents who enroll their children in fencing should receive information on signs and symptoms of concussion. The following are some parent-specific resources.

For parents:  
<http://www.parachutecanada.org/downloads/resources/Concussion-Parents-Caregivers.pdf>

For parents of younger children:  
[https://www.cdc.gov/headsup/pdfs/youthsports/parent\\_athlete\\_info\\_sheet-a.pdf](https://www.cdc.gov/headsup/pdfs/youthsports/parent_athlete_info_sheet-a.pdf)

For parents of teens:  
[https://www.cdc.gov/headsup/pdfs/custom/headsupconcussion\\_parent\\_athlete\\_info.pdf](https://www.cdc.gov/headsup/pdfs/custom/headsupconcussion_parent_athlete_info.pdf)

## B) PREVENTION

All coaches will ensure that:

- Masks are worn at all times during lessons, bouts, and any other activities involving bladework.
- Floors are kept clean and spills dried immediately during practice and competition. Only non-slippery surfaces are used for fencing practice.
- Corps-a-corps contact is discouraged and appropriately penalized during practice and competition.
- Control of participant's behavior is maintained at all times and "rough-housing" and other potentially dangerous activity is disallowed.
- Any collision, fall, or strong blow to the head of a participant is investigated for possible signs of concussion.

## C) MANAGEMENT AND RETURN TO SPORT GUIDELINES

The following steps **must** be taken for **any athlete with a suspected concussion**. (See the materials listed in (a) for signs and symptoms of a concussion as well as further information about return to play protocols.)

1. Any athlete with a suspected concussion should stop playing immediately.
2. Keep the athlete out of play until cleared by a healthcare provider.
3. Record and share information about the injury and any symptoms. FENB has a form ([available here](#)) for this purpose.
4. Parents should be informed of the injury and the need to be evaluated by a medical doctor or nurse practitioner.
5. Stay with the injured participant until a parent/guardian or emergency contact arrives. No one with a suspected concussion should be left alone or drive a motor vehicle.
6. The participant should be evaluated by a physician to confirm the diagnosis, and appropriate assessment and follow-up care with a physician experienced in concussion management should be instituted.
7. Return to play should only be considered when the participant is asymptomatic, cognitive function has returned to normal and medical clearance has been granted. There should also be a graduated-exertion protocol in place for formerly concussed athletes returning to play.

---

## CRISIS MANAGEMENT POLICY

Approved: March 15, 2016

### PURPOSE

The main purpose of this policy is to protect the Association's integrity and reputation by managing public relations during and following an emergency or negative situation. The policy establishes guidelines for dealing with crisis situations, including that staff and communicators are familiar with procedures and their roles in the event of a crisis.

### PREPARATION

#### CRISIS MANAGEMENT TEAM

The Executive Director is the Association spokesperson and crisis manager with the President acting as an alternate; however, this role can be designated to the person best qualified to handle the job. In any crisis event, the Association's Executive Director, President and/or a Board member with public relations experience should act as the main points of contact. Other members that can be added depending on the type or location of the crisis, should include the following:

- If during a tournament, the members making up the Directoire Technique and/or the Publicity Manager as well as the facility manager.
- For all other Association hosted events, the event coordinator and facility manager.
- If involving a member club, the club's executive, board president, and/or head coach.

These would act as the advisory group in an emergency situation and form the communications team. Other members can be added as needed.

#### VENUE

For events, be familiar with the venue, including capacity, the layout, and exits. Be aware of which members of the crisis management team will be present at the event. Have a contact number for the facility manager.

#### KEY CONTACTS

Have contact information readily available for the members of the crisis management team. As well, an up-to-date list of media contacts should be kept on hand.

### RESPONSE

The following steps should be taken to respond to a crisis situation:

#### ASSESS THE SITUATION

Issues can arise regularly in the sport of fencing; however, not all issues become crises. Crises are those issues, which are considered dangerous, extremely difficult, or catastrophic. There are two categories that could most likely impact the reputation of fencing in New Brunswick:

1. A single catastrophic event
  - a. A major crime, such as theft, harassment, or bodily injury.
  - b. Emergency medical situations, such as:

- 
- i. Serious injury involving an athlete, coach, official, volunteer, staff, or spectator;
    - ii. Natural disasters like floods or major snowstorms;
    - iii. Structural integrity issues with an event facility;
    - iv. Accidents involving athletes, coaches, officials, volunteers, or staff travelling to an event;
    - v. Serious illness/disease outbreaks
  2. Negative integrity issue with a member club
    - a. Negative conduct of a member or coach;
    - b. Instruction provided by an unqualified coach that leads to a serious negative experience of an athlete;
    - c. Safety standards and best practices are not followed.

## MANAGE INFORMATION

Ensure that all participants and members involved in a crisis event are accounted for. Collect all facts surrounding the crisis event and verify them. Keep all members of the crisis management team informed of any findings as they become available. If any participants or members have been injured (or worse) during the crisis event, do not release their names until all family members have been notified.

## SET UP A COMMUNICATIONS CENTER

If the crisis occurs at an Association-hosted event, choose an area at the venue for the crisis management team to meet and discuss the situation. Ensure that at least one member of the team has access to a phone, computer, and Internet. An area should also be chosen for the spokesperson to speak with the media. This may be different from the Communications Center. A location for a news conference should also be considered for local media if a crisis situation involving New Brunswick members occurs while they are away at a competition or other event.

## PREPARE A RESPONSE

Before preparing a response, it needs to be determined if the Association should go public regarding the crisis event. This would typically depend on the severity of the issue and how likely it is for someone to talk to the media about it. If not going public, what are the potential consequences if it is picked up by the media later and how will it impact the Association's image?

Communication should occur frequently during and after the event. The message should be consistent across all channels and all audiences. Communication messages should establish a clear position, be honest, be concise, look forward to a solution, not assign blame, and present the Association's reputation in good standing.

The following audiences need to be kept informed of the main details in the event of a crisis. Key messages and a statement should be determined for each group. The Board, event volunteers, and event participants should be the first group to be informed, followed by Association members, then the media and general public if going public. Templates and interview guidelines are included in the appendices.

1. Association Board of Directors - Email, phone, digital conference software (i.e. - Skype), or in-person.
2. Event volunteers and participants - Email and in-person.
3. Association members - Email. The Association website and social media can be used if it is decided that the Association should go public regarding the crisis event.
4. Media - Press releases. Anticipate questions that may come up during interviews and press conferences.
5. General public - News stories, the Association website, and social media.

## TEST A CRISIS PLAN

A mock crisis event should be done every two years to ensure that all members of the crisis communication team are properly trained and that procedures are followed or improved upon. What worked and what didn't?

---

## FOLLOW-UP

Return all calls from the media. This provides an opportunity to get the Association message out there and builds the relationship with media contacts.

Monitor all media channels to see what people are saying and whether or not the key messages reached people. If something needs to be clarified publicly, contact the media to set up an interview and issue a statement through Association channels, such as the website.

Provide updates where necessary to Association members.

Always do an assessment following a crisis event to determine what went well and what didn't and make improvements where needed.

## EMAIL, WEBSITE, & SOCIAL MEDIA MESSAGES

### EMAIL TO MEMBERS

A more personable message should be sent to Association members that outlines the main facts of the crisis situation and answers key questions - Who? What? Where? When? Reminder: Do not release names until family members have been notified.

### SOCIAL MEDIA SAMPLE POSTS

Being authentic, honest, light-hearted (without making fun of the graveness of the situation) and/or empathetic in social media posts can help diffuse tense situations. If people are contacting the Association through social media channels, the Association should respond through those same channels, whether publicly or through private message. Posts should be brief and answer key questions - Who? What? Where? When?

### WEBSITE POST

Posting a press release to the website would be sufficient for informing the general public and Association members.

## CONTACT LOG

A log should be kept of all media calls and any other important parties.

| Name/Contact Info                         | Date/Time                   | Log (include questions asked)   |
|---|-----------------------------|---|
| John Smith<br>Global News<br>506-555-5555 | January 5, 2016<br>10:13 am | Left voice message<br>Called back and answered the following questions: |

---

## FINANCIAL STATEMENTS

FENB's fiscal year is July to June. This differs from the membership year. Our annual financial statements are reviewed by the accounting firm of Shannon and Buffet Chartered Accountants, Fredericton.

Beginning in 2017, an audit may need to be conducted every four years as required by the [Province of New Brunswick Policy 250 – Provincial Organization Financial Reporting](#). This is part of our obligation of receiving full time staffing assistance.



---

## HONOURS, AWARDS, AND ARCHIVES

Approved: May 27, 2016

Revised and Approved: July 19, 2016

### PURPOSE

With the assistance of an Honours, Awards, and Archives Committee, FENB will determine honours and awards to be given to its members and ensure that these are properly managed for future recipients to enjoy. This policy will also guide the archiving of documents and assets with historical significance to FENB.

### MANAGEMENT

An Honours, Awards, and Archives Committee shall be established to manage all honours, awards, and archived documents and assets related to FENB. In the event that an Honours, Awards, and Archives Committee does not exist, the committee's responsibilities will fall to the FENB Executive Director.

All recipients of FENB honours and awards shall be announced during the Annual General Meeting.

All physical awards shall be stored with other FENB assets or with the Executive Director unless given to the recent recipient. The recipient must return the physical award in good condition when requested by the FENB Executive Director. In the event that an award is returned in an unsatisfactory state, then the recipient must pay for the cost to repair and restore the award.

All archived documents and assets of historical significance shall be stored with other FENB assets, the Executive Director, a member of the Honours, Awards, and Archives Committee, or a proper facility, such as the Provincial Archives of New Brunswick. A record of each document and asset shall be kept by the Honours, Awards, and Archives Committee with a copy given to the FENB Executive Director. Digital copies of historical documents shall be kept on the FENB Google Drive.

