

FENCING INSTITUTE OF TEXAS (FIT) STUDENT and PARENT POLICY HANDBOOK

This handbook does not include temporary procedures which are developed during emergency situations or as in the recent pandemic. Those policies and procedures will be listed on the FIT website. The FIT website is the ultimate authority for policies and procedures: www.fenceintexas.org

1. INTRODUCTION

- a) The Fencing Institute of Texas (FIT) is organized as a 501(c) 3 school of Fencing. As such, it is publicly owned (yes, **you** own FIT!), and does not have a business owner. The organization is operated by the Board of Directors who are volunteers. The only paid staff at FIT are our Coaches and Office Staff; our General Manager and FIT Board of Directors are unpaid volunteers.
- b) At FIT, our students are our greatest asset. It is the student that drives our competitive advantage in the marketplace. As an integral part of the FIT Team, you will be provided the premier experience in the sport of fencing with safe and superior instruction that is exciting, enhances and improves your skills, and provides the optimum experience in this sport.
- c) To get started, you need to know about our guidelines, procedures and policies. And since it is impossible to cover every scenario and situation, we are providing you with this handbook to highlight and summarize guidelines, procedures and policies set forth by the FIT Board of Directors. We ask that you carefully read (and acknowledge reading) this handbook. If you need more detailed information – or if you have questions about anything contained in the handbook – please talk to any member of the FIT Board of Directors, Office Manager, or the General Manager.
- d) The FIT website contains the most up to date general policies and is the only official place to find current rules and regulations. [NOTE: during the coronavirus restrictions, the policies and regulations are changing rapidly.]
- e) Nothing in this handbook is intended as a contract or promise, and no one – including any coach, any single Board member, or the General Manager – has the authority to promise or agree to any terms or conditions of enrollment that are different from or in addition to those stated in this handbook or in other written policies. That responsibility is reserved for the Board of Directors through an established democratic process.
- f) While we will do our best to notify you of any upcoming changes, please be aware that our handbook may change at any time, for any reason, without notice. However, any changes to this handbook will be presented to you at the earliest possible opportunity, and posted on the FIT website, so that you can be informed of the latest policies. By continuing your enrollment here after a change in this handbook or a FIT policy or procedure, you are acknowledging that you agree to the change.
- g) FIT's policies and procedures are intended to comply with all federal, state, and local laws and those laws take precedence.
- h) We value your contribution to our success. In order for FIT to be successful it is necessary for all students and parents to abide by FIT policies and procedures. Failure to do so could result in immediate discipline up to and including immediate disenrollment.

2. MISSION, PURPOSE, VISION, CORE VALUES

- a) **Mission:** Our mission is to provide quality instruction in fencing and life skills that prepare our athletes to be effective contributors to their communities, schools and professional lives.
- b) **Purpose:** To deliver consistent and professional instruction to all students from child to adult, in every class, every day so that they may realize their maximum potential in this sport and in life.
- c) **Vision:** To be known as the sport's leader in providing quality instruction and consistently delivering outstanding service to the students we serve.
- d) **Core Values:**
 - i. Treat every person the way we would like to be treated
 - ii. Extend grace to those who are willing to try to excel
 - iii. Seek first to understand others before trying to be understood
 - iv. Choose relationships over profits and or tournament results
 - v. Think outside the box – always question the status quo
 - vi. Recognize success and provide positive and compassionate training to ensure continuation of success.

3. EQUAL OPPORTUNITY

- a) FIT is committed to providing equal opportunity for each and every student regardless of race, color, religion, sex, age, national origin, military status, veteran status, handicap, physical or mental disability, sexual orientation, gender identity, genetic information or any other characteristic protected by law. This commitment must be followed in all aspects of enrollment.
- b) Students shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in, or may engage in, any of the following activities:
 - i. Filing a complaint;

- ii. Assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to the administration of Section 503 of the Rehabilitation Act of 1973, as amended (Section 503) or any other Federal, State or local law requiring equal opportunity for individuals with disabilities;
- iii. Filing a Safe Sport violation or requesting an investigation for themselves or on behalf of another individual;
- iv. Opposing any act or practice made unlawful by Section 503 or its implementing regulations in this part or any other Federal, State or local law requiring equal opportunity for disabled persons; or
- v. Exercising any other right protected by section 503 or its implementing regulations in this part.

