2019-2020 BAY CUP STANDARDS AND PROCEDURES

Agreement for Hosting Bay Cup Tournaments

By accepting assignments of Bay Cup tournaments, you indicate your intent and agreement to host the tournaments according to USA Fencing guidelines and the guidelines and protocols of this document. Failure to follow certain guidelines and protocols may result in penalties such as withdrawal of awarded tournaments and deductions from event subsidies. (see Subsidy Chart). Host clubs will not be allowed to trade or re-assign tournaments without prior approval of The Bay Cup. If circumstances arise that prevent your club from hosting an assigned tournament, you must work with The Bay Cup to reassign the tournament.

Registration and Tournament Setup on askFred.net

The Bay Cup posts all Bay Cup tournaments on askFred at the beginning of the season. Each host club will be responsible for revising the following information on the askFred listing:

Club abbreviation in the tournament name
Venue address
Check-in times (close of registration)
Event fees
Contact email

All tournament set up and management can be done through AskFred.net or through TheBayCup.AskFred.net. Please revise the askFred posting at least 4 weeks before the tournament.

Bout Committee for First Time Users

Follow the instructions here, on AskFred.net. If you don't already have an AskFred account, you will have to create a membership here.

Setting up Bay Cup Tournaments

Postings on askFred will initially be set up by The Bay Cup using the guidelines below. The host club will be responsible for revising the postings with club and tournament specifics. All revisions should follow the guidelines below.

Log in to AskFred.net, then under My Tournaments, click Start a Tournament.

Tournament Info

Tournament Name:
Bay Cup at [club abbreviation]: [event code with number, additional event codes and numbers]

Example:
Bay Cup at EBFG: Y12XE1, Y14ME1
Bay Cup at SCRMNTO: JMS3, DV2MS3, DV1WS3

Make sure to put a space between Bay and Cup, "Bay Cup" not "BayCup", so that people can use the search function on askFred to find your tournament. AskFred has separate fields for city and state, so you don't have to list those in the tournament name.

Pre-registration Closing Date:

The Bay Cup automatically sets the close of pre-registration date for 2 days before the tournament (Friday night for a Sunday tournament). Under Tournament Info, the close of registration should be no more than 4 days before the tournament, to allow for hiring sufficient referees.

Registration Fee collected by Fred:

We recommend requiring prepayment with registration. This way you will have a more accurate idea of how many fencers to expect for each event. When you enable "Accept fees through AskFred" as an option, fencers must pay through AskFred in order for their registration to be complete. The registration will be incomplete until payment is made.

The Bay Cup requires all non-Bay Cup members to pay a $30 Bay Cup Tournament Registration Fee (The registration fee need only be paid once. The fencer may then compete in multiple events.) We strongly suggest that you use AskFred to collect fees in order to efficiently collect both the Bay Cup Tournament Registration fees and event fees.

If setting up or editing a tournament, the Registration Fee on the Tournament Info page should be set to $0. See below for an example of the Tournament Info page.

Please Note: The Bay Cup Tournament Registration Fee is set up under Tournament Options on the Tournament Dashboard. Custom Preregistration Field allows fencers to self-select if they are not a Bay Cup Member and will prompt them to pay $30. There is currently no way for preregistrations to be automatically checked against The Bay Cup member list.

Tournament Info	
Fields marked in green are required	
Tournament Name	Bay Cup at BAYCUP: Y10WE3, DV3VXE3
Starting Date	08/26/2019
Ending Date (Leave blank for one-day tournaments)	
Venue e.g. "Joe's Cool Fencing Club" or "Larry's State College Gymnasium B"	BAYCUP
Street Address (optional) Tournaments that include venue address & zip get map links in FRED listings.	123 Bay Cup Lane
City	San Francisco
State/Province	CA G Check Map Link
Zip/Postal Code	94110
Division	Northern California
Sanctioning Authority	USA Fencing
Comments **255 characters or less.** You have 238 characters left.	Bay Cup at BAYCUP
Preregistration Opening Date Leave these two fields blank if you do not wish to use FRED to take preregistration.	08/23/2018 Autofill (Opens preregistration today & closes it the night before the event.)
Preregistration Closing Date	08/24/2018 Midnight local time.

