

***NATIONAL COLLEGIATE
MEN'S AND WOMEN'S FENCING CHAMPIONSHIPS***



REGIONAL HOST OPERATIONS MANUAL

2024 National Collegiate Fencing Championships
REGIONAL HOST OPERATIONS MANUAL
TABLE OF CONTENTS

| No. | SECTION | PAGE |
|----------|--|------|
| | Introduction | 3 |
| | NCAA Fencing Committee and NCAA Staff Directory | 4 |
| 1 | Championships Structure and Administration | 5 |
| 2 | Game Management and Facility Requirements | 8 |
| 3 | Critical Incident Response Plan | 10 |
| 4 | Signage, Merchandise and Programs | 12 |
| | | |
| APPENDIX | | |
| | Championships Critical Incident Response Team Contact Information Form | 15 |

INTRODUCTION

On behalf of the NCAA Fencing Committee, thank you for being an important part of the National Collegiate Men's and Women's Fencing Championships by serving as a host of regional competition. Your commitment to hosting this event will prove to be an important aspect of the championships and providing a positive student-athlete experience.

The purpose of this manual is to provide direction and guidance to the member institutions serving as hosts for an NCAA Fencing Regional competition. It is designed to be used in conjunction with, not in replace of, the NCAA Men's and Women's Fencing Pre-Championships Manual, which provides more general policies for the administration of the championships.

The host institution shall appoint a staff member to assume the position of tournament director. The function of the tournament director is to ensure that the policies of the NCAA Fencing Committee are applied. Specific responsibilities may include direction and supervision of facility arrangements, development of participant information, lodging, financial administration, media coordination and adherence to the policies outlined in the NCAA host operations manual. Further, the NCAA Fencing Committee shall appoint a regional advisory committee, chaired by the national committee members in their respective region, to assist the host tournament director with the review and administration of regional competition.

In the event differences arise between the information contained in this manual and the Pre-Championships Manual, the pre-championships manual should be followed.

Should questions or problems arise, please do not hesitate to contact the NCAA staff liaison or one of the national committee members for assistance.

Thank you again for your commitment to NCAA Fencing and the student-athlete experience.

2023-24 NCAA Fencing Committee

| | |
|---|--|
| Mid-Atlantic-South Region | Mid-Atlantic-South Region |
| Zoltan Dudas Head Fencing Coach Princeton University 609-258-3519 (office) zdudas@princeton.edu | Elinor Hurt Assistant Director of Athletics for Ticket Operations Duke University 909-613-7476 (office) Elinor.hurt@duke.edu |
| Midwest Region | Midwest Region |
| Zach Moss Head Women's Fencing Coach Northwestern University 847-491-2900 (office) Zachary.moss@northwestern.edu | Kelsie Gory Harkey Senior Woman Administrator Cleveland State University 419-320-0253(office) k.gory@csuohio.edu |
| Northeast Region | Northeast Region |
| Robert Charlton Head Fencing Coach / Asst. Professor Wellesley College 617-921-1706 (office) rcharlto@wellesley.edu | Bruce Gillman Head Men's and Women's Fencing Coach Vassar College 845-437-7454 (office) brgillman@vassar.edu |
| West Region | West Region |
| Lisa Posthumus Head Fencing Coach Stanford University 408-858-6648 (office) lmilgram@stanford.edu | Christopher Gines Assistant Athletics Director U.S. Air Force Academy 719-333-3064 (office) christopher.gines@usafa.edu |
| NCAA Staff | |
| Zach Christopher NCAA Assistant Director, Championships and Alliances NCAA P.O. Box 6222 Indianapolis, Indiana 46206-6222 Phone: 317-917-6112 Email: zchristopher@ncaa.org | Ryan Rea NCAA Coordinator, Championships and Alliances NCAA P.O. Box 6222 Indianapolis, Indiana 46206-6222 Phone: 317-917-6516 Email: rrea@ncaa.org |

A list of regional advisory committee members by region can be found in the [2023-24 NCAA Men's and Women's Fencing Pre-Championships Manual](#).