## FENB HONOURS AND AWARDS

### TOP ATHLETES

FENB awards the following trophies annually to fencers for top placement at the New Brunswick Provincials in the Under 17 categories:

- Sean Brillant Trophy - Under 17 sabre
- Rick Gosselin Trophy - Under 17 epee
- Barbara Daniel Trophy - Under 17 foil

### VOLUNTEER RECOGNITION - TBD

---

## LIFETIME MEMBERSHIP

A lifetime membership may be awarded to any person who has made a significant contribution to fencing in New Brunswick whether it be monetary, time-based, or other. The Honours, Awards, and Archives Committee shall nominate potential candidates to the FENB Board of Directors for this honour at any time. The Board shall then vote to accept or decline the candidate to be given this honour. The Board may revoke this membership at any time given a majority vote of the Board Directors. A person holding this honour would be considered a member of FENB for life and will not be required to pay FENB membership fees.

FENB will maintain a list of past and current lifetime members.

## COMMITTEE

### MANDATE

The mandate of the Honours, Awards, and Archives Committee is to recommend candidates for existing FENB awards and honours, propose new awards and honours, advise of awards and honours outside of FENB that its members or the Association should be nominated for. All recommendations and proposals shall be sent to the FENB Executive Director for consideration who will then report to the Board of Directors when needed. The Honours, Awards, and Archives Committee may, from time to time, be asked to present at a Board or General meeting.

The Honours, Awards, and Archives Committee will also be responsible for the proper record keeping and oversee the storage of any documents or assets with historical significance to FENB. Records of past recipients of honours and awards shall be maintained and updated by the Committee and hosted on the FENB Google Drive.

### STRUCTURE

The Honours, Awards, and Archives Committee members must comply with this policy. This committee can have up to three members. Members do not necessarily need to be an FENB member.

### BOUNDARIES

The Honours, Awards, and Archives Committee:

- Will not honour candidates without prior approval from the FENB Executive Director.
- Will not make any application or purchases related to an honour, an award, or an archived document or asset without approval from the Executive Director.
- Will not neglect historical documents or assets that are the property of FENB.

---

## AFFILIATED ORGANIZATIONS – TBD

### CANADIAN FENCING FEDERATION (CFF)

The Canadian Fencing Federation is the governing body for the sport of fencing in Canada. FENB is committed to following the policies as set by the CFF. For more information, refer to the Canadian Fencing Federation's Principle Documents.

### SPORT NB

---

## POLICY AND PROCEDURE MANUAL

### STRUCTURE

Each section relates to a function of the Association's operational, financial and development matters.

### CHANGES

Throughout the fencing season, policies and procedures may be modified. In the event of any changes, the Executive Director will send notices of updated information to the clubs and executive members and post the changes on the website.

Any new policies must be accepted by the Board of Directors before becoming official policies of the Association.

Changes to this manual may be suggested. Such suggestions must be put before the Board of Directors before being processed by the Executive Director.

### OWNERSHIP AND ACCESS

The policy and procedure manual is ultimately the property of FENB, and is available to read and/or download on the FENB website.

## RECORDS & ARCHIVAL PRESERVATION

The Executive Director shall ensure that all necessary books and records required by the by-laws of the Association or by any applicable statute of law are regularly and properly kept. Financial records will be maintained for six full fiscal years.

---

## COMMUNICATIONS POLICY

Revised & Approved: April 14, 2017

### OUR COMMITMENT

Electronic communication is essential for sharing Association news and information with our members. Our communication will be timely, appropriate, and related to Association business.

A Marketing Communications Plan will be followed to outline strategic communications, both internally and externally. This should be reviewed and updated annually to stay current with communication trends and mediums.

### WHAT WE WILL DO

We use a range of electronic tools to communicate with our members.

Our communication will protect members' privacy, maintain clear boundaries, and ensure that bullying and harassment does not occur.

A webmaster will be appointed to provide accountability and control over material published on the Association's website and any related discussion groups or social media websites, such as Facebook, YouTube, or Twitter. If there is no webmaster, the Executive Director would assume these duties.

See our Language Policy and Privacy Policy for further information on these subjects.

### WEBSITE

- Our website will include current information on competitions, social events, committees, member club contact information, policies, ends, rules and by-laws.
- A review should be done, at minimum, once a year to ensure the main content and links are up to date.
- No offensive content or photos will be published.
- If we intend to publish a photo of a minor, we will first seek permission from his or her parents/guardians and take care not to provide identifying information.
- We will seek feedback from members to improve the information available on the site at least once a year. Members may provide feedback at any time.

### SMS AND EMAIL

FENB Board members and staff may use SMS and email to provide information about competitions, training, Association-sanctioned social events, and other Association business, however:

- SMS messages should be short and about Association matters.
- email communication will be used when more information is required
- communication involving minors will be directed through their parents/guardians.
- With the exception of competitions, email communication regarding Association-sanctioned events should be sent to members no later than two weeks prior to the event date.
- email communication should be sent with information for all Association-sanctioned competitions to all members three weeks prior to the event date, if available.
- outside of competitions, email communication for member club-hosted events should be sent to members as long as the event is Association-approved, does not conflict with an Association-hosted event, and does not interfere with other communication on Association business. Approval for the distribution of such emails to the membership is at the discretion of the FENB Executive Director; however, consideration should be made to ensure that the events adhere to FENB policies.

- 
- FENB will adhere to the Canadian Anti-Spam initiative and will thus not send unsolicited emails to email addresses not provided to FENB for said purposes. This can be obtained through FENB membership registration or a comparable form detailing explicit consent.

#### SOCIAL MEDIA WEBSITES AND APPS

- We treat all social media postings, blogs, status updates, and Tweets as public comment.
- Postings (written, photos, or videos) will be family-friendly and feature positive Association news, events, and messages.
- No private information about our members will be disclosed.
- No statements will be made that are misleading, false or likely to negatively impact a person's reputation.
- No statements will be made that might bring the Association into disrepute.
- Abusive, discriminatory, intimidating, or offensive statements will not be tolerated. Offending posts will be removed and those responsible will be blocked from the site.
- Best practices should be followed when posting on behalf of the Association, including voice and tone.
- The Association owned social media accounts should be monitored daily. Any comments or posts made by others to the Association owned accounts should be responded to or handled within a 24-hour period.

#### WHAT WE ASK YOU TO DO

We expect our members to conduct themselves appropriately when using electronic communication to share information with other members or posting material on public websites connected to the Association.

Electronic communication with regard to the Association or as a representative of the Association:

- should be restricted to Association matters
- must not offend, intimidate, humiliate, or bully another person
- must not be misleading, false, or negatively impact the reputation of another person
- should respect and maintain the privacy of members
- must not bring the Association into disrepute.

Coaches and others who work with minors must direct electronic communication through the minor's parents/guardians.

#### NON-COMPLIANCE

Members may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate, or humiliate another member, as outlined in our member protection policy or code of conduct.

Under certain circumstances, cyber bullying (e.g. bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or website) is a criminal offence that can be reported to the police.

In addition, members who publish false or misleading comments about another person or the Association in the public domain (e.g., Facebook, YouTube or Twitter) may be liable for defamation.

---

## CLUB START-UP EQUIPMENT SUPPORT PROGRAM

See Equipment Policy.

---

## CANADA GAMES 2023 SELECTION PACKAGE

REVISED: APRIL 20, 2020

### FENB ATHLETE/TEAM SELECTION POLICY

**Philosophy:** The selection of fencers to represent NB shall support the beliefs that:

1. Team members should demonstrate a personal commitment to regular disciplined training as established by the program leaders.
2. Team members should demonstrate fair play and team cooperation both on and off the piste and are expected to abide by the FENB Code of Conduct.

*Note: If a participant is not maintaining a regular training program or breaches the code of conduct, removal from the training squad, core team or final team may result.*

#### **General Pre-requisites:**

1. Age: Born in 2007 or later
2. Membership: Current member of Fencing-Esprime NB & Canadian Fencing Federation
3. Meets the requirements of the 2023 Canada Games Technical Package (Appendix 1)

#### **Three Step Selection Process:**

| Process   | Timeline                       |
|---|--------------------------------|
| <b>STEP 1.</b> Identify the 2023 Canada Games Training Squad. | Sept. 1, 2021                  |
| <b>STEP 2.</b> Select members for the Core Team.              | Sept. 1, 2021 - Jul. 1, 2022   |
| <b>STEP 3:</b> Select members of the Final Team.              | August 1, 2022 - Dec. 31, 2022 |

---

**STEP 1.** Identify a group of fencers as the 2023 Canada Games Training Squad.

#### **Criteria for Training Squad Identification**

1. Meet the pre-requisites stated above.
2. Submit a completed application form with a commitment to the FENB Code of Conduct (Appendix 2) signed by the fencer and, where required, the parent or guardian.

#### **Process for Training Squad Identification**

1. The names of training squad members are to be published by FENB no later than **September 1, 2021**.
2. All FENB fencers who meet eligibility and training squad criteria shall be identified.

**STEP 2.** From the Training Squad, select members for the Core Team.

#### **Criteria for Core Team Selection**

Fencers will be selected based on two criteria:



- 
1. consistent, disciplined training\* .....40% (Appendix 3)  
\* based on fitness training, technical skill assessment (CFF armband program) and involvement in designated training camps and competitions
  2. competition performance \*\* ..... 60%  
\*\* based on best three event total of approved competitions between September 1, 2021 & July 1, 2022.

**Criteria for Core Team Selection Competitions:**

1. Fencers must participate in a minimum of three (3) eligible competitions.
2. Events that exclude any CG squad fencers (by weapon & gender) for any reason will not count.
3. Fencers who participate in more than one age category in the same competition may count only one result per weapon from that competition.
4. Points will be awarded according to a published formula. (Appendix 4)
5. Competition performance will be assessed using the highest three event total of points acquired in eligible competitions between **September 1, 2021 & July 1, 2022.**

**Process for Core Team Selection**

1. Date: The Core Team is to be selected no later than **July 15, 2022.**
2. The Core Team of a maximum of 18 fencers: 3 men's foilists, 3 men's epeeists, 3 men's sabreurs (9 males maximum) and 3 women's foilists, 3 women's epeeists, 3 women's sabreurs (9 females maximum) shall be selected.
3. An individual may be designated in a maximum of two weapons within the core team.
4. Less-than-complete core teams may be selected.