Registration Fee collected by FRED?	
☑ Accept fees through FRED	
☑ I have read and understood the Fees How-To.	
Payee:	The Bay Cup 1153 Lincoln Ave. Ste. E San Jose CA 95125
Registration fee collected by FRED:	USD ⏷ 0
☑ Pre-payment Required Before a Preregistration is accepted. Leave this unchecked to allow people to pay at the door.	
	Next: Events Reset

Next: Events

Create New Event:

When adding event information make sure that each field is filled out correctly. If applicable:

> Check the "Enforce gender in pre-registration" box
> Select "Age Limit" - Y10, Y12, Senior, Vet Combined, etc.
>> For the purposes of the Bay Cup, Junior events are "Junior (U20)"

Check the "Enforce age in pre-registration" box
Select "Rating Limit" - Open, Unrated, C & Under, etc.
Check the "Enforce rating in pre-registration" box

Additional Options aren't needed for Bay Cup tournaments. Click "Add Event" if more events must be added, or "Finish" if you're done adding events.

Event Fee:

The standard event fee used by Bay Cup host clubs is $30 per event. Host clubs may charge less, or more, at their discretion as long as that information is provided in the askFred More Info page. If you plan to charge more than $30 per event, we request that you notify us. (Reminder: each non-Bay Cup member must pay a $30 Tournament Registration Fee.)

Tournament Dashboard

The owner of the tournament will automatically be Mark Wheeler, Director of Operations of The Bay Cup. The Bay Cup will add the club contact as an additional manager. The club contact can add as many additional managers as they like (they must have askFred Bout Committee status to be added as additional managers).

Tournament Options Page

This step should be completed by The Bay Cup. The Host Club should not need to do this step unless setting up a new Bay Cup tournament. The Options page should look as follows:

Accepting Fees through AskFred

The tournament organizer needs Bout Committee membership on askFred to set up your account to accept fees. Log in to askFred, and follow the instructions here. Then contact us to complete your authorization to receive payments through askFred.

More Info Page

Please contact thebaycup@gmail.com for the most recent More Info Page text.

Before the Tournament

The Host Club is expected to download and check the pre-registration data in advance of their events. This greatly speeds the process of checking in fencers at the door. Pre-registration data can be downloaded for import into Fencing Time, as a CSV, or a printer-friendly listing.

USA Fencing membership and classification need to be checked by the host club for all entrants. Fencing Time v4 will automatically check the pre-registrants against USA Fencing's database. (Contact The Bay Cup to receive a reimbursement for upgrading to Fencing Time v4.) The host club must check the askFred pre-registration info against the current membership and classification listings on the USA Fencing website. All classifications used need to be officially recognized by USA Fencing; classifications shown on askFred listings are not official.

Pre-registered fencers who are not listed on USA Fencing's list of current members should be informed at the door (or contacted before the event by email) that USA Fencing does not list them as a current member. The host club should request proof of membership (e.g., a dated printout of recent online registration). If the fencer lacks acceptable proof of membership, the host club should provide a membership form. The Bay Cup strongly recommends that prospective members sign up online through USA Fencing.

For checking the USA Fencing membership and classification status of walk-ins, the host club should check USA Fencing's Member List. The Host Club is also responsible for checking that each fencer has a Bay Cup Membership or has paid $30 Bay Cup Registration Fee as reviewed below. A list of Bay Cup Members is available online.

*In a rating-restricted series, a fencer obtains a higher rating during the season, the fencer is no longer permitted to fence in the rating-restricted series. If the "Enforce rating in pre-registration" box was checked when setting up the tournament in askFred, then the fencer should not be able to pre-register for the tournament. It is possible that a fencer may have pre-registered for an event early in the season before the rating increase, so it's important to check

pre-registration information before the day of the tournament, to make sure everyone is eligible to fence.

The goal is to check everything that can be checked for pre-registered fencers before the tournament and not at the tournament.

At the Tournament

Bay Cup Registration Procedures

The Bay Cup Tournament Registration Fee is $30 for non-members. A Bay Cup membership allows a fencer to participate in any Bay Cup event, including the Las Vegas events, without having to pay the tournament registration fee. The season pass is a better deal for those who plan to compete in five or more events over the course of the season. Bay Cup memberships may be purchased [online through The Bay Cup website](#).