SECTION 1 – Championships Structure and Administration

Structure

The NCAA Men's and Women's Fencing Committee, subject to the approval of the NCAA Division I Championships/Sports Management Cabinet determines the championships format.

All regional competition will be conducted over a one or two-day period, using a pool format that is a minimum of one pool. The minimum number of finalists in each weapon must be at least equal to the number of regional allocations, plus two.

Each region may accept a maximum number of student-athletes per gender per institution, as well as a maximum allowable per weapon per institution. Please consult your specific region's regional advisory committee for regional guidelines.

Tournament Contact Information

The tournament director should designate a member of their staff for the following roles and provide the NCAA staff liaison with the name and contact information for each:

- a. Sports Information Director
- b. Merchandise Manager
- c. Drug Testing Coordinator

Financial Administration

NCAA Stipend. The NCAA provides each regional host with a stipend to conduct competition. This stipend is provided to cover all costs of conducting regional competition that incurred by a host institution such as referee travel/lodging/fees and any equipment rentals that may be required. No other financial assistance is provided beyond this amount for operational expenses. No receipts or 'actual expenses' need to be reported to the NCAA. Each region's stipend will be processed and sent following the completion of the championships.

NCAA Marketing. The NCAA Marketing staff provides financial assistance to support the promotion of the event. Further information on this funding will be provided by the NCAA marketing staff in the months leading up to regional competition.

Entry Fees. Beginning in 2023, with changes to the stipend structure, hosts are no longer allowed to collect entry fees.

Participating Institution Expenses. The NCAA does not reimburse institutions for expenses- such as lodging, transportation and meals- that are incurred during regional competition.

Administrative/Coaches Meeting

A meeting of all head coaches shall be held prior to the start of competition to review the regional format and pool assignments as well as to discuss any fencing issues. A room should be provided to conduct this meeting that is large enough to accommodate all the coaches within your region.

This meeting will be led by the tournament manager and members of the national committee from that region.

Bout Committee

A bout committee at regional competition is called upon in the event a protest or appeal is requested by a participating institution's head coach.

The bout committee at regional competition is made up of the head referee and two referees NOT involved in the situation being reviewed. A member of the national committee or regional advisory committee shall observe but have no voting rights.

A jury of appeals- made up of the regional advisory committee and chaired by the national committee members from the region- will be called upon if the coach making a protest would like to appeal the decision made by the bout committee.

Referees

The national head referee may assist in the selection of a head referee for each regional. The assigned head referee will assist the host and regional advisory committee in determining the number of referees needed and selecting the best referees available to work the event.

Each referee shall be provided lodging for the duration of the competition. Any travel, lodging and referee fees incurred shall be paid for by the host, through established guidelines your institution/region may have, using the NCAA provided stipend.

Introduction as Regional Host

It is recommended that an introductory email be sent to all the head fencing coaches within each region to inform them of who will be hosting regional competition. This correspondence should include an introduction as the host and any pertinent information that relates to participation at your regional. E-mail contact information for head coaches can be provided upon request.

Participant Manual

The tournament director shall compile a participant manual for visiting institutions. Included in this manual should be key contacts of the host institution, area hotel accommodations, directions to the competition venue and a schedule of events (including deadlines for submitting participant information to host). This manual can be provided as part of the introductory email, or separately closer to the start of competition.

Awards and Banquets

The NCAA does not provide funds to preliminary round hosts to conduct banquets or provide participant awards. To provide a consistent experience for institutions competing across the country, hosts are prohibited from hosting banquets or celebratory events, or providing participant gifts to institutions competing at the regional.

Drug Testing

The Center for Drug Free Sport will conduct drug testing at selected championships, and the assistance of the host institution will be a vital part of the testing. Host institutions will be notified

at least 30 days prior to competition if drug testing will be occurring at your site. Further information is available at the following website:

<http://www.ncaa.org/health-and-safety/policy/drug-testing>

Results

The sports information director or host media coordinator is responsible for forwarding the official events results to the NCAA at the end of each day of competition.