**Illness / Injury / Family Emergency Clause:**

1. Fencers unable to participate in selection competitions due to serious illness, injury, family emergency, or other exceptional circumstances must submit a letter to the Executive Director outlining the specific reason they were unable to participate.
2. If the Selection Committee determines that this fencer had a reasonable chance of making the Core Team prior to the exceptional circumstance, it has the authority to add this fencer to the Core Team. In this case, no fencer may be dropped from the Core Team by reason of this addition.

**STEP 3:** From the Core Team, select members of the Final Team.

**Criteria for Final Team Selection:**

Fencers will be selected based on three criteria:

1. consistent, disciplined training\* .....20%  
\*based on fitness, technical skill (CFF armband) assessment, involvement in training camps
2. ability to work effectively with other team members ..... 10%
3. competition performance \*\* ..... 70%  
\*\* based on the best four event total of designated competitions between Aug. 1 & Dec 23, 2022, and 2022 Nationals.

**Process of Final Team Selection**

1. Date: The Final Team is to be selected no later than Dec. 31, 2022.

- 
2. A final team of a maximum of 6 fencers: 1 men's foilist, 1 men's epeeist, 1 men's sabreur and 1 women's foilist, 1 women's epeeist, 1 women's sabreur plus one alternate per event shall be selected. The alternate may only participate if one of the team members is unable to attend the Games.
  3. An individual may only be selected in one event.
  4. Less-than-complete final teams may be selected.

### **Selection Committee**

1. Shall be appointed by the FENB Executive Director no later than August 15th, 2021 for Core Team Selection and no later than July 15th, 2022 for Final Team Selection.
2. Shall consist of three members of Fencing-Esprime NB (voting) plus the CG Coach (ex-officio). Excluded from this committee are CG training squad members, their relatives, and personal coaches of squad members (other than the CG Coach).
3. The Selection Committee is responsible for
  - a. reviewing reports of participation in designated training camps, fitness training and technical skill evaluations.
  - b. reviewing written reports of breaches of the code of conduct, or absence from designated events due to illness, injury or family emergency,
  - c. applying the established selection criteria, and
  - d. reporting this selection to the FENB Executive Director, in writing, no later than July 15, 2022 for the Core Team stage, and Dec. 31, 2022 for the Final Team stage.

**Announcement of Selection:** The Selection Committee shall not disclose the results of selection to any member other than the FENB Executive Director. Once the FENB Executive Director has received the selection report, the CG coach or manager shall inform each fencer individually of the results of selection. This may be done verbally but must also be confirmed in writing within 7 days of receiving the selection report.

**Appeal of Selection Decision:** An appeal shall be heard ONLY on the grounds that the Selection Committee:

- 1) made a decision for which it lacked authority;
- 2) failed to follow procedures in the approved selection criteria;
- 3) made a decision which was influenced by undue bias;
- 4) failed to consider relevant information or took into account irrelevant information.

### **Process and Timelines for Appeal:**

1. The athlete shall have 72 hours to request an appeal in writing to the Chair of the Appeals Committee.
2. The Appeals Committee shall first decide whether or not the appeal has grounds for a hearing. To aid this decision, all selection documentation from the selection committee must be available for review.
3. If there are no legitimate grounds, the Chair of the Appeals Committee shall call the athlete advising her/him of the decision. This will be followed up with a formal letter to the athlete.
4. If the Appeals Committee feels there are grounds for an appeal hearing, the following procedures will take place:
  - a. The Chair of the Appeals Committee shall select a designated place, date and time to hear the appeal. This will be done no later than 72 hours upon receipt of the appeal request.

- 
- b. The Appeals Committee shall hear the athlete's complaint. He/she may be accompanied by an athlete advocate (parent or guardian or legal advisor etc.)
  - c. The Appeals Committee shall hear from the selection committee.
  - d. The Appeals Committee will make a final decision at the appeal hearing and the decision shall be final and binding.
  - e. The chair of the Appeals Committee will contact the athlete no later than 24 hrs. after the hearing by phone to advise her/him of the outcome and this will be followed up by a formal letter and copy of the appeal findings and recommendation.
  - f. The chair of the Appeals Committee will contact the Head Coach by phone to advise her/him of the outcome. This will be followed up by a copy of the formal letter to the athlete and copy of the appeal findings and recommendation.

**Appeals Committee** shall be comprised of:

1. Chair of the Committee
2. FENB member not involved in the Canada Games program
3. Coach not currently involved in the Canada Games program
4. Competitive fencer not currently involved in the Canada Games program

**Policy regarding athlete injured after final selection:** In the event of illness or injury to a fencer who has made the Final Team, the fencer must submit a letter from a physician indicating that this fencer is fit to compete. This letter must be received by the Executive Director of Fencing-Esprime NB no later than two days before team departure for the Games.

## FENB COMPETITION POINTS SYSTEM FOR TEAM SELECTION

### Canada Winter Games 2023

FENB Canada Games 2023 Squad members will earn selection points within the designated selection period from any tournaments provided that:

1. the events have unrestricted entry
2. the events are for the appropriate category
3. the results are submitted for ranking to the CFF or equivalent national federation.

There are two components of the point system:

1. **Participation Points** - these are calculated according to the number of fencers competing in a given event. The first place fencer receives participation points equal to the number of competitors in the event. The second place fencer receives one point less and so on until the last place fencer who receives one point. (See example below.)
2. **Round (progression) Points** - these are awarded, cumulatively, each time a fencer wins an elimination bout. After the initial round of pools, all fencers are placed in an **elimination table**. The elimination rounds progress (depending on the number of competitors) as follows: 64,32,16,8,4,2,1. Fencers eliminated in the first round (after pools) will earn no (0) round points. If four or more fencers are eliminated in this round, then the fencers who remain in the next round receive four (4) round points. If fewer than four fencers are eliminated, then the fencers who remain in the next

round receive two (2) points. Each time a group of fencers progresses to another round, they receive another four (4) round points. (see example below)

**Sample Point Allocation for an event with 20 competitors:**

| Rank             | Participation Points | Round Points | Total Points |
|------------------|----------------------|--------------|--------------|
| 1 <sup>st</sup>  | 20                   | 20           | 40           |
| 2 <sup>nd</sup>  | 19                   | 16           | 35           |
| 3 <sup>rd</sup>  | 18                   | 12           | 30           |
| 3 <sup>rd</sup>  | 17                   | 12           | 30           |
| 5 <sup>th</sup>  | 16                   | 8            | 24           |
| 6 <sup>th</sup>  | 15                   | 8            | 23           |
| 7 <sup>th</sup>  | 14                   | 8            | 22           |
| 8 <sup>th</sup>  | 13                   | 8            | 21           |
| 9 <sup>th</sup>  | 12                   | 4            | 16           |
| :::              |                      | 4            | ::           |
| 14 <sup>th</sup> | 7                    | 4            | 11           |
| 15 <sup>th</sup> | 6                    | 4            | 10           |
| 16 <sup>th</sup> | 5                    | 4            | 9            |
| 17 <sup>th</sup> | 4                    | 0            | 4            |
| 18 <sup>th</sup> | 3                    | 0            | 3            |
| 19 <sup>th</sup> | 2                    | 0            | 2            |
| 20 <sup>th</sup> | 1                    | 0            | 1            |

**Point Total:** The total points (participation plus progression) earned by each competitor in each event of the competition are recorded on a Canada Games Results Reporting Form. Only one age category per weapon from the same competition will be counted.

**FENB POINTS SYSTEM FOR EVALUATION OF TRAINING FOR TEAM SELECTION**

**Canada Winter Games 2023**

**Phase 1 (September 1, 2021 & July 1, 2022)**

|         | Fitness Log | Fitness Test   | Armband     | Camps        | Competitions  | Total |
|---------|-------------|----------------|-------------|--------------|---------------|-------|
| Maximum | 8 (90-100%) | 2 (improved)   | 20 (blue)   | 5 (all)      | 5 (4 or more) | 40    |
|         | 6 (75-89%)  | 0 (no change)  | 15 (green)  | 3 (missed 1) | 3             |       |
|         | 4 (60-74%)  | - 2 (decrease) | 10 (orange) | 1 (missed 2) | 2             |       |
|         | 2 (45-59%)  |                | 5 (yellow)  |              | 1             |       |
|         | 0           |                |             |              |               |       |

**Phase 2 (July 1, 2022 to December 23, 2022)**

|         | <b>Fitness Log</b> | <b>Fitness Test</b> | <b>Armband</b> | <b>Camps</b> |  | <b>Total</b> |
|---------|--------------------|---------------------|----------------|--------------|--|--------------|
| Maximum | 5 (90-100%)        | 2 (improved)        | 8 (blue)       | 5 (all)      |  | 20           |
|         | 3 (75-89%)         | 0 (no change)       | 6 (green)      | 3 (missed 1) |  |              |
|         | 1 (60-74%)         | - 2 (decrease)      | 3 (orange)     | 1 (missed 2) |  |              |
|         |                    |                     |                |              |  |              |
|         |                    |                     |                |              |  |              |

**FENB SYSTEM FOR EVALUATION OF TEAM COHESION FOR TEAM SELECTION**  
**Canada Winter Games 2023**

**Purpose:** to select fencers who show the ability to work effectively with other team members including coach and manager both within weapon teams and within the larger team to enhance the overall performance of the team.

