



## Bout Committee/Tournament Organizer Checklist for Bay Cup Tournaments

Items 1-3 should be checked before the day of the tournament. Review 1-3 on the day of the tournament for any walk-ins. If you are using Fencing Time 4.0 you can check/update USA Fencing membership with the click of a button rather than look up each fencer manually.

- 1. **Check Bay Cup Season Membership** - Check each fencer for a Bay Cup Season Membership at <http://thebaycup.net/member-list/>. If the fencer is not a current season member, the host club must collect a \$30 tournament registration fee (the fencer may then compete in more than one event). New members are added to the list automatically once their registration and payment is complete.
- 2. **Check that USA Fencing Competitive Membership is Current** - The participant must have current USA Fencing competitive membership to be eligible to compete in sanctioned tournaments. Check membership at <http://www.usafencing.org/current-member-list>.
- 3. **Check current USA Fencing Classification** - Use the official classifications listed on the USA Fencing website and not the classification listed on AskFred. Classifications shown on AskFred listings are not official.
- 4. **Check Age Eligibility** - Verify that fencers are young/old enough to participate in their events. Use the [USA Fencing Age and Classification Chart](#).
- 5. **Enable Live Results via Fencing Time Live** - Upgrade to Fencing Time 4.4. [Request an access key](#) from Fencing Time. Follow the instructions from the [Fencing Time User Guide](#) on how to proceed within the Live Results Configuration.
- 6. **Post the Bay Cup Standards Summary** - The latest version can be found at [The Bay Cup Website](#).
- 7. **Post and Announce Initial Seeding** - Announce that initial seeding is posted and give fencers time to check that the information is correct.
- 8. **Post and Announce Pool Assignments** - If you have determined the strip number for each pool, make sure to add that information into Fencing Time so that it will print along with the pool assignment information.
- 9. **Gather Officials** - Before you assign referees to their pools, take a moment and gather them all together. Review who is acting as the head of bout committee and who is acting as the head referee. If applicable, review short-strip rules and remind referees to tell fencers before fencing begins.
- 10. **Post and Announce Head Referee** - Remember to assign, post, and announce the name of the Head Referee for the tournament. We hope this will help to facilitate resolution of any complaints, appeals, or problems that might occur.
- 11. **Post and Announce Seeding After Pools** - Give fencers time to check information before you start the DE's.
- 12. **Post and Announce Tableau**
- 13. **Medal Ceremony** - We love to hear about anyone who has earned a new rating, even if they aren't receiving a medal. It's nice to announce club affiliation when handing out the medals, but not required. Take photos during the tournaments and post them to Facebook or Instagram, or send them to us, so we can share! #thebaycup
- 14. **Posting Results to askFRED** - Do this before you leave, it just takes a couple of minutes, and then you're done! We have found that saving the .frd file to your computer and uploading that works better than the automatic uploading to askFRED within Fencing Time.
- 15. **Complete and Submit Event Subsidy Event Official Forms Online** - Please complete and submit the [Tournament Reporting Form](#). We will send an official USA Fencing Event Officials Form to USA Fencing on your behalf, and a copy to you for your records.