Upon completion of each session, please e-mail a copy of the final results to ncaa-content@warnermedia.com and Zach Christopher (zchristopher@ncaa.org). Please be sure to submit all information in the following manner:

- Send the information to ncaa-content@warnermedia.com and zchristopher@ncaa.org;
- Specify the sport in the SUBJECT area;
- Paste the text directly into an e-mail; or
- Send e-mail as an attachment in an MS Word document or Windows Notepad text document;
- Please convert photos to JPEG format and attach to the e-mail.

If results are being hosted on a website throughout competition (i.e. askFRED, etc.) please provide the website link to the NCAA staff liaison **a minimum of one week prior to the start of competition**. Links to results pages provided will be posted on NCAA.com.

A national committee member (regional chair) from each region is required to add results to the NCAA Individual Score Reporting System once competition is complete.

SECTION 2 – Game Management and Facility Requirements

Parking

If applicable, the host institution must reserve parking spaces for the games committee, officials, participating teams, workers and individuals identified by the games committee to be located in close proximity to the competition venue.

Venue and Floor Set-Up

Strip Layout.

Each tournament director should work with their regional advisory committee to determine the number of strips and scoring machines needed to conduct the regional competition within the one or two-day period allotted. Based on the number of strips needed to conduct competition, the space required within the venue and a floor layout can be determined.

If the host institution does not have enough strips or scoring equipment, arrangements with other institutions within the region can be made to assist in providing equipment for the competition. If these arrangements are unable to be made, renting equipment using funds from the provided stipend may be required.

Armorer's Area.

An area for an armorer to set up that is not in the way of competition, but accessible by all competing student-athletes shall be provided. The armorers' area should be equipped with at least two strong work tables. Gauges, scales and weights for weapon check, in accordance with USFA rules, should be available.

Athletic Training Room.

A training room facility should be accessible to all competing student-athletes throughout the entirety of the event, starting at least one hour prior to the start of competition each day.

Administration (Bout) Table.

An administration table (bout table) should be located in a section of the competition floor that has visibility of all strips that are being used for competition. Enough space at the table should be provided for one announcer, a statistician, and the bout committee to work undisturbed.

Internet access at the administration table or wireless access throughout the competition venue is required. In addition, provide any administrative materials (such as paper and pencils) that may be necessary or requested by the committee.

Americans with Disabilities Act

The Americans with Disabilities Act, which went into effect January 26, 1992, requires that public establishments offer equal access and services to people who are physically and mentally disabled. The NCAA will rely on host organizations to confirm compliance with the act by the host facilities. The host is responsible to check and see that its facility will be in compliance as of the dates of the championships and to advise the NCAA national office by January 1 before the championships if it will NOT be in compliance.

Alcoholic Beverages

On the dates of competition or practice, no alcoholic beverages or 'non-alcoholic' beer shall be sold or dispensed for public or private consumption anywhere in the facility, or on the facility property.

Artificial Noisemakers

Artificial noisemakers of any kind, megaphones used for distraction, air horns, electronic instruments, inflatable noisemakers, etc., are not permissible. The facility staff is responsible for confiscating prohibited items at the entrance points or removing such items from the facility.

Neutrality

Host institutions should keep in mind that an NCAA event is not a home event. Neutrality is important; therefore, such items as the use of players on programs and host institutional signage should not be used. Traditional "home" atmosphere activities are not permissible.

Music

Any music played during warm-ups or in between the conducting of competition shall be provided by the host institution and be appropriate/tasteful for the setting.

Public Address Announcer

Basic instructions for the public address announcer at NCAA regionals are listed below. Please review this material with the public address announcers prior to the start of competition.

- a. Public address announcers are important to the administration and conduct of the competition. Their role is to inform the spectators about the action taking place and to stimulate and maintain interest in the event. Announcers should not call undue attention to themselves and they should never act as cheerleaders for a team or student-athlete.
- b. **The following statement is to be read prior to each session:**

"The NCAA promotes good sportsmanship by student-athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or sexist comments, or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from the site of competition. Also, consumption or possession of alcoholic beverages is prohibited."
- c. Good communication with those in charge of the competition is imperative. For example, the announcer may be asked to make announcements regarding crowd control or other administrative functions, such as advising fans of exits, first-aid stations and protection of the competition area.
- d. All emergency calls and announcements must be approved by the NCAA championships manager or the chair of the games committee.