**Assessors:**

**Assessment period: August 1, 2022 to December 31, 2022**

**Assessment Criteria:**

1. The fencer's ability to maintain personal composure in competitions and a positive attitude especially when the outcome is undesirable.
2. The fencer's willingness to take the initiative to support their weapon teammate, the larger team, the staff and the program, for example: offer to help with equipment set-up, lead team activities, provide encouragement to others, lead by example
3. The fencer's demonstrated commitment and trustworthiness with teammates to a common goal of performing as strongly as possible at the Canada Games by participating with full attention and intensity in training with team mates.
4. The fencer's demonstrated engagement at competitions through proper warm-up, readiness to compete including working equipment, attentiveness to the action on the piste and the judgements of referees, and setting a positive example of respectful behaviour with teammates.
5. The fencer's consistent communication that is respectful, inclusive and works to build team cohesion. When disagreements occur, the fencer works to solve the problem fairly.
6. The fencer's willingness to compromise for the good of the team.

**Allocation of points:**

|                      |        |
|----------------------|--------|
| Team cohesion levels | Points |
|----------------------|--------|

---

|  |    |
|--|----|
| fencer consistently demonstrates strong ability to promote team cohesion in all situations and with all team mates | 10 |
| fencer frequently demonstrates ability to promote team cohesion in most situations                                 | 8  |
| fencer demonstrates ability to contribute to team cohesion in some situations                                      | 5  |
| fencer neither contributes to nor disrupts team cohesion   | 2  |
| fencer disrupts team cohesion in some situations   | -2 |
| fencer frequently disrupts team cohesion   | -5 |

**Evaluation Process:**

1. Each assessor will independently submit their assessment of each fencer to the Selection Committee by December 31, 2022.
2. The Selection Committee will take the average score of the two assessments to determine points.

---

## APPENDIX A: FORMS

---

BACKGROUND CHECK FOR COACHES AND VOLUNTEERS



Fencing-Esprime NB  
Background Check Form

Required for coaches & designated volunteers

**Name:**

**Address:**

**Purpose:**

**Types of Check: (both required)**

☐  
☐

**Criminal Check**  
**Vulnerable Sector Check**

2 forms of ID must be provided to the RCMP/Police when requesting the above checks.  
e.g. Medicare card, birth certificate, drivers licence

**Signed.....**

**Date.....**





## FENB EXPENSE CLAIM

Send to [fencingnb@gmail.com](mailto:fencingnb@gmail.com).

Mailing address available upon request.

Name: \_\_\_\_\_

Make cheque to: \_\_\_\_\_

Position: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_

| Date | Description | Cost |
|------|-------------|------|
|      |             |      |
|      |             |      |
|      |             |      |
|      |             |      |
|      |             |      |
|      |             |      |
|      |             |      |
|      |             |      |
|      | Total       |      |

### Note:

1. Description: ie. Travel, meals, lodging, mileage, etc.
2. Mileage to be claimed at the following rate: \$0.25 per km.
3. Meal subsidy to be claimed at a maximum of: \$35.00 per day (\$7-breakfast, \$10-lunch, \$18-supper) no receipts required.
4. All receipts &/or information must be stapled to this form.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approval: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Cheque #: \_\_\_\_\_

---

## SAMPLE TOURNAMENT ENTRY FORM - TBD

### SAMPLE WAIVER FORM

**Participant Agreement:** Please read carefully and sign below:

I understand that there is potential risk for injury inherent in fencing, as in all sports. These include but are not limited to:

1. muscular injuries resulting from vigorous exertion and rapid changes of direction of movement.
2. bruises resulting from hits received during fencing with an opponent.
3. injuries resulting from my failure to properly use the fencing equipment.
4. injuries resulting from the breakage of a fencing sword or failure of protective equipment,
5. additional risks associated with my travel to and from the fencing event.

**Personal protective equipment:** I understand that it is mandatory to wear a properly fitting fencing mask, underarm plastron on the sword arm, breast protector for females, fencing jacket, glove with gauntlet that covers the sword arm sleeve, and fencing breeches or long pants of robust material, all of which must be in good repair.

**Safety rules in competition:** I understand that rules have been established for safe conduct at the competition site that I must follow and the organizers have tried to create a safe and controlled environment for participation.

**Release:** I am participating voluntarily in this event and agree to accept the risks and be responsible for any injury, equipment damage or other loss that I might incur as a direct or indirect result of my participation in the 2012 NB Provincial Championships. I agree to release Fencing-Esprime NB and their respective directors, officers, staff, coaches, tournament volunteers and officials of all responsibility for such injury, loss or damage.

**Acknowledgement:** I have read this agreement and understand its significance.

**Fencer's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian:** \_\_\_\_\_



## Incident/Injury Report Form

Please complete and email to [fencingnb@gmail.com](mailto:fencingnb@gmail.com) within 24 hours of the incident or injury.

If there is an incident or if any person is injured at an FENB sanctioned event or member club, an incident/injury report needs to be completed and the FENB Executive Director notified.

- Incidents include, but are not limited to, a major crime, natural disasters, facility structural integrity issues, serious illness/disease outbreaks, travel accidents, and negative conduct of a member.
- Injuries include any that require medical attention, including First Aid administered.

| General Information - Person(s) involved        |           |                          |           |
|---|-----------|--------------------------|-----------|
|   | Person #1 | Person #2                | Person #3 |
| Last Name:                                      |           |                          |           |
| First Name:                                     |           |                          |           |
| Gender:   |           |                          |           |
| Age:  |           |                          |           |
| Email:  |           |                          |           |
| Phone Number:                                   |           |                          |           |
| Physical Location - Where the incident occurred |           |                          |           |
| Facility Name:                                  |           | Facility Address:        |           |
| Location within/around facility (i.e. - gym):   |           |                          |           |
| Other location details (if applicable):         |           |                          |           |
| Date & Time of Incident                         |           |                          |           |
| Date of Incident/Injury:                        |           | Time of Incident/Injury: |           |

| Description of Incident/Injury   |           |           |           |
|--|-----------|-----------|-----------|
| How Incident/Injury Occurred:  |           |           |           |
| Describe the Injury - Detail the location on body and type of injury(s):   |           |           |           |
| Description of First Aid Administered:   |           |           |           |
| Nature of the Incident (type of crime, disaster, illness, accident, etc):  |           |           |           |
| Description of Incident:   |           |           |           |
| Additional Details   |           |           |           |
| Emergency Services Called: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown   |           |           |           |
| Type of Emergency Services Present: <input type="checkbox"/> Police <input type="checkbox"/> Fire Dept <input type="checkbox"/> Ambulance <input type="checkbox"/> Other <input type="checkbox"/> None |           |           |           |
| Witnesses to the Incident/Injury:  |           |           |           |
|  | Person #1 | Person #2 | Person #3 |
| Last Name:   |           |           |           |
| First Name:  |           |           |           |
| Phone Number:  |           |           |           |
| Please record any additional details about the incident/injury:  |           |           |           |

|                    |  |               |  |
|--------------------|--|---------------|--|
| Form Completed By: |  |               |  |
| Last Name:         |  | First Name:   |  |
| Email:             |  | Phone Number: |  |
| Signature:         |  |               |  |

|  |
|--|
| For Office Use Only:   |
| In follow up to an incident - Please describe how the incident was handled and what immediate and long term actions were taken? In addition, what are the recommendations to prevent re-occurrence?  |
|  |
| In follow up to an injury - Please indicate when and if the injured person was contacted. In addition, note any information shared during conversation, if applicable. Are there any recommendations to prevent similar injuries from happening? |
|  |

---

## APPENDIX B: TOURNAMENT ORGANIZATION CHECKLIST

### PRINCIPLES

1. Organizational decisions should be made, first & foremost, in the interests of the competitors.
2. The FIE Rule Book is the primary reference for technical decision making.
3. The safety of all participants: fencers, coaches, officials & spectators should be of prime concern.
4. Any divergence from FIE Rules should be clarified to all competitors prior to the start of competition.
5. Every effort should be made to involve non competitors (where qualified) in the conduct of the event.

### RECOMMENDED ORGANIZATIONAL STRUCTURE

#### **Tournament Coordinator**

- confirms date & books facility
- plans & oversees budget
- recruits & supervises primary volunteers
- prepares and distributes entry form
- arranges First Aid coverage
- arranges awards / prizes
- arranges CFF sanction for cadet, junior & senior events

#### **Head of Secretariat:**

- oversees computer program (Engarde 8.16) to run each event.
- supervises computer input & output relative to participant seeding, preparation of pools, elimination tables & final results.

#### **Head Armourer:**

- plans piste layout
- arranges access to scoring units & related piste materials
- supervises piste set up & take-down
- conducts pre-event equipment/mask check
- oversees operation of piste equipment

#### **Head Referee**

- recruits referees
- assigns referees to pistes & mentors referees

#### **Floor Manager:**

- assigns scorers & timers to pistes
- makes scheduling announcements
- oversees tournament safety

#### **Registrar:**

- receives & records entry forms & fees
- recruits & trains check-in personnel for each event
- ensures that all competitors have required membership

#### **Publicity Manager:**

- arranges media coverage before, during & after the event

#### **Canteen Manager:**

- oversees food service for participants & volunteers

#### **Hospitality**

- arranges local signage to direct attendees, may present awards, deal with special guests

**DIRECTOIRE TECHNIQUE** is the committee responsible for the proper application of FIE Rules & CFF/FENB tournament policies. Normally this committee would be comprised of:

- a) head of "DT" who is the person most knowledgeable of the relevant rules & policies
- b) a referee who has been approved as a mentor referee
- c) one other member who is familiar with common tournament organization practices.