4. AFFIRMATIVE ACTION

FIT seeks to enroll a student population that reflects the global population we serve. In pursuit of this goal and in accordance with federal regulations, all members of the Board of Directors and our coaching staff share responsibility in FIT's affirmative action goals and should be aware of our commitment to diversity and inclusion.

5. DIVERSITY AND INCLUSION

FIT aims to foster an inclusive fencing environment where all students feel valued, respected and able to contribute using their unique perspectives and talents; and a population that embraces diversity as a competitive advantage to enable FIT to be the premier school of Fencing in the USFA.

6. ANTI DISCRIMINATION/HARRASMENT

FIT is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). It is FIT's policy not to discriminate against any student or applicant with regard to application procedures, advancement, disenrollment, training, or other terms, conditions, and privileges of enrollment because of disability or perceived disability. Consistent with this policy of non-discrimination, FIT will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, when FIT is made aware of his or her disability, provided that such accommodation does not create an undue hardship to FIT.

7. AMERICANS WITH DISABILITIES ACT COMPLIANCE

- a) We understand that qualified individuals with disabilities may require reasonable accommodation during the application process, during the course of their enrollment, or both. If you are in need of a reasonable accommodation, please let any member of the Board or the General Manager know. Your request can either be oral or written and need not include any specific reference to the Americans with Disabilities Act or other "key words." In fact, the request can even be made by a third party (such as a family member) acting on your behalf.
- b) If the need for accommodation is not obvious, medical documentation about your disability and/or the functional limitation(s) that you are experiencing may be required. You may also be asked to provide an explanation of any barrier(s) that need to be accommodated and a description of the desired accommodation, or both. Parafencers (wheelchair fencers) do require a disability evaluation to place them in the correct competition level.
- c) All requests for reasonable accommodation will be evaluated on a case-by-case basis and processed as quickly as possible. If you are granted a reasonable accommodation that you are likely to need on a repeated basis (*e.g.*, a sign language interpreter), you will not be required to repeat the request process.

8. HEALTH AND SAFETY

- a) **INTRODUCTION:** When it comes to safety at FIT, the mission is clear – zero injuries, zero regrets. We know that a strong safety performance is a key indicator of a high-performing organization, and FIT is focused on exceeding our benchmark safety performance. While FIT is committed to doing everything in its power to provide a safe environment, we cannot do it alone. We count on you to help ensure that fencing here is as safe and secure as possible. For more information about FIT's health and safety policies or any of the information included in this section, please speak with the General Manager.
- b) **SAFETY:** We are all responsible for helping ensure a safe environment. This responsibility includes, but is not limited to:
 - Identifying and correcting (if appropriate) hazardous conditions.
 - Identifying and correcting (if appropriate) unsafe training practices.
 - Following prescribed safety policies and procedures.
 - Practicing good housekeeping.
 - Wearing the appropriate personal protective equipment.
 - Contributing ideas to improve safety and health in the facility.
 - Using your knowledge, skill, and influence to prevent injuries.
 - Immediately reporting all fencing related injuries, illnesses, and "near miss events".

9. EMERGENCY REPORTING

Prompt and effective action is the key to resolving any emergency situation. This is accomplished in 4 easy steps:

- Evaluate the situation to determine proper course of action
- Call 911 if qualified emergency responder help is required
- Get help from those around you as required
- Call 911 if qualified emergency responder help is required
- Notify any coach or member of the Board and/or the General Manager as soon as possible