Referees

The host club is responsible for arranging for referees for Bay Cup events. The clubs are encouraged to hire referees several weeks before the tournament. For an event subsidy addition, host clubs should email the Bay Cup with a preliminary list of the referees that the club has arranged for each tournament. We understand that the preliminary list can be subject to change based on significant changes in pre-registration numbers or last-minute referee availability. We want to make sure that enough referees have been hired for the expected size of the tournament.

Self-refereeing is not permitted for Bay Cup events except for the DV1, A-only, and Team events. Self-refereed pools or DE's at any other Bay Cup tournament will result in event subsidy deductions. The Host Club should still arrange for one rated Head Ref to be present to help resolve any ref issues or challenges. We encourage head referees at these events to help run the competitions, so that they gain experience managing other referees as well.

As of August 1, 2017, all USA Fencing sanctioned tournaments must have at least one rated referee (any rating). Thus, the head referee at Bay Cup events should be rated. For all other referees at the events, the use of rated referees is encouraged, but not required. All referees should have previous experience and should be familiar with USA Fencing regulations. All referees age 18 and older must have a professional membership, with [Safesport Certification and a valid background check through USA Fencing](#).

For referees younger than 18 years of age, only a current membership with USA Fencing is required.

Head Referee

The Bay Cup requires that the tournament organizer assign, announce, and post the name of a Head Referee for the tournament. The Head Referee should help facilitate the resolution process for any complaints, appeals, or problems that might occur. The Head Referee should be a rated referee. A different head referee may be assigned for each event at the tournament.

Outside Referee

At least one Outside Referee must be used for each event. To be considered an Outside Referee, the referee must not be a current member, coach, or staff member of the host club, must not be an immediate relative of a current member, coach, or staff member of the host club, must not be a student fencer from the host club's collegiate program or off site school or community program, and must not have a financial interest in the club. The Outside Referee must be available to referee for the duration of the event. The Outside Referee should be used to avoid any potential conflict-of-interest situations. For example, if a coach is refereeing the event, the coach should not referee bouts involving the coach's students. Other referees, such as the outside referee, should referee bouts involving those students.

Referee Responsibilities

The referees and bout committee should judiciously enforce USA Fencing rules for maintaining order during bouts during the tournament. These rules are provided below for reference.

From Section t.96 of USA Fencing Rules for Competitions:

> 1. The Referee is responsible not only for the direction of the bout, the judging of touches and the checking of equipment, but equally for the maintenance of order in the bouts which he is refereeing (cf. t.35.2.i).
>
> 2. In his capacity as director of the bout and arbiter of touches, he can, in accordance with the Rules, penalize the competitors, either by refusing to award a touch which they have in fact made on the opponent, or by awarding against them a touch which they have not in fact received, or by excluding them from the competition in which he is refereeing, according to the circumstances, with or without prior warning. In these circumstances, and if he has judged on a matter of fact, his decisions are irrevocable (cf. t.122.1/2).
>
> 3. By reason of the right of jurisdiction which he has over all the fencers who participate in, or are present at a competition which he is refereeing, he can also propose to the Bout Committee the expulsion from the venue of the competition of the spectators, coaches, instructors and other persons who accompany the competitors (cf. t.114, t.118, t.120).

4. Finally, he may recommend to the Bout Committee all other penalties which he considers appropriate (exclusion from the whole competition, suspension or disqualification) (cf. t.97.3).

5. The Head Referee is the authority competent to deal with appeals against the decisions of the Referee (cf. t.97ss, t.122).

Referee Rates

The Bay Cup does not dictate or set referee payment rates. The Bay Cup recommends that Host clubs provide reasonable compensation for the referee's efforts in supporting our local events. Usual rates range from $110-$150 for rated referees and $80-120 for unrated. The Bay Cup understands that common practices for the Host Clubs include providing lunch and water, throughout the day, for referees.

Event Format

The standard event format used for Bay Cup tournaments is one round of pools with 100% promotion to a direct elimination table with no repechage. USA Fencing has approved additional formats for local tournaments. If a Host Club wishes to run a tournament format other than the standard Bay Cup tournament format, we request that the Host Club review the plans with The Bay Cup before updating the AskFred tournament posting.

For the 2018-2019 season, two rounds of pools seeding to the direct elimination table will be the format used for the A-rated mixed epee and Div1 mixed epee events. There is a tournament setup feature that must be checked before starting the tournament that allows you to choose the next round type after completion of each round.