## ORGANIZATIONAL TASK CHECK LIST - BEFORE EVENT

| TASK  | TIME FRAME   | RESPONSIBILITY          |
|---|--|-------------------------|
| <b>1. DATE</b>  |  |                         |
| ___ Set date of tournament  | Six months in advance<br>or End of previous season | Host (club/FENB)        |
| <b>2.FACILITY</b>   |  |                         |
| ___ Check possible locations<br>for proper size of gym, plus<br>separate room for D.T.,<br>space for canteen, armoury,<br>check-in, washrooms | Six months in advance                              | Tournament Coordinator  |
| ___ Book facility   | Six months in advance                              | Tournament Coordinator  |
| ___ Confirm booking time  | One month in advance                               | Tournament Coordinator  |
| ___ Get weekend emergency<br>contact phone number   | One week in advance                                | Tournament Coordinator  |
| <b>3. ENTRY FORM</b>  |  |                         |
| ___ Select events & age groups  | 6 wks. in advance                                  | Host Committee          |
| ___ Design schedule   | 6 wks. in advance                                  | Host Committee          |
| ___ Set Entry Fees  | 6 wks. in advance                                  | Host Committee          |
| ___ Recruit Registrar   | 6 wks. in advance                                  | Tournament Coordinator  |
| ___ Accommodation contacts  | 6 wks. In advance                                  | Tournament Coordinator  |
| ___ Print Entry Forms   | 5 wks. in advance                                  | Tournament Coordinator  |
| ___ Distribute Entry Forms  | 4 wks. in advance                                  | FENB Executive Director |
| <b>4. EQUIPMENT/ARMOURY PERSONNEL</b>   |  |                         |
| ___ recruit assistant armourers   | 2 wks. in advance                                  | Head Armourer           |
| ___ ensure electric scoring<br>units available & working  | 2 wks in advance                                   | Head Armourer           |
| ___ arrange for tables & chairs   | 2 wks. in advance                                  | Head Armourer           |
| ___ arrange for test weights<br>epee gauges, mask tester,<br>measuring tape, extension cords  | 2 wks. in advance                                  | Head Armourer           |
| ___ buy masking tape  | 1 wk. in advance                                   | Head Armourer           |
| <b>5. OFFICIALS</b>   |  |                         |
| ___ recruit referees  | 3 wks. in advance                                  | Tournament Coordinator  |

---

|   |                     |                        |
|---|---------------------|------------------------|
| ___ recruit scorers/timers                              | 1 wk. in advance    | Tournament Coordinator |
| ___ establish schedule                                  | 1 wk. in advance    | Tournament Coordinator |
| <b>6. AWARDS</b>  |                     |                        |
| ___ Select & purchase awards                            | 4 wks. in advance   | Tournament Coordinator |
| <b>7. PROMOTION</b>                                     |                     |                        |
| ___ Send announcement of event to media                 | 2 wks. in advance   | Publicity Manager      |
| ___ arrange news photographer                           | 1 wk. in advance    | Publicity Manager      |
| <b>8. FIRST AID</b>                                     |                     |                        |
| ___ arrange First Aid personnel                         | 4 wks. before event | Tournament Coordinator |
| ___ arrange First Aid Kit                               | 1 wk. before event  | Tournament Coordinator |
| <b>9. MISCELLANEOUS</b>                                 |                     |                        |
| ___ arrange computers/printers                          | 2 wks. in advance   | Head of Secretariat    |
| ___ prepare participant lists                           | 5 days in advance   | Registrar              |
| ___ arrange stopwatches                                 | 1 wk. in advance    | Head Armourer          |
| ___ arrange Secretariat materials                       | 1 wk. in advance    | Head of Secretariat    |
| <b>10. FOOD SERVICE (OPTIONAL)</b>                      |                     |                        |
| ___ consider availability local restaurant service      | 2 wks. in advance   | Canteen Manager        |
| ___ consider selling food on site (possible fundraiser) | 2 wks. in advance   | Canteen Manager        |
| ___ arrange food donations                              | 1 wk. in advance    | Canteen Manager        |
| ___ arrange canteen volunteers                          | 1 wk. in advance    | Canteen Manager        |
| ___ arrange cash float                                  | before event        | Canteen Manager        |



## ORGANIZATIONAL TASK CHECK LIST - ON SITE

| TASK   | TIME FRAME                  | RESPONSIBILITY         |
|--|-----------------------------|------------------------|
| <b>1. EQUIPMENT SET UP</b>   |                             |                        |
| <input type="checkbox"/> Lay out piste lines   | Evening before, if possible | Head Armourer          |
| <input type="checkbox"/> Set up tables & chairs,<br>scoring, registration,<br>armoury, Secretariat,<br>canteen, competitors,<br>spectators | Evening before, if possible | Set up crew            |
| <input type="checkbox"/> Set up electric scoring units   | Evening before, if possible | Set up crew            |
| <input type="checkbox"/> Post information signs  | Evening before, if possible | Hospitality Committee  |
| <b>2. REGISTRATION</b>   |                             |                        |
| <input type="checkbox"/> Arrange cash float  | Day before event            | Tournament Coordinator |
| <input type="checkbox"/> Check In competitors  | One hour before event       | Check-In Volunteers    |
| <input type="checkbox"/> Collect entry fees  | One hour before event       | Check-In Volunteers    |
| <input type="checkbox"/> Collect FENB membership   | Before event                | Membership Volunteer   |
| <input type="checkbox"/> Close registration  | Half hour before event      | Floor Manager          |
| <b>3. EQUIPMENT CHECK</b>  |                             |                        |
| <input type="checkbox"/> Ensure power to all electric<br>scoring units   | Before event                | Armourer               |
| <input type="checkbox"/> Test/approve masks  | Before event                | Armourer               |
| <b>4. TECHNICAL DIRECTION</b>  |                             |                        |
| <input type="checkbox"/> Seed competitors  | 15 min. before event        | Secretariat            |
| <input type="checkbox"/> Print pool sheets   | Prior to event start        | Secretariat            |
| <input type="checkbox"/> Assign officials to piste   | Before event                | Floor Manager          |
| <input type="checkbox"/> Double check pool results   | End of each pool            | Secretariat            |
| <input type="checkbox"/> Seed promoted fencers   | End of each round           | Secretariat            |
| <input type="checkbox"/> Complete final results sheet  | End of each event           | Secretariat            |
| <b>5. AWARDS PRESENTATION</b>  |                             |                        |
| <input type="checkbox"/> Present Awards  | End of each event           | Hospitality Committee  |
| <b>6. TAKE DOWN/CLEAN UP</b>   |                             |                        |
| <input type="checkbox"/> Note any broken gear  | End of Tournament           | Head Armourer          |
| <input type="checkbox"/> Pack up all tournament equipment  |                             | Take down crew         |
| <input type="checkbox"/> Return/stack tables & chairs  |                             | Take down crew         |
| <input type="checkbox"/> Clean up garbage  |                             | Take down crew         |

## ORGANIZATIONAL CHECK LIST - POST COMPETITION

| TASK  | TIME FRAME                  | RESPONSIBILITY          |
|---|-----------------------------|-------------------------|
| <b>1. PROMOTION</b>   |                             |                         |
| <input type="checkbox"/> Report Results to media                            | At end of event             | Publicity Manager       |
| <input type="checkbox"/> Send results to FENB webmaster                     | Within 48 hours after event | Head of Secretariat     |
| <input type="checkbox"/> Send results to CFF                                | Within 7 days of event      | Head of Secretariat     |
| <input type="checkbox"/> Send results to Clubs                              | Within 7 days of event      | Head of Secretariat     |
| <b>2. ACCOUNTING</b>  |                             |                         |
| <input type="checkbox"/> Justify fees collected with tournament entries     | Within 1 wk. after event    | Tournament Co-ordinator |
| <input type="checkbox"/> Account for all other income                       | Within 1 wk. after event    | Tournament Co-ordinator |
| <input type="checkbox"/> Pay outstanding bills                              | Within 1 wk. after event    | Tournament Co-ordinator |
| <input type="checkbox"/> Prepare statement of income & expenses             | Within 1 wk. after event    | Tournament Co-ordinator |
| <input type="checkbox"/> Send FNB forms & fees to FENB Membership registrar | Within 1 wk. after event    | Tournament Co-ordinator |
| <b>3. FINAL REPORT</b>  |                             |                         |
| <input type="checkbox"/> Prepare recommended changes for future events      | Within 2 wks. after event   | Tournament Co-ordinator |

prepared January, 1997  
revised February, 2003  
revised October, 2007  
revised June, 2013

---

## TOURNAMENT ENTRY FORM REQUIREMENTS

**INTRODUCTION:** All host committees are asked to follow FENB tournament organization guidelines which have been established to ensure safe, fair, enjoyable competition environments for all participants. Host committees who are found to compromise the safety of participants or to conduct events in a manner that is determined to unfairly bias any competitor shall be open to sanction by FENB.

### ENTRY FORM REQUIREMENTS

1. Name of Hosting Organization
2. Date and location of Tournament with clear address and/or directions to site
3. List of events\* with Check In closing times (no longer than 1 hour before expected start time)  
\*Age category choices: Under 13, Under 15, Under 17, Under 20 as defined by the CFF.
4. Entry Fees (indicate who cheques are payable to)
5. Statement that competitors must have current active membership in Fencing-Esprime NB or equivalent association.
6. Name & phone number of Tournament Co-ordinator.
7. Name & phone number of Tournament Registrar.
8. Fill in-detach portion of form with space for:
  - a. competitor's name, address & phone number
  - b. competitor's club affiliation
  - c. choice of events - check off space
  - d. competitor's birthdate if age group competitor
9. Waiver form as follows:

**Participant Agreement:** Please read carefully and sign below:

I understand that there is potential risk for injury inherent in fencing, as in all sports. These include but are not limited to:

1. muscular injuries resulting from vigorous exertion and rapid changes of direction of movement.
2. bruises resulting from hits received during fencing with an opponent.
3. injuries resulting from my failure to properly use the fencing equipment.
4. injuries resulting from the breakage of a fencing sword or failure of protective equipment,
5. additional risks associated with my travel to and from the fencing event.

**Personal protective equipment:** I understand that it is mandatory to wear a properly fitting fencing mask, underarm plastron on the sword arm, breast protector for females, fencing jacket, glove with gauntlet that covers the sword arm sleeve, and fencing breeches or long pants of robust material, all of which must be in good repair.

**Safety rules in competition:** I understand that rules have been established for safe conduct at the competition site that I must follow and the organizers have tried to create a safe and controlled environment for participation.

