



ATHLETE HANDBOOK

2018-2019

Manitoba Fencing Association Office

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1 Introduction

The Manitoba Fencing Association (MFA) in 2018 – 2019 offers five tiers of high performance development. These programs represent the early stages of an athlete development model leading to high performance. The programs offered are; Novice Program, Provincial Squad, Intermediate, High Performance, and National Team.

The Provincial Novice Program provides an introduction to training in the Provincial Team Program. The Provincial Squad program will give athletes experience through introduction to a training and competition program. Intermediate and High Performance athlete programs will target success at the North American and International levels, of performance, facilitating athlete selection into National High Performance Programs.

Athletes entering both provincial and national programs should be aware that while provincial programs may include some national program criteria, they may not always be complimentary and the athletes will incur the combined costs for both programs.

To participate in this program, all athletes or parents of athletes who are minors are required to complete and sign the program contract confirming the training and competition commitments as prepared by the Provincial Coach. It remains the responsibility of the athletes or the parents of minors to be aware of the MFA policies that apply to program membership, the commitment they are making and the expenses they may incur prior to entering the program.

Athletes interested in CFF Cadet, Junior or Senior programs can find links to these on the CFF website at: www.fencing.ca/members_home.htm.

2 Program Objectives

The objective of the MFA is to provide athletes with the resources necessary to develop skills and to allow them to reach their personal goals. To achieve this, the MFA is committed to providing the following: a provincial training centre, a provincial coach, financial support, and administrative support through MFA programs. In return, the expectation is that athletes commit to the program requirements and endeavour to meet their personal goals as agreed to in the Athlete Contract.

The MFA commits to providing athletes with opportunities for fund raising through participation in the Manitoba Lotteries Bingo fundraising program and links to Sport Manitoba Athlete funding programs as well as other funding opportunities when and where they arise.

When funds are available, the MFA will endeavour to assist athletes with their expenses following the policies in Section 17 of the MFA Policy Manual (Appendix 4)

Athletes applying to be part of MFA programs will have to meet and maintain specific criteria as they take on the responsibility for their personal development, as well as provide development opportunities for their club, program, and team members.

Athletes will be encouraged to meet the CFF armband requirements at specified levels in order to maintain and enhance their knowledge of rules, refereeing and coaching in addition to enhancing their technical skills.

(See Appendix 2)

3 What's Included in the Provincial Program

Novice Program Includes

- 1) Training with the Provincial Coach
- 2) Provincial Training Centre
- 3) Administrative Support
- 4) Access to select provincial Training Camps, free of charge

Squad Program also includes

- 5) Strength and conditioning and other opportunities
- 6) Coaching travel support for contractual events and regular training
- 7) Access to assistant coaches, when funding available

Intermediate, High Performance, and National Team also Includes

- 8) Provincial Team Competition Travel Funding (based on Appendix 4, funding formula)
- 9) Access to Bingo Funding spots

4 Provincial Team Program Fees

- **Novice \$100.00**
 - Full cost payable prior to program entry (cost may be prorated if entering the program mid-season)
 - No Volunteer Bond needed
- **Squad \$425.00**
 - Full cost payable prior to program entry (cost may be prorated if entering the program mid-season)
 - \$50.00 Volunteer Bond (submitted with athlete contract- Cheque Dated for May 31, 2018)
- **Intermediate \$525.00**
 - Full cost payable prior to program entry (cost may be prorated if entering the program mid-season)
 - \$100.00 Volunteer Bond (submitted with athlete contract- Cheque Dated for May 31, 2018)
- **High Performance \$525.00**
 - Full cost payable prior to program entry (cost may be prorated if entering the program mid-season)
 - \$150.00 Volunteer Bond (submitted with athlete contract- Cheque Dated for May 31, 2018)
- **National Team Members: \$ 250 .**
 - \$150.00 Volunteer Bond (submitted with athlete contract- Cheque Dated for May 31, 2016)
- **Out of Province Members (Int., H. P., or N. T.) \$525.00**
 - \$100.00 Volunteer Bond (submitted with athlete contract- Cheque Dated for May 31, 2018)
- **Supplementary training session 125\$ (yearly, per added session)**
 - An athlete may choose to supplement their Team Program with additional weekly training sessions. The additional day(s) must be approved by the provincial coach, and must fall on appropriate training days for the athlete's weapon.

Note:

- barring exceptional circumstances, no refund will be provided for athletes leaving the program mid-season.
- Out of Province athletes are not required to complete volunteer hours, nor submit a Volunteer Bond.

5 Athlete Program Criteria

5.1 General Criteria

- The Provincial Coach will be responsible for the selection of athletes to the Provincial Team.
- Late registration with any provincial program can jeopardize access to that program.
- New athletes face a probationary period of three (3) months before which time the athlete can be demoted within or from the program; athletes demoted within the program are subject to the change in program requirements including prorated costs.
- Upon the approval of the Provincial Coach, athletes may be asked to participate in out-of-province training and competitions.
- Athletes residing outside the province of Manitoba may be accepted into the program during the year provided they meet with the approval of the Provincial Coach (see section 5.9).
- Athletes must keep a training log attesting to their participation in competitions, training and volunteer activities.
- Athletes are to maintain 80% or higher attendance at Provincial Team Training as well as club training. Minimum training volumes vary by Provincial Program and are specified for Novice, Squad, Intermediate, High Performance and National Team in sections D,E, F, G, and H respectively.
- Athletes qualifying for a higher tier during the fencing season are required to re-apply for the higher tier program. Change in fees will be prorated effective upon acceptance into the new tier.