10. STUDENT EXPECTATIONS

- a) **INTRODUCTION:** As the premier school of Fencing, FIT and its students must adhere to the highest ethical standards. The FIT Ethics & Compliance Program is intended to ensure that everyone: 1) conduct themselves in a way that reflects our core values of Respect, Integrity, Trust, and the Pursuit of Excellence; and 2) adhere to all applicable laws.
- b) **DRUGS AND ALCOHOL:** We are committed to creating a safe environment free from drugs and alcohol. While on FIT property (including parking lots) or off our property while representing FIT, you are prohibited from using, selling, attempting to sell, manufacturing, purchasing, attempting to purchase, possessing, or transferring alcohol or illegal drugs.
- i. Please be aware that the use of some prescription/over-the-counter drugs may also violate this policy. You should notify any member of the Board or the General Manager if you are using prescription/over-the-counter drugs that may present a safety threat.
 - ii. Fencing is an Olympic sport and is governed by the USOPC rules concerning prescription drugs. This does not mean you are prevented from competing if you use these medications; however, the USOPC may require that you have these on file with USA Fencing. If you take prescription drugs such as albuterol for asthma, etc., you should notify USA Fencing to ensure the prescription is not on a banned list. Sports Medicine doctors usually have a list of these and can prescribe adequate substitutes.
 - iii. Your intoxication will not excuse misconduct or violations of the law or FIT policy and their consequences.
 - iv. **SAFE SPORT:** For your protection, FIT is an active member of SAFE SPORT and requires all employees and any FIT members in direct, professional contact with our students to enroll in SAFE SPORT and abide by SAFE SPORT rules and regulations. If you have any suspicion of a Safe Sport violation, you should contact the FIT General Manager, Office Manager, or Board of Directors member to report it. Under some circumstances, you may be required by law to report a suspected violation to local law enforcement. Lauri Lewis is the Region 5 Safe Sport Coordinator and will provide you with appropriate guidance and support.
- c) **MUTUAL RESPECT AND COOPERATION:** FIT provides world-class instruction in the sport of fencing utilizing all three weapons and multiple coaches/instructors. This requires that the facilities, space, and equipment of FIT be shared by all students, coaches, and instructors. Everyone is expected to honor this policy and to cooperate with one another to ensure that the facilities, spaces, and equipment are utilized in their most efficient and effective manner and that each coach/instructor and student has adequate space, time, and equipment to conduct authorized training in their particular weapon/specialty. Deviation from this policy without prior agreement between the coaches and/or student(s) involved and the General Manager is not permitted.
- d) **FIT TRAINING IS KEY:** FIT is dedicated to providing each student with a quality environment that challenges them to become better athletes and successful citizens. Each student enrolled in a training program at FIT can expect to receive professional training that includes:
- i. **PROGRAMS** – Group instruction from a coach, or group of coaches, that provides general training in physical conditioning and basic skills such as footwork, blade work against a wall target, or any other training best achieved in a group environment and generally lasting approximately one hour.
 - ii. **LESSONS** – An individual student’s dedicated twenty to thirty minute one-on-one training period with a coach that concentrates on those skills and tactics designed to improve their performance on the strip and at competitions. This training allows the coach to provide singular, dedicated training time with each student that enhances that student’s skills and confidence. Each coach’s/instructor’s lesson schedule is available through Bookeo.com
 - iii. **SEMINARS** – Specialized classes/training that includes skills enhancement, and/or lectures provided by other than FIT professionals. These are specially scheduled events that may include such topics as equipment maintenance, sports psychology, Kinesiology, the athlete’s diet, and any of a number of topics designed to increase the student’s basic knowledge in a given topic.
 - iv. **CAMPS** – Dedicated training either at FIT or at a remote site. This training usually lasts for at least five (5) days. Training is designed to provide an isolated environment in which the student is immersed in the art of fencing for the duration of the camp. On-site training will be based on an eight hour day with the students arriving from and returning to their homes each day. Off site camps will require remote housing of students and staff for the duration of the camp. Coaches and/or instructors are required to provide direct supervision of the students for the entire period of the camp.
- h) FIT policy includes a training program designed to safely and efficiently challenge each student to do their best in an environment that provides the opportunity for each student to succeed. This policy includes assignment of students to training class levels that are in keeping with the current USA Fencing tournament guidelines concerning age and skill level. To that end:
- Students will be assigned to classes commensurate with their USA Fencing age group. As an example, a student under the age of 8 will not be assigned to the competitive training program. Further, a 16 year old student will not be assigned to the beginner program designed for those students under age 8.