**Release:** I am participating voluntarily in this event and agree to accept the risks and be responsible for any injury, equipment damage or other loss that I might incur as a direct or indirect result of my participation in

---

the *--Name of specific event--*. I agree to release *--Name of hosting club--*, Fencing-Esprime NB and their respective directors, officers, staff, coaches, tournament volunteers and officials of all responsibility for such injury, loss or damage.

**Acknowledgement: I have read this agreement and understand its significance.**

Fencer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian: \_\_\_\_\_

**SUGGESTED ADDITIONAL INFORMATION**

1. Accommodation information: provide a contact name & phone number to arrange a private billet. Provide suggestions for nearby hotels with reasonable rates.
2. Entry deadline & late fee: To encourage pre-registration in larger events and to cut down on waiting time at the beginning of a competition, provide an entry deadline. Two days before the event is usually sufficient. A late fee is normally assessed per competitor, not per event.

---

## APPENDIX C: JOB DESCRIPTIONS

---

## EXECUTIVE DIRECTOR - JOB DESCRIPTION

|                 |  |                    |
|-----------------|--|--------------------|
| Position Title: | FENB Executive Director  | Date: October 2015 |
| Reporting Line: | FENB Board of Directors, through the President or another specified Board member |                    |

### Working Relationships:

FENB Board of Directors  
Local fencing clubs  
National and provincial regulatory bodies  
National and provincial sports associations and bodies  
FENB volunteers  
Partnerships/Sponsors  
Other organizations and funding agencies

### Summary of primary job functions:

The Executive Director (ED) is responsible for executing projects and tasks to meet the goals of Fencing-Escrime NB (FENB). The ED implements the policies established by the Board of Directors, provides leadership, coordination, direction, and guidance in FENB's activities.

The main responsibilities of the Executive Director include: coordination of FENB tournaments and other events, general administration, fundraising, volunteer management, media relations and communications. The ED also represents FENB to regulatory bodies (national and/or provincial), other agencies, community and civic organizations, donors, funders, supporters, and the general public.

### Duties and Responsibilities:

#### General

- Act as the spokesperson for FENB
- Act as the channel through which the Board interacts with FENB members and the business of running the organization.
- Represent FENB at community activities to enhance the organization's community profile
- Operate according to FENB policies
- Attend Board meetings and act as recording secretary
- Provide leadership through effective objective setting, delegation, and communication

---

#### Administration

- Administer the payroll (if and when applicable) and process travel expense claims in a timely manner
- Ensure compliance to minimum standards in accordance with all government legislation, regulations and guidelines pertinent to FENB's role as an employer and non-profit organisation
- Ensure that office equipment needs are fulfilled and taken into account in annual budget allocations.
- Submit all information, reports, and records as requested or required by law to appropriate government officials or the Board of Directors
- Ensure that memberships to required national and provincial bodies are kept up to date
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate
- Oversee the efficient and effective day-to-day operation of FENB
- Ensure that personnel, client, donor and volunteer files are securely stored and privacy/confidentiality is maintained

#### Fundraising

- Develop a fundraising plan that will include the many sources available, including donations, grants, sponsorships and special events
- Chair the Fundraising Committee as per the FENB Fundraising Policy
- Write grant applications, provide any necessary documentation, and report back to granting body as it applies
- Develop funding proposals to ensure the continuous delivery of FENB programs
- NOTE: The FENB fiscal year runs from July to June

#### Strategic Planning

- Create and execute projects and activities to meet or exceed the goals of the FENB Strategic Plan.

#### Media Relations and Communications

- Communicate with stakeholders to keep them informed of the work FENB is doing
- Create and maintain public awareness of the sport of fencing in New Brunswick and FENB in particular through opinion letters, media releases, brochures, websites, or other appropriate means
- Act as a media and stakeholder contact for FENB
- Inform membership and clubs about fundraising opportunities, tournaments, training camps and other workshops (coaching, refereeing, etc.)

#### Technical Coordination

- Establish the yearly calendar of fencing tournaments, training camps and clinics, including relevant out-of-province events, in cooperation with local fencing clubs
- Plan and coordinate all three FENB-sanctioned tournaments: NB Open, Alfred Knappe, and NB Provincial Championships
- Plan and coordinate the logistics of events such as: camps, courses, competitions, provincial rankings, etc. (Logistics include, but are not limited to: renting space, medal productions, equipment, volunteers, etc.)
- Organize training sessions and workshops for volunteers and others in related fencing fields (coaching, armoury, secretariat, referees, etc.).
- Coordinate registration process for members and tournaments. (See Volunteer Management for the delegation of specific functions)
- Maintain an up-to-date inventory of FENB fencing and office equipment (Armoury management)
- Ensure proper storage of FENB equipment
- Ensure proper maintenance of equipment, facilities, and furniture
- Dispose of out-dated or worn out equipment as necessary
- Act as a resource to host clubs of sanctioned events, working with the local organizing committees and appropriate volunteers and staff to complete tasks as required

---

#### Implement Board Policy and Decisions

- Provide, at minimum, a quarterly report of finances and FENB activities.
- Act as a resource to the Board of Directors so that policy decisions are made on an informed basis
- Gather, interpret and articulate information to Board about community trends and resources as they relate to enhancing the Board's capacity for effective communication, decision-making and long-term planning
- Keep the Board informed (on a timely basis) of significant issues affecting the development and delivery of programs and services
- Oversee development and implementation of orientation for in-coming Board Members
- Recommend changes to policies and procedures that would improve FENB operations
- Attend and participate in Board and staff meetings, assisting with materials and recording notes/minutes for distribution

#### Monitor and oversee financial management

- Ensure development of an annual budget and present it to the Board of Directors for evaluation and modification as required
- Maintain full awareness of the complete financial, statistical, and accounting records of the organization
- Ensure that operating results established in the annual budget are achieved and the control of operating expenses are within budget
- Ensure the accuracy, integrity, and timeliness of all financial accounting and reporting
- Maintain relationships with funding sources and prepare funding proposals
- Identify, prioritize and provide advice and counsel to aid the Board in acquiring potential fundraising alternatives
- Provide financial details to accountant and bookkeeper as required and receive reports as required by FENB and government policies
- Provide recommendations to the Board for any acquisitions or expenditures that are outside the approved budget

#### Volunteer Coordination

- Identify volunteer assignments for specific FENB needs in delivering its programs and activities. This includes, but is not limited to, the following volunteer positions: web content developer/administrator and membership registrar
- Write volunteer position descriptions
- Recruit, coordinate, and direct volunteers to assist in the delivery of FENB programs and activities.
- Conduct an ongoing evaluation of the volunteer program and implement improvements as necessary
- Establish and implement appropriate means of providing recognition of volunteer contributions to FENB

#### Risk Management

- Identify and evaluate the risks to FENB's people (clients, staff, management, volunteers), property, finances, goodwill, image, and implement measures to control risks
- Ensure that the Board of Directors and FENB carry appropriate and adequate insurance coverage
- Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage
- Ensure that first aid requirement/certification is up-to-date with those identified as First Aiders at events sanctioned by FENB
- Ensure that proper background checks are done for volunteers and others who will be working in a position of trust within FENB



## PROVINCIAL COACH – JOB DESCRIPTION

|                 |  |                  |
|-----------------|--|------------------|
| Position Title: | FENB Provincial Coach  | Date: March 2014 |
| Reporting Line: | FENB Board of Directors, through the President or another specified Board member |                  |

### Working Relationships:

FENB Board of Directors  
FENB Executive Director  
Local fencing clubs coaches  
National and provincial regulatory bodies  
National and provincial sports association and bodies  
FENB volunteers  
Fencers and parents of minor fencers  
Partners

### Summary of primary job functions:

The Fencing-Esprime NB (FENB) Provincial Coach is responsible for the coordination and delivery of a fencing program for FENB that will result in increased participation in the sport of fencing and improved performance by individual fencers.

The main responsibilities of the Provincial Coach include the Provincial High Performance Program, the local clubs coach development program and awareness building of the sport of fencing in New Brunswick, partnership development and some financial management.

### Duties and responsibilities:

#### General

- Report to the FENB Board of Directors on a monthly basis or as requested
- Operate according to FENB policies
- Provide leadership through effective objective setting, delegation, and communication
- Work collaboratively with the FENB Executive Director to achieve short- and long-term goals of FENB
- Establish collaborative relationship with local clubs' coaches

#### New Brunswick Fencing Development in Cooperation with Local Clubs

- Design and oversee a comprehensive fencer development program from club to provincial to national level which:
  - Is consistent with the Canadian Sport for Life (CS4L) and Long Term Athlete Development (LTAD)
  - Is engaging club coaches in support of the program

- Is evaluated, at minimum, annually to address weaknesses and build on strengths.
- Increase the knowledge and skill level of fencing in the province through the implementation of the Canadian Fencing Federation armband program for fencers through local clubs

#### Provincial High Performance Program

- Develop and coach the provincial high performance program
- Scout as needed for the provincial program
- Plan and review the progress of the fencers engaged in the program
- Review the provincial high performance objectives annually
- Develop and maintain a personalised plan for each provincial high performance program fencer
- Organize and deliver provincial training camps
- Attend FENB-hosted competitions and consult with local club coaches to identify and recruit fencers to the provincial fencer development program.
- Undertake the necessary planning to ensure the programme is linked to the principles of LongTerm Athlete Development (LTAD)
- Guide fencers to set realistic goals and provide regular feedback to fencers about progress toward these goals
- Ensure that participants train and perform to a high standard of health and safety at all times
- Develop knowledge and understanding of fitness, injury, sports psychology, nutrition and sports science
- Liaise with other partners in performance management, such as physiotherapists, doctors and nutritionists

#### Local Clubs' Coach Development

- Increase the skill level of current club coaches through mentoring, and coaching clinics.
- Evaluate and certify coaches under the National Coaching Certification Program (NCCP)
- Encourage participation of all local club coaches
- Recruit new coaches to ensure the future of fencing in the province
- Ensure open and continuous communication between the Provincial Coach and local clubs' coaches
  - Twice a month or as needed (more often during competition season)

#### Communication

- Ensure that dates, times, locations, and requirements of all provincial program events (lessons, training camps, competitions, meetings) are communicated by email or another agreed upon means (in a written form so that everyone can refer back to it) to all participants, parents of minor participants, local coaches, club leaders and the Executive Director
- Provide opportunities for fencers and parents of minor fencers, club leaders and local coaches to provide feedback and suggestions

#### Professional Development

- Acquire National Coaching Certification (NCCP) Level 4 within the fiscal year 2014-2015
- Train as a NCCP Learning Facilitator within the fiscal year 2014-2015
- Seek professional development opportunities that will contribute to the long-term goals of FENB
  - Such as Sports Summit, conference and workshop, LTDA conference, etc.