Seeding

Seeding into the preliminary pools should use standard USA Fencing seeding procedures. Use the following order to seed fencers (see the USA Fencing Athlete Handbook for details):

1. National points within weapon/sex/age category - The use of national points has been declared by the USA Fencing as optional for local and regional tournaments. For Bay Cup events, we recommend not using National points for seeding.

2. Letter classification in that weapon category

3. Year that the classification was earned in that weapon category

4. Random order - In Fencing Time make sure to check the boxes to minimize teammate conflicts.

Pools

Bay Cup tournaments are intended to provide as much fencing as possible for the participants, so we encourage larger pools to help provide a fair value for the money they pay for our tournaments, especially for smaller events.

For events with entry sizes of 8 or 9, the pool round should be run as one pool of 8 or 9, double-stripped, in order to provide more bouting opportunities for the participants. For an event with an entry size of 10, the Host Club should give participants the option of choosing between 2 pools of 5 or one pool of 10 double- or triple-stripped.

For tournaments of 11 fencers and smaller, host clubs should offer the option of running two rounds of pools, with combined results seeding to DEs. This decision should be made by majority vote of the participating fencers.

Saber events may use pools of 10 or configurations that favor larger pools.

Bay Cup policy is that pools of 5 are to be avoided. Double-stripping pools of 7 or 8 is preferable to a pool of 5. Use the table below as the guide for the pool configuration to be used for the given number of entries. If possible, avoid double-flights. Try to balance teammates in each pool.

Entry Size	Pool configuration	Entry Size	Pool Configuration
< 7	1 pool of entry size	19	7, 6, 6
8	1 of 8 (double stripped)	20	7, 7, 6
9	1 of 9 (double stripped)	21	7, 7, 7
10	5, 5 (or 1 pool, triple stripped)	22	8, 7, 7 (preferred) or 6, 6, 5, 5
11	6, 5	23	8, 8, 7 (preferred) or 6, 6, 6, 5
12	6, 6	24	6, 6, 6, 6
13	7, 6	25	7, 6, 6, 6
14	7, 7	26	7, 7, 6, 6
15	8, 7	27	7, 7, 7, 6
16	8, 8 (preferred) or 6, 5, 5	28	7, 7, 7, 7
17	6, 6, 5	29	8, 7, 7, 7 (preferred) or 6, 6, 6, 6, 5
18	6, 6, 6	> 30	7s and 6s

Double Flighting Pools

The Bay Cup does not set a limit on event attendance. We have some series that have a very large expected attendance, in which case it might be necessary to do two flights of pools. Double flighting pools simply means that a host club cannot fence all of the pools at once, so

the tournament is run with one set of the pools taking place and finishing, then the second set of pools begins as the strips become available for use.

A double flight of pools should only be considered if you have more than 8 times the number of competition strips (If you have 6 competition strips, then the maximum number of fencers would be 48. The preference is to have one flight with pools of 8, rather than multiple flights and smaller pools.

Once it becomes known that participation is greater than one flight of pools the host club should revert back to a preference for pools of 6 and 7, rather than pools of 8. Pools of 6 and 7 will go much faster than pools of 8, and thus each flight will be completed faster.

When double flighting it's also a good idea to double-strip 3-4 pools in the first flight (with preference to the larger pools), and the double-strip the remaining pools in the second flight.

For example, if there are pools of 7 or 8, make sure they are in the first flight, and double strip them. Then have the remaining (and smaller) pools in the second flight. The Bay Cup recommends double stripping as many bouts in the smaller pools as possible.

For events expected to have double-flighted pools (based on pre-registration numbers) The Bay Cup may offer to assign and pay for a Head Referee, so that one of the regular referees does not have to double as the Head Referee.

Strip and Scoring Machine Layout

Strips used for competitions should have a minimum of 1.5 meters of runoff as specified by USA Fencing for local competitions (see the USA Fencing Operations Manual for minimum requirements for the layout of strips at local competitions). For strips with insufficient runoff, short-strip rules should be used. Host clubs should refer to their division for any question on short strip rules.

There should be adequate space between strips.