- Rank beginner students will not be assigned to the competitive fencer program until they have successfully accomplished those tasks required to achieve the skills necessary to become a competitive fencer. **Joining the competitive team is by a Coach's recommendation or invitation only.** Additional guidance and information on student class assignment is available in the Fencer Contract or through the Business Office Staff.
- i) Student progress will be periodically evaluated and a quarterly progress report on each student will be provided to the General Manager in the currently approved format. These reports will be kept on file and may be delivered to the fencer and/or to the fencer's parent or guardian upon request.
- j) Each student and/or the student's parent/guardian will be provided this handbook that defines their role, responsibilities, and expectations upon enrollment at FIT or by request from the General Manager. The Student and Parent Handbook may be reviewed and updated at any time. Recommendations for changes to this handbook may be presented to any member of the Board at any time. Change requests will be subject to review and approval by the Board of Directors prior to being incorporated in the Student Handbook.

12. TUITION AND OTHER FEES

- a) In order for FIT to provide each student with the quality training and other services described in this handbook and in the FIT Fencer Enrollment Contract (available in the Business Office and downloadable from the FIT website), FIT must charge certain, clearly defined, fees. Fees for singular programs, special programs, seminars, camps, etc. will be clearly listed as part of these offerings. Programs, services, and products include, but may not be limited to, monthly tuition, fees assessed for classes, seminars, camps, and other training, and product fees, e.g., FIT Warm-up Uniforms, Fencing equipment, and/or equipment repairs. These fees must be collected in a timely manner. Each student is responsible for paying the fees listed for each service, class, and/or item the student engages.
- b) In general, fees are due at the time which the student accepts the program/product offered. Recurring fees, e.g., tuition, recurring class fees, etc. are due by the **first of the month**, and will incur a late fee if not paid by the fifth of the month. The student will be charged a late fee in addition to any monies not received by the General Manager within the agreed to time frame.
 - 1) The General Manager is authorized, based on student need, to arrange alternative payments, payment schedules, and/or delayed payment of fees with a student or that student's parent or guardian upon request.
 - 2) Training scholarships and work-study programs are available on a very limited basis. The FIT Financial Assistance request form must be completed prior to each June 30 for the following season. These forms may be obtained from the Business Office or the FIT website.
 - 3) **Any questions regarding tuition and other fees should be addressed to the Business Office Staff.**
- c) FIT Coaches are not independent contractors. At no time is a coach allowed to directly charge, or collect monies from, a FIT student for training, services, or tournament coaching fees. All fees are determined by the Board of Directors and payments accepted through the Business Office or website. Armory services are separate and managed through the Armorer, not the Business Office.
- d) If a coach is unavailable for a lesson, the fencer may obtain substitute training from another FIT coach; students are authorized to participate in other group sessions when their coach is unavailable. Refunds are not given for lessons or training paid in advance when a substitute is available. This may happen during travel to national or international tournaments when a particular coach is traveling with students.
- e) Each student participating at FIT in any capacity must maintain at minimum a non-competitive membership with USA Fencing.
 - 1) This membership must be renewed every August 1st.
 - 2) A non-competitive membership will allow a fencer to compete in **ONE** local competition. After that, they are required to upgrade to a Competitive membership.
 - 3) Parents are encouraged to join USA Fencing each year with a Supporting Membership. Supporting membership provides you access to tournaments without having to pay an additional spectator fee.