SECTION 3 – Critical Incident Response Plan

Preparation

The tournament director shall review with the local law-enforcement agencies their procedures for circumstances requiring emergency evacuation of the facility or interruption of the event. Facility management is reminded of its responsibility to provide sufficient security and/or law-enforcement personnel to ensure that access to the competition and surrounding areas is restricted to student-athletes and credentialed individuals. Each host will be asked to provide the following:

- a. Develop contact lists (Appendix).
 - i. NCAA
 - ii. Local authorities and critical incident response team.
- b. Review emergency protocol prior to the start of the event.
- c. Identify chain of authority.
 - i. Incident commander (second in command).
 - ii. Decision-making personnel.
 - iii. Local authorities and critical incident response team.
- d. Identify incident command center.
- e. Identify incident communication plan.
- f. Review evacuation plan- review plan with facility manager.
- g. Review emergency response plan for typical emergencies.
- h. Review emergency response plan for national disasters.
- i. Review emergency response plan for terrorists' actions.

In the event of a critical incident, contact the NCAA championships manager immediately before any decisions are made.

Interruption of Competition. The officials have the authority to interrupt competition. If competition is interrupted because of events beyond the control of the games committee, it shall be continued from the point of interruption at a time determined by the games committee. If necessary, the remaining schedule shall be adjusted by the games committee. The games committee should review the following procedures for interruption of competition:

Referees. Ensure that the referees know the exact bout situation when competition was halted.

Student-Athletes and Coaches. These individuals should proceed to the bench area or, upon instruction from the games committee members, retire to the locker rooms or outside the building to await further instructions.

Power Source/Public Address. Facility management should protect the power source and the public-address system. If an alternate public-address location is available (i.e., away from the competition area) it should be used so communication is not interrupted.

Responsibility. Building security and/or law-enforcement personnel shall be responsible for the restoration of order in the event unauthorized individuals occupy the competition area or if play is otherwise disrupted. The NCAA suggests that law-enforcement personnel attempt to communicate with the leaders of the group occupying the competition area (if applicable) to ascertain whether the situation can be rectified in the short term. Under no circumstances are student-athletes, coaches, officials or NCAA representatives to become involved in the removal of such persons.

Communication. A senior member of the facility management and the senior law-enforcement officer at the site must proceed immediately to the scorers' table with means of portable communication to and from other facility staff and security officers. The public-address announcer should keep spectators informed of the conditions, if possible. Teams and referees must be kept informed throughout the delay.

Meeting. The tournament committee chair and tournament-management staff (facility manager, game management liaison and senior law-enforcement officer) should assemble immediately at the scorer's table to assess the situation.

Normal Conditions. The committee shall determine when conditions have returned to normal.

Resumption of Competition. As soon as possible, competition shall be resumed from the point of suspension. The tournament committee shall determine the revised schedule. If possible, the contests should be resumed in the primary facility. If necessary, the tournament committee has the authority to limit attendance to credentialed individuals and/or those on each institution's pass list; other individuals designated by each institution's director of athletics and required facility operations personnel. Also, the tournament committee has the authority to reschedule the contests or session in a nearby facility (e.g., on campus or elsewhere in the city,) provided the alternate facility meets the provisions of NCAA playing rules.






Spokesperson. The committee chair or his or her designee, working with the facility management, the NCAA and, when appropriate, city, county, state and federal law-enforcement agencies, will serve as spokesperson in the event of an emergency.



Please see APPENDIX for further information related to the Critical Incident Response Plan.