For foil and saber competitions, scoring machines must be placed at the middle of the strips. Scoring apparatus can be located at a reasonable position along the strip, ensuring clear visibility for the referee's line of sight to the fencing; with placement at the center of the strip being optimal.

Start and End Times

The earliest close of check-in times should be 10:00am for Saturday, Sunday, and Monday events. For large tournaments expected to take more than 8 hours to complete, host clubs have

the option of starting the tournament at 9:00 or 9:30am. The earlier start time must be approved by The Bay Cup before the host club updates the AskFred tournament posting.

Clubs should also plan the timing of their events so that the tournament is completed by 7:00pm on Fridays and Saturdays, by 6:00pm on Sundays and Mondays.

Schedule senior events after youth, junior, and veteran events whenever possible.

The Host Club should plan on opening their doors at least 45 minutes before the first event close of check-in so that fencers can arrive early and have adequate time for warm-up.

Additional Event Guidelines

If only a few fencers pre-register and show up for an event, host clubs should still run the tournament. Even if there are only two or three entrants, the clubs should run bouts to determine finisher places. If only one fencer shows up, take the fencer's fees and award the gold medal – that fencer just won the event and earned points!

During the event, post the [Bay Cup Standards and Procedures Summary](#) in the same location as other tournament postings for the day. Post and announce the name of the Head Referee for the tournament (or per event, as applicable).

The Bay Cup recommends that Host Clubs introduce the bout committee and referees to participants.

Announce if short-strip rules are in effect.

Review pool assignments before posting. Check that the seeding is correct and conflicts have been avoided when possible.

Start the first event within 30 minutes of the close of check-in. Start the DEs within 15 minutes of completion of the last pool. Do not start a DE bout in a later round unless all bouts in the earlier round have already been started.

Post the following, with adequate time for fencers to check the postings and respond to the bout committee before beginning the next stage of the tournament. Announce each posting:

      Initial seeding list, before posting pool assignments
      Pool assignments
      Aggregate results from the pools (seeding after the round of pools)
      Tableau for DEs

Remind fencers, spectators, and coaches that these items can also be found on The Bay Cup under Live Results.

Your goal as an event organizer is to make sure that fencers in the event(s) are busy competing or preparing to compete. Minimize delays and dead time.

After the Tournament

Event Subsidy Form

At the end of the tournament, please continue to the Bay Cup website and complete the Tournament Tracking Form. Once we receive all of your paperwork, we will generate a Host Club Subsidy Invoice and email you about your subsidy.

We recommend that any fees collected by check be written to the Host Club. If any checks are written to The Bay Cup, please send them to the following address, and your Tournament Invoice will be adjusted accordingly.

The Bay Cup
1153 Lincoln Ave, Ste E
San Jose, CA 95125

The Tournament Reporting Form must be received within 6 weeks of a tournament to be eligible for an event subsidy. No subsidy will be issued for submittals received later than 6 weeks.

The subsidy starts at a flat fee of $7.00/fencer with incentives to increase it to as much as $7.50/fencer (see the Subsidy Chart for more detail). There are deductions for failure to follow certain guidelines.

The Bay Cup complies with IRS 1099-MISC, Miscellaneous Income form reporting requirements. For event subsidy payments that total $600 or more to a single person (rather than to business entities such as clubs or non-profits) during the reporting year, The Bay Cup will file 1099-MISC forms as required. The Bay Cup will request a W-9 taxpayer identification form prior to filing a 1099-MISC form.

Results

Host clubs are responsible for uploading tournament results directly to AskFred on the same day, or at most within 1 day of the tournament. The Bay Cup encourages the use of Fencing Time to run the events and to upload the results to AskFred. Uploading Fencing Time results allows the display of pool results and DE tables on AskFred. We believe that having the pool results and DE tables available online is of great value to fencers and coaches.

Event results can also be keyed in manually, but this is more cumbersome and does not allow display of pool and DE results. You may be asked to confirm fencer names after you upload Fencing Time files to AskFred. Please confirm that the two fencers are the same person otherwise there can be multiple entries on the points standings list.

You may notice some discrepancies in club name acronyms used by AskFred and The Bay Cup. The askFred acronyms should be accepted for AskFred entries.

Classification Changes

The NorCal Division will continue to officially report all new classifications earned at Bay Cup events to USA Fencing. The host club should not send classification change forms for Bay Cup events into USA Fencing.