13. FENCING EQUIPMENT

- a) FIT has a moderate amount of community equipment available for limited student use. Newly enrolled, first-time fencers are strongly encouraged to purchase a FIT beginner equipment set as soon as possible after enrollment. This set includes all equipment that touches a student's body in order to protect individual health and hygiene.
 - i. Students who would like rent equipment will check out a full kit for \$25 per month, or partial kit for \$10 per month.
 - ii. Students renting club equipment will be responsible for the sanitation and maintenance of the equipment. Any broken or abused equipment will require the student to pay full replacement cost.
- b) When a student has been promoted into a competitive program, they are required to purchase and utilize such equipment as required by USFA and FIE rules for participation in a tournament utilizing the weapon of the student's choice.
- c) All other students are required to own and utilize their own personal equipment within 90 days of enrollment.

- d) Equipment lists, with clearly listed prices, for each weapon taught by FIT are available from the armory.
- e) All questions concerning equipment use, storage, and purchase should be addressed to your coach or the Head Armorer, Mr. Ovy. Armory questions should not be addressed to the Business Office.
- f) Under no circumstances should you purchase equipment through Amazon, E Bay or other like websites without having thorough knowledge of the rules governing competition equipment. In most cases, you will be purchasing substandard equipment that will not pass inspection, and will have to purchase new equipment from a reputable vendor. FIT uses Absolute Fencing Gear who gives our club a substantial discount which we pass along to our students.

14. TOURNAMENTS AND COMPETITIONS

- a) FIT students look forward to the time that they are invited to participate in tournaments and competitions either at FIT, in the local area, or away from home. FIT Coaches may be assigned to travel to a tournament as the Team Coach when there are 5 or more fencers going.
 - 1) A fencer participating at a tournament where a FIT Coach is assigned may not opt out of paying coaching fees. It is important to understand that you are not only paying for actual coaching, but also for coach's representation if there is a rules infraction or bout committee call.
 - 2) The attending coach's expenses are paid by the FIT fencers at the tournament. This is usually calculated to include hotel, travel, and food for the day(s) of travel and the days of the tournament, and divided among the attending families. Each FIT fencer will also be required to pay strip fees for the number of events they are participating in.
- b) Each student participating in such an event is required:
 - (1) To have a complete inventory of their own equipment. Equipment requirement lists are available in the armory.
 - (2) To maintain their equipment in proper condition and operating order. All fencing equipment should be clearly marked with the fencer's name and telephone number.
 - (3) To have registered for the event on or prior to the close of registration date listed in ASK FRED or the USA Fencing websites. This includes payment of any associated registration and/or event fees. Tournament schedules and fees are listed on ASK FRED (local tournaments) and USA Fencing (Regional and National tournaments) for the event you plan to participate in.
 - (4) To have paid applicable FIT coach's fees on or before the close of regular registration dates listed in ASK FRED or the USA Fencing websites for the event you plan to participate in. Coach's fee structure and requirements are available from the General Manager.
 - (5) To make individual reservations for any required travel and lodging required in conjunction with the event.
- c) It is the student's responsibility to prepare for the event they plan to participate in. Any questions concerning this process should be directed to your coach or to the General Manager.

15. RULES OF CONDUCT

- a) Any policy violation or other misconduct by a FIT student either at the FIT facilities or while representing FIT at tournaments, competitions, or other events can result in immediate discipline up to and including immediate disenrollment so it is important for you to know the rules. Each of the examples below constitutes a FIT policy violation:
 - 1) Carelessness resulting in damage, destruction or delay to: 1) training in progress; 2) FIT property, materials, tools, equipment; or 3) the property of another fencer or coach.
 - 2) Disregard for training, ethics, safety, smoking, or security regulations.
 - 3) Possessing, using, selling, or being under the influence of drugs or alcohol on FIT property or at any USFA or FIE sponsored event.
 - 4) Fighting or unsafe horseplay.
 - 5) Excessive personal use of the on-site FIT internet.
 - 6) Intentionally placing another fencer in an environment or position that may cause psychological or physical injury to that fencer.
 - 7) Encroachment on or confiscation of space and equipment scheduled for and/or utilized by another coach.
 - 8) Obscene or immoral conduct.
 - 9) Conducting personal business with FIT property without approval.
 - 10) Being insubordinate, threatening, intimidating, disrespecting, or assaulting a manager, co-worker, customer, coach, another fencer, or a vendor.
 - 11) Sabotage or espionage.
 - 12) Theft or destruction of property.
 - 13) Unauthorized possession or misuse of FIT's property, another fencer's property, or a coach's property.
 - 14) Posting, distributing, or soliciting in violation of FIT policy.
 - 15) Unauthorized entry or presence on FIT property.
 - 16) Possession of non-fencing weapons on FIT property in violation of FIT policy.
 - 17) Repeated non-payment of tuition, Equipment orders, tournament, Coaches, and other fees in a timely manner.