#### Partnership Development

- Liaise and build partnerships with key agencies such as Sports NB, Canadian Sport Centre-Atlantic, National Coaching Certification Program (NCCP), etc. to further enhance the success of FENB and fencing in New Brunswick in general

#### Awareness Building of Fencing in New Brunswick

- Support FENB's participation in special events such as school programs, community demonstrations in cooperation with local clubs to increase awareness and participation in the sport of fencing in New Brunswick

---

## Financial Management

- Manage allocated budget as supplied by the Executive Director for the following:
  - Travel to FENB events outside of base of operations
  - Travel to professional development opportunities and approved conferences outside of base of operations.
  - Travel to tournaments outside of base of operations in which FENB fencers will receive coaching.
  - Fencing equipment needed for training, such as blades, coaching uniform, etc.
  - Office equipment for mobile operation, such as laptop, cell phone, printer access, etc.
  - Operational expenses, such as Internet, cell phone usage, etc.
- Submit suggested Provincial Coach budget items and estimates to the Executive Director ahead of the next season's budget planning.
- Submit a monthly expense report to the FENB Board of Directors.

Note: Allowances for mileage, meals, Internet and cell phone usage will be defined by the Executive Director with approval from the Board.

## Work plan

- Develop a work plan that satisfies all the requirements defined by the New Brunswick Department of Healthy and Inclusive Communities for the Professional Coach Employment Program (P-CEP).
- Submit a work plan to the New Brunswick Department of Wellness, Culture, and Sport as required.
- Share the work plan with the FENB Board and the Executive Director to assist with FENB programs and activity planning.

---

## MEMBERSHIP REGISTRAR – JOB DESCRIPTION

Volunteer position

Term: one year - annual appointment by Executive Director.

Membership Year: August 1 to July 31.

**Introduction:** The members of Fencing-Esprime NB are vital to the existence of the organization. It is important that FENB be able to communicate with all members. The number of members also directly affects FENB's ability to gain financial support from the Provincial Government and further influences the National organization's ability to gain financial support from the federal government.

All competitors must have a valid CFF licence in order to enter ranked competitions, so the licence fees must be submitted to the CFF before the fencers take part in the competition.

### Specific Duties:

1. Arrange revision of membership forms and publication on the website prior to the start of each membership year.
2. Arrange distribution of individual membership form to all previous year individual members.
3. Arrange distribution of club membership forms to all club organizations by August 15.
4. Receive and file all membership forms for current year and confirm payment of fees.
5. Submit fees to CFF and FENB Executive Director within two weeks of receiving these fees.
6. By the end of October and end of February, send each club registrar a sorted list of their registered members with the reminder that to insure club activities and leaders, all club members must be FENB members. Seek feedback on the currency of our list to encourage full registration.
7. Maintain up-to-date membership list with the following information:
  - a. Name and mailing address
  - b. phone and e-mail
  - c. member category
  - d. club affiliation
  - e. birth year
  - f. CFF licence
  - g. male/female
  - h. New / Renewal
  - i. other statistical information as required
8. Provide an up-to-date listing of all current members sorted by last name to tournament organizers.
9. Track historical membership information to provide trends year-over-year.
10. Provide to the Board of Directors a final mailing list of members and a yearend report on FENB membership, including a statistical summary, at least two weeks before the Annual General Meeting.
11. Maintain file of fencing alumni for future contact.

Revised: June 2013

## APPENDIX D: RISK REGISTER

Company: FENB  
 Accountable officer: Lee McLean – President  
 Updated / Assessed: 30.09.2012  
 Prepared by: D Goddard – Executive Director

Key: I= Impact (Score between 1-3)  
 L=Likelihood (Score between 1-3)  
 R=Rating (Impact X Likelihood)

| Risk No | Description of risk   | Description of potential impact   | Description of likelihood   | I | L | R | Responsibility           | Controls  |
|---------|---|---|---|---|---|---|--------------------------|---|
| 1.      | Health & Safety   | a) Facilities @ tournaments<br>Injuries due to spatial inadequacies i.e. field of play, space for referees etc<br>b) Injuries due to training or floor surfaces<br>c) Equipment – in disrepair and likely to cause injury | Absence of policy may leave the organization in a comprised situation in respect of health and safety and open to personal claims against the organization                                      | 3 | 1 | 3 | Board & ED               | <ul style="list-style-type: none"> <li>➤ A technical committee has been formed that embraces a tournament sanctioning policy that addresses health &amp; safety concerns.</li> <li>➤ Policy addresses H &amp; S standards surrounding facilities, equipment.</li> </ul> |
| 2.      | Absence of a longer term strategy could adversely effect ability to define organisational positioning with regard to ability to grow as a strong provincial sports body | Absence of a long term strategy leaves the organization without the ability for development and growth.   | Medium. Not life threatening to the organisation at present as there is a strategy in place up to 2012 but a strategic review to long term positioning and an implementable strategy is a must. | 3 | 1 | 3 | Board & ED               | <ul style="list-style-type: none"> <li>➤ FENB has scheduled a strategic review and development of its 2012-2016 quadrennial strategic plan in Jan 2012.</li> <li>➤ Review strategy on an annual basis</li> </ul>  |
| 3.      | Financial erosion   | a) Erosion of membership numbers which drives the organization is a substantial part  | a)High likelihood that if membership trends continue then FENB will need to dip into  | 3 | 2 | 6 | Board, ED & Club Leaders | <ul style="list-style-type: none"> <li>➤ a) Membership growth strategy required to draw in new members.</li> <li>➤ Financial sustainability</li> </ul>  |

|    |  |   |  |   |   |   |       |   |
|----|--|---|--|---|---|---|-------|---|
|    |  | of revenue likely to impact financial performance.<br>b) Loss of Government grants would severely hinder organization's ability to continue | financial reserves.<br>b) Unlikely to lose Government funding unless membership numbers drop substantially to a level where funding would be not viable. |   |   |   |       | strategy needs to be implemented to ensure long term viability.<br>➤ Requirement by clubs to be pro-active in attracting new members<br>➤ b) Grant submission needs to address all areas that will drive maximum points to secure optimum funding |
| 4. | Equipment                                  | Loss or damage to tournament equipment  | A good insurance policy is in place that addresses current FENB requirements.  | 2 | 1 | 2 | ED    | ➤ Good insurance policy covering all equipment<br>➤ Robust inventory for all equipment  |
| 5. | Membership attrition                       | Loss of membership leaves the organization vulnerable to closure due to insufficient critical mass  | There is significant membership churn each season with total numbers stagnating.   | 3 | 1 | 3 | ED    | ➤ Appropriate membership acquisition strategy is paying dividends under the Go NB outreach program which will help membership numbers.<br>➤ Marketing to bring about awareness of the sport.  |
| 6  | Harassment                                 | - Fencer experiencing harassment<br>- Children experience sexual harassment   | Policy in place to address such risks.   | 3 | 1 | 3 | Board | ➤ Robust policy to address all issues surrounding harassment at local and provincial level.   |
| 7. | Loss of expertise at Board Director level. | Absence of sports industry figures with experience in   | Unlikely to be an organization threatening situation due to  | 3 | 1 | 3 | Board | ➤ Succession planning<br>➤ Identification of new Board  |

|     |   |  |  |   |   |   |            |  |
|-----|---|--|--|---|---|---|------------|--|
|     |   | technical, policy and strategic matters could harm the credibility of the organisation.  | the commitment in depth to the Sport, however, there could be the likelihood of an inexperienced Board at some juncture due to the length of Board tenures.                        |   |   |   |            | members with expertise<br>➤ Development of a recruitment committee to identify and recruit Board members.<br>➤   |
| 8.  | Absence of a Risk Register  | Inability to focus of key critical areas of the organization that needs risk assessment, action and control.   | Risk register in place focussing upon the high priority items.   | 3 | 1 | 3 | ED         | ➤ Comprehensive and ongoing risk register is in place to address organizational risk – reviewable on a quarterly basis.  |
| 9.  | Legislative changes in respect of Sports in Canada /CFF   | Impact upon sport and membership / activities.   | Legislation is always a moving feast – not life threatening.   | 2 | 1 | 2 | Board & ED | ➤ FENB attend CFF AGM and provide strategic input on an annual basis.<br>➤ Monitor legislation<br>➤ Try to shape new legislation<br>➤ Relationship management at Government level to stay close to new legislation                               |
| 10. | Risk responsibilities under the Management of Health & Safety Regulations not being met. Risks at events and meetings remaining unidentified or uncontrolled, leading to club leaders / staff of FENB being | Members of FENB / clubs may be injured at events / activities resulting in loss of utility and/or time off work. Consequent action being taken against the organisation by the individual or the court system. Fines and/or possible | No major incident has yet happened. Possibility of near misses at events which could injure members / club leaders. There is no clear and robust risk assessment process in place. | 3 | 1 | 3 | ED         | ➤ Ensure that all FENB staff and club leaders are given adequate training in ensuring comprehensive risk assessments are carried out.<br>➤ Ensure that there is a culture of reporting, recording and assessing risk from near misses at events. |