SECTION 4 – Signage, Merchandise and Programs

NCAA- Provided Signage

The NCAA will provide signage to each regional host approximately 2 weeks before the start of competition. Below is an example of signage that may be sent. NCAA staff will provide a confirmed signage order closer to the date of competition.

| Preview | Item Name |
|---|--------------------------------|
|  | Fencing NCAA.com Banner |
|  | Welcome Banner |
|  | Fencing Wordmark Banner |
|  | NC Fencing - Table Banner |
|  | NC Fencing - Sport Icon Banner |

| Preview | Item Name |
|---|---------------------------------|
|  | Vertical United As One Banner |
|  | Horizontal United As One Banner |

Decorating and Advertising

Covering. The facility shall not permit any advertising banners, signs or displays of any kind to be hung, posted or displayed anywhere within the seating area (i.e. any place that can be seen from the playing area or seats), including the scoreboard, during the championship session or practices, other than NCAA, CBS and radio banners, as specified by the NCAA. No local /school radio banners are allowed.

Institutional Signage. Institutional signage does not need to be covered. Championship banners may remain if permanent (not hung seasonally).

Directional Signs. Directional signs should be posted in all areas used by the participants, media and spectators, such as restrooms and locker rooms.

Video Boards and Electronic Messages. No electronic board advertising of any kind or messages promoting non-NCAA events in the facility may be displayed during practice or competition. The following kinds of messages are permissible: announcements of results from other NCAA competition; reminders that NCAA merchandise and concessions are on sale; or any public-services announcements or promotional messages specifically provided by the NCAA. The NCAA will provide programming upon request.

Event merchandise- Event 1 Inc.

Regional hosts will be contacted directly by the NCAA official merchandise provider, Event 1 Inc. who will work directly with each host to arrange the delivery of event merchandise for sale.

A space within the event venue accessible by participating institutions and fans shall be made available for the sale of the items provided. The tournament director shall appoint a member of their staff to coordinate the delivery, setup and sale of event merchandise, as directed by Event

1, for the duration of competition.

Exclusive Rights

The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of all NCAA Championships. Any merchandise or material bearing any name, logo, trademarks or service marks of the Association that is sold or distributed at an event sponsored or administered by the Association must have the prior approval of the NCAA. No such merchandise or material will be sold by anyone except as designated by the NCAA. For NCAA event merchandising policies and an official licensee list, refer to the NCAA broadcast and media services policies at www.ncaa.com/media.

Programs

Many NCAA championships, including the Men's and Women's Fencing Championships, have adopted digital game programs that can be viewed online or downloaded to a consumer's mobile device. IMG College will be responsible for all digital program production including layout and design, advertising, and digital distribution channels prior to and during the championship.

Digital programs will be available for download prior to the championship at NCAA.com/game programs.

IMG and the NCAA will assist the host institution/conference in informing fans, ticketholders and participating institutions that digital programs will be available instead of printed programs.

CHAMPIONSHIPS CRITICAL INCIDENT RESPONSE TEAM CONTACT INFORMATION

CHAMPIONSHIP(S): National College Men's and Women's Fencing DIVISION: NC

HOST INSTITUTION: _____

FACILITY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CRITICAL INCIDENT RESPONSE TEAM

| Name | Position | Cell | Email |
|------------------|---|--------------|--|
| Zach Christopher | NCAA Championship Manager | 317-917-6112 | zchristopher@ncaa.org |
| | Tournament Director | | |
| | Sports Information Director/Media Coordinator | | |
| | Athletic Trainer | | |
| | Tournament Physician | | |
| | Facility Manager | | |

LOCAL EMERGENCY NUMBERS

| | |
|---|---------------------------------------|
| Local Police Department | |
| Local Fire Department | |
| Local EMS | |
| State Police | |
| State Health Official (also insert name, cell phone number and e-mail address) | <u>Name</u> <u>Cell</u> <u>E-mail</u> |
| County Health Official (also insert name, cell phone number and e-mail address) | <u>Name</u> <u>Cell</u> <u>E-mail</u> |
| Poison Control Center | 800-222-1222 |

LOCAL HOSPITAL

| NAME | ADDRESS | PHONE NUMBER |
|------|---------|--------------|
| | | |