- b) This list does not cover everything and in no way limits FIT's right to treat cases on an individual basis. Depending on the violation, behavior or misconduct, students may be subject to immediate discipline up to and including immediate disenrollment.

16. TIME AWAY FROM TRAINING

As a student, you are expected to be on time and to let the General Manager, your coach, or any Board member know if you will be absent or if you need to leave during training hours. For more information about FIT's attendance policies or any of the information included in this section, please speak with any member of the Board of Directors or Office Staff.

- a) **VACATION:** If you and/or your family are planning to take a vacation, you are expected to notify your coach and the General Manger in accordance with current FIT policies (see the Fencer Contract). Competitive Team members are required to pay for a full month if they attend one or all training days per month. Competitive Team members pay on an annual basis, not month to month although payments may be made in monthly installments. The Business Office must be notified in writing at least **30 days in advance** of any scheduled absence for a potential reduction of fees.
- b) **TERMINATION:** Students must notify the business office **in writing 30 days in advance** of termination or the full month must be paid.
- c) **HOLIDAYS:** FIT observes a number of holidays throughout the year. Holidays are announced in advance by the General Manager. Generally, Thanksgiving, Christmas, and days during Summer National Championships are days the club will be closed. Some coaches will give students an opportunity to come in during holidays; however, this is not mandatory.
- d) **INCLEMENT WEATHER AND EMERGENCY OFFICE CLOSURES:** Your safety is our paramount concern. FIT facilities are open for business unless otherwise decided by Executive Leadership. However, we understand that there will be times when hazardous conditions make it difficult to get to training. Assuming that FIT is open for business, students should notify their coach, Business Office Staff, or any Board member if they are unable to attend on time because of the weather. In the event of inclement weather or an emergency closure, students will be notified via the Yahoo Group or Remind. Generally speaking, if Coppell, Carrollton or Farmers Branch schools are closed, FIT will be closed.

APPENDIX A

FIT INCIDENT REPORT

Date and Time of Incident: _____

Reported by: _____

Witness(es): _____

Injured Person: _____

Address: _____

Phone Numbers: Home: _____ Mobile: _____

Email Address: _____ Male/Female Date of Birth: _____

Injured Person's Signature: _____

Details of Incident: _____

Injury Type: _____

Did Injured Person require transport to hospital ER via ambulance? No Yes

If so, to which hospital were they taken: _____

Hospital Address/Phone Number: _____

ADDITIONAL NOTES AND IMPORTANT INFORMATION

Report Preparer: _____ Date: _____

FIT Representative: _____ Signature: _____

Sent to USA Fencing? Not a reportable fencing incident Yes (if emailed, print email and attach to this form)

APPENDIX B

FIT RESOURCES

Email Address: info@fenceintexas.org

All club email is accessible by Ms. Lauri, Office Manager, and Ms. Brenda, General Manager, so you only need to know one email address and it will find its way to the proper person.

Private email address for Mr. Ovy our armorer: rowaddoups@gmail.com

FIT Website: www.fenceintexas.org

If you don't receive an invitation from the Office Manager to create a password for our "Members Only" pages, you may submit a request via the website and we will approve your request.