|     |   |  |  |   |   |   |            |  |
|-----|---|--|--|---|---|---|------------|--|
|     | held personally liable in law for failing to make suitable arrangements.  | imprisonment for management representatives.                                   |  |   |   |   |            | <ul style="list-style-type: none"> <li>➤ Ensure that H and S issues are discussed and shared at club level for learning and best practice prevention.</li> <li>➤ FENB have implemented a membership policy that ensures all members are insured.</li> <li>➤</li> </ul>   |
| 11. | Political changes causing changes to legislation / funding.   | Rationalization of funding.  | Changes in political power recently could involve cut backs in sporting arena generally.   | 2 | 2 | 4 | Board & ED | <ul style="list-style-type: none"> <li>➤ Review any forthcoming legislation and minimise impact. Keep abreast of Government directives and news emanating from federal and provincial govt's</li> </ul>  |
| 12. | Loss of FENB coaches with no succession training / programmes leaving a strain upon small core of FENB / club coaches to compensate | Reduction in available voluntary resource within Fencing to carry out mission. | No strength in depth for coaching and could seriously affect the development of the sport. | 3 | 2 | 6 | TD & ED    | <ul style="list-style-type: none"> <li>➤ Set out technical plan to bring in more coaches as part of overall strategic plan</li> <li>➤ Succession planning</li> <li>➤ Use positives from Go NB project results to crystalize a future coaching plan.</li> <li>➤ Recruit F/T professional coach to develop FENB home-grown coaches.</li> </ul> |
| 13. | Bylaws not encompassing all required areas  | Disputes and conflict  | High likelihood of conflict which leaves the organization compromised.                     | 2 | 1 | 2 | Board      | <ul style="list-style-type: none"> <li>➤ Address all bylaws and systematically address all policy areas.</li> <li>➤ Review on an annual basis based</li> </ul>   |



|     |  |  |   |   |   |   |            |  |
|-----|--|--|---|---|---|---|------------|--|
|     |  |  |   |   |   |   |            | upon experience during year.   |
| 14. | No sanctioning/Screening of coaches                | No barriers to child predator becoming involved in sport   | Membership policy address the sanctioning / screening of coaches that could potentially enable child predators to operate | 3 | 1 | 3 | Board & ED | <ul style="list-style-type: none"> <li>➤ Sanctioning policy and register.</li> <li>➤ Retention of confidential database.</li> <li>➤ Membership policy to address coaches (police and vulnerable sector checks)</li> </ul>                                  |
| 15. | No visible achievement program for fencers         | Low retention rate of non-competitive fencers  | No clear achievement program could result in dwindling membership numbers that could herald decline of the sport in NB.   | 2 | 2 | 4 | TD & ED    | <ul style="list-style-type: none"> <li>➤ Development of program to encompass all level of fencers by a professional coach.</li> <li>➤ FENB have a highly visible program (armband program) that retains interest for all fencers at all levels.</li> </ul> |
| 16. | No competitive training environment for HP fencers | Fencers will not develop to the required standard to compete at national level if there is no competitive training environment | Could result in a declining number of HP fencers in the province  | 3 | 1 | 3 | TD & ED    | <ul style="list-style-type: none"> <li>➤ Need to secure the services of a professional coach in the province to provide the technical input develop HP fencers further</li> </ul>  |
| 17. | Unregistered members                               | Not covered under insurance policy which comprises H & S. Membership is a yearly renewal.                                      | Membership policy addresses all members at local clubs in subscribing to FENB.  | 3 | 1 | 3 | ED         | <ul style="list-style-type: none"> <li>➤ Membership policy now in place to address unregistered fencers</li> </ul>   |
| 18. | No one designated as provincial / technical        | No clear path for athlete development.   | Lack of funding will impact growth of sport but Go NB   | 3 | 1 | 3 | Board & ED | <ul style="list-style-type: none"> <li>➤ Technical Director position implemented as a voluntary position</li> </ul>  |

|     |   |   |  |   |   |   |                   |  |
|-----|---|---|--|---|---|---|-------------------|--|
|     | director  |   | Coach picking up the role pro-tem  |   |   |   |                   | ➤ Ideally, to recruit a professional coach to provide athlete development program  |
| 19. | Clubs expecting things for free and not needing to be FENB members/ compromising FENB   | Other clubs bear the cost of running the provincial organization.                                       | Rogue element likely to be a liability rather than an advocate   | 1 | 2 | 2 | Board             | ➤ Policy to ensure UNB keep within boundaries of FENB policies   |
| 20. | Clubs failing to ensure Membership are FENB registered compromising the insurance arrangements and providing a liability risk | Fragmented registration can lead to personal liability claims and bring the organization into disrepute | Membership policy now ensures that club members are FENB registered and will not compromise the organization | 2 | 1 | 2 | Board<br>ED<br>ED | ➤ Policy to ensure all club members are registered and insured through FENB<br>➤ Plan to make club leaders aware of the pitfalls through fragmented registration.<br>➤ Education on risk management, liability and insurance |
| 21. | Absence of a robust membership policy   | Absence of policies allow for liabilities and compromise in organizational disciplines                  | Recent membership policy address most issues.  | 2 | 1 | 2 | Board & ED        | ➤ Policy in place that addresses both club and individual membership.  |

---

## APPENDIX E: PRESS RELEASE TEMPLATE

Headline

Date

[Introductory Paragraph - Interest-catching details that answer the questions: who, what, where, when]

A New Brunswick fencer was seriously injured at the annual NB Open tournament in Dieppe earlier this morning during the Open Epee event.

[Main Body – The main details and facts; At least two quotes should be included]

The fencer was taken to Dumont Hospital where he is currently being assessed by the medical staff. He remains in stable condition.

Fencing-Esprime NB (FENB) governs the sport in the province and follow the rules, regulations, and safety procedures outlined by the Fédération Internationale d’Escrime (FIE) and Canadian Fencing Federation (CFF). Although not unheard of, severe injuries in the sport occur very seldomly.

“I’ve been involved in this sport for over 10 years,” said Melodie Piercey, FENB President. “Until today, the worst injury I’ve seen in that time was a dislocated thumb.”

“We have policies in place to ensure proper conduct and to protect all parties enjoying the sport, which are reviewed regularly. Despite these, accidents do happen from time to time.”

“Our thoughts and hopes are with the fencer and his family at this time. We wish for his full and speedy recovery.”

\*\*\*

[Boiler Plate – About the company; Example below]

Fencing-Esprime NB (FENB) is a not-for-profit organization that has been governing the sport of fencing in New Brunswick since 1969. FENB aims to promote, develop, regulate, encourage, and improve the sport of fencing in the province as well as to represent and coordinate the interest of New Brunswick fencers.

-30-

For more information, please contact:

[Name]

[Title]

[Company]

[Contact Information]

---

## APPENDIX F: NEWS CONFERENCE AND MEDIA INTERVIEW GUIDELINES

1. When you notify media of news conferences and interviews, be sure to define what kind of event you are having. News conferences are held to announce something for the first time to a group of media contacts. Interviews are held simply to make individuals available to answer questions.
2. Only call news conferences and hold media interviews if the situation is severe enough that the media would be interested. Otherwise, it will be a waste of everyone's time or create unnecessary publicity.
3. If holding a news conference, try to tell the media in advance some details of what you will be announcing.
4. Gauge the size of your crowd carefully when reserving a room; better to have too much than too little space. Make sure microphones, chairs, lighting and water are in place in advance.
5. Decide format in advance -- who will introduce speakers, who decides when question/answer period ends, and other details.
6. Put together a press package, including a press release and list of contacts for any follow-up.
7. Ensure that all necessary parties are notified and present at the news conference, such as the facility owner or manager.
8. Decide who will maintain control at the news conference.
9. Try to plan the length of the news conference, but be flexible.
10. Consider the time of the news conference. If you want to make the noon, 6 p.m. or 11 p.m. TV and radio news, you need to allow time for crews to travel and edit tape.
11. If you are going to set restrictions on an event such as limited photo access, try to put the restrictions in writing and communicate to the media at least 24 hours in advance.
12. Prepare talking points and responses to potential questions ahead of time. Know all the facts. "No comment" is not an acceptable response to be given to the media. When possible, responses should be proactive, responsive, and action-oriented.
13. Build bridges, be specific, use analogies, use contrasts and comparisons, be enthusiastic and animated, listen to the media's questions, be correct, maintain control of the room and yourself, don't respond to inappropriate questions, be professional, be anecdotal, avoid jargon, and be relaxed, but not so relaxed that you say something that you weren't supposed to.
14. If you don't have an answer or can't answer, admit it, and move on to another topic. If it's something that you can find an answer for, let them know that you will follow-up with them on it.
15. If you lose control of the conversation, try to bring it back to your key messages (i.e. - "The important thing to remember in all of this is...")

As adapted from the Sport BC Crisis Communication Planning and Implementation Guide.

---

## APPENDIX G: NEWS CONFERENCE AND INTERVIEW SAMPLE QUESTIONS (CRISIS MANAGEMENT)

1. What is your name and title? What are your qualifications?
2. The basics; Give specifics when available/appropriate - What happened? Who was involved? When did it happen? Where did it occur? Why did it happen (cause)?
3. How much damage occurred? Is it likely to get any worse?
4. How certain are you about this information?
5. Is the situation under control?
6. Is there any immediate danger?
7. Has this happened before? Could it happen again? What are you doing to make sure that it doesn't happen again?
8. How could this have been avoided?
9. How long will it be before the situation returns to normal?
10. What have you done / are going to do about the situation?
11. Who is to blame? (Don't place blame on others)
12. Did those involved do what was expected of them? What more could those involved have done to handle the situation better?
13. When did you find out about the situation?
14. Is there an investigation? Who is leading it?
15. Were any laws/rules/regulations broken?
16. Were mistakes made?
17. What is the worse case scenario?
18. What lessons were learned?
19. Is there any danger to the public?
20. Were there any costs involved? How much? Who is going to pay?
21. What are the next steps? (i.e. - Are there any long-term consequences?)