Remind:

Many of you already use Remind for school and other clubs or teams. For those who are not familiar, it is easy to join and create your teams. We recommend you join the General Membership and each team from which you would like Coach notifications. Below is a chart of the current FIT groups and instructions:

Class or Group	iPhone or Android phone, download app	Text to 81010*	For email notifications
General Membership	http://rmd.at/8bk6dh	@8bk6dh	rmd.at/8bk6dh
Adult Beginner Group	http://rmd.at/82c749	@82c749	rmd.at/82c749
Musketeer	http://rmd.at/98c3bd	@98c3bd	rmd.at/98c3bd
Bronze/Silver	http://rmd.at/g37caa	@g37caa	rmd.at/g37caa
Epee Team	http://rmd.at/epeet	@epeet	rmd.at/epeet
Foil Team	http://rmd.at/foilt	@foilt	rmd.at/foilt
Sabre Team	http://rmd.at/e32b3g	@e32b3g	rmd.at/e32b3g
Veteran Team	http://rmd.at/veterante	@veterante	rmd.at/veterante
Victorian Fencing	http://rmd.at/937f972	@937f972	rmd.at/937f972
Wheelchair Team	http://rmd.at/wheelchair	@wheelchair	rmd.at/wheelchair
*Text message to (917) 746-3101			

USA FENCING Membership:

Everyone participating in any training program at FIT is required to have at least a non-competitive membership with USA Fencing. Fencers who want to fence in more than one local competition, or any Regional or National event, must upgrade to the competitive membership. Parents of competitive members should join as supporting members as this grants admission to national events without having to pay the daily gate fee. The membership profile is where fencers register for **Regional and National** events.

- 1) Go to: <https://member.usafencing.org/>
- 2) Select "**Signin**" if you are a returning member (no matter how long you have been away) or "**Register**" if you have NEVER been a member before. The membership number you are assigned will be your number for a minimum of 10 years, even if you quite fencing.
- 3) **NEVER CREATE A SECOND MEMBERSHIP** even if you have trouble logging in. Contact **Sarah Ross** in Membership for assistance: s.ross@usafencing.org Creating a second membership profile will cause a lot of problems for your eligibilities, qualifications and classifications, and tournament organizers as your results will not be maintained in one file.

Askfred.net:

Askfred is a tournament registration area for **LOCAL** tournaments. Askfred maintains a database of a fencer's events and results. **THIS DATABASE DOES NOT TALK TO THE DATABASE MAINTAINED BY USA FENCING.** Askfred is not an official list of any sort. If a fencer earns a classification and it is showing in Askfred but not their USA Fencing member profile, tournament organizers **MUST** use the lower classification in the member profile. If a fencer earns a higher classification at a tournament, they should monitor their member profile to ensure their classification is changed in the member profile. If it is not changed within two weeks, contact the **tournament organizer**.

There are several reasons that a classification does not change quickly. The first, and most frequent reason, is that the tournament files were not sent to the National Office. The second reason is the organizer is trying to get a fencer to renew or

APPENDIX B

sign up for a membership. (Non-members should not be allowed to compete; however, sometimes these do get through.) Third, the organizer is having an issue with a referee's membership.

- 1) Go to www.askfred.net
- 2) Select the "Create Membership" tab
- 3) Type your last name in the box and return. Askfred will search to make sure no one else made a file for you.
- 4) If you do not see your name and club affiliation, select "Create a New Fencer File." Follow the instructions to create your file. Fencing Institute of Texas is in **NORTH TEXAS DIVISION**.
- 5) You may search for upcoming tournaments, tournament results, clinics/camps, and point standings.
- 6) FIT uses Askfred to maintain the running points for our Rising Stars Beginner Youth series of tournaments.

USA Fencing Insurance:

If a fencer is injured while participating at a tournament or in an approved club activity, they may have secondary injury insurance through their USA Fencing membership. The fencer's personal insurance will be the primary payor and the USA Fencing insurance will be the secondary insurance.

- 1) Obtain a copy of the FIT Incident Report (Appendix A) or the Trainer's Medical Report before leaving the venue.
- 2) Review the document(s) for completion and get all questions answered while at the venue.
- 3) Send these documents, your insurance explanation of payment, and any supporting medical information to USA Fencing, **Bob Bodor**: b.bodor@usafencing.org