5.2 Weapon Criteria

The MFA will support programs in each of the CFF weapon categories.

5.3 Age Criteria

Other than for the novice program, no age criteria will be applied unless there is an external restriction placed upon the program.(e.g. Canada Games, Special Programs)

5.4 Detailed program requirements

All athletes (or their designate if under 18) from each program are required to attend the 2019 MFA AGM held in June to receive funding. Exemptions will be handled individually by the Provincial Coach, with a written request to the MFA.

5.4.1 Provincial Novice Program

- 1) Fencers under 12 years old who want to eventually be on the Provincial Squad and have been invited by the Provincial Coach.
- 2) Once a month designated training with the Provincial Team.
- 3) Work with Squad and Intermediate members on tasks provided by the Provincial Coach.
- 4) No Volunteer hours required
- 5) Not eligible for strength training program
- 6) Attend select Provincial training camps by invitation from the Provincial Coach. (No additional charge)

5.4.2 Provincial Squad Criteria:

- 1) Recommended Armband Level: Orange (see Appendix 2)
- 2) By invitation of the Provincial Coach upon recommendation of the Club Coach.
- 3) Club Training Sessions per week: minimum of 1 at registered home club
- 4) Provincial Training Sessions per Week 1
- 5) Training Camps: 3 to 5 as scheduled
- 6) Directed training or individual lessons with personal coach: minimum 1 per week with approved training partner
- 7) Individual Training: 1 per week (Strength training, Physical Training or Specific Training- MFA funds 18 sessions / year)
- 8) Minimum Training sessions per week: 3 (one Club, one Provincial Team and one Personal Training)
- 9) Competition Participation: All Manitoba Competitions and one designated out-of-province competition in either Saskatchewan or Alberta
- 10) Western Canadian Championships – in respective age category
- 11) Volunteer Activities: 5 hours
- 12) Minimum of 20 individual lessons per season*
*The athlete will be responsible reserve and to complete individual lessons with a coach.

NOTE: No MFA financial support at this level

5.4.3 Intermediate Program Criteria (training to compete)

- 1) Minimum Results (2017-2018)¹: Any 2 of the following; Top 16 placing in U15, Cadet, Junior or Senior Canada Cup or Nationals, Top 32 at NAC or a Medal at Canada Cup West
- 2) Recommended Armband Level: Green (see Appendix 2)
- 3) Club Training Sessions per week: Minimum of 1 at registered home club
- 4) Provincial Training Sessions per week: Minimum of 3
- 5) Individual Training: 1 per week (Strength training, Physical Training or Specific Training)
- 6) Minimum Training sessions per week: 5 (one Club, three Provincial Team and one Personal Training)
- 7) Training Camps:

¹ Based upon weapon strength, the Provincial Coach may make recommendations for athlete criteria outside of the qualification criteria.

- a) *All designated provincial camps (5-7 as scheduled combined with High Performance and National Team).
 - b) *Out of province / out of country camp recommended at the discretion of the Provincial Coach.
- 8) Directed training or individual lessons: 1 per week with approved club coach or designated training partner
 - 9) Minimum individual lessons per season: 40
 - 10) Minimum individual lessons provided by Provincial Coach: 30*
 - 11) Annual weapon based training program
 - 12) Competition Participation:
 - a) *All Manitoba Competitions – open event
 - b) *Canada Cup – open event
 - c) *Nationals – in age category (Cadet, Junior, Senior)
 - d) *One designated out-of-province competition in either Saskatchewan or Alberta
 - e) *Other designated competitions as recommended by Provincial Coach
 - 13) Volunteer Activities: 10 hours

NOTE: One designated competition funded at this level. (See Appendix 4)

*The MFA covers 10 lessons of the 30 mandatory lessons with Provincial Coach. The first 20 lessons must be paid for in advance.

5.4.4 High Performance Program Criteria (training to win)

- 1) Minimum Results (2017– 2018)²:
 - a. Two Top 8 or one Top 4 result in U15, Cadet; or one top 8 result in Junior or Senior Canada Cups or Nationals; or one Top 16 placing at a NAC; or top 16 at any World Cup Satellite or a Top 64 result at any World Cup in the previous season; or:
 - b. Having ranked in the top 4 of the National HP rankings and participated at a major international championship in the past two calendar years
- 2) Recommended Armband Level: Blue (see Appendix 2)
- 3) Club Training Sessions per week: minimum of 1 at registered home club
- 4) Provincial Training Sessions per week: Minimum of 4
- 5) Minimum Individual Training: 2 per week (Strength training, Physical Training or Specific Training)
- 6) Minimum Training sessions per week: 7(one Club, four Provincial Team and two Personal Training)
- 7) Training Camps:
 - a) All designated Provincial Camps (7 to 10)
 - b) National Weapon Camps when applicable.

²Based upon weapon strength, the Provincial Coach may make recommendations for athlete outside of the qualification criteria.

- c) Out-of-province/out-of-country camp recommended at the discretion of the Provincial Coach.
- 8) Directed training or individual lessons: Minimum of 1 per week with approved club coach or designated partner.
- 9) Minimum individual lessons per season: 60
- 10) Minimum individual lessons provided by Provincial Coach: 40*
- 11) Personalized Annual training program
- 12) Athletes who make the Cadet, Junior or Senior National *Team* will have all their private lessons with the Manitoba Provincial Coach funded at the discretion of the Board and if available in the budget.
- 13) Competition Participation:
 - a) All Manitoba Competitions – open event
 - b) Canada Cup West – open event
 - c) □Canadian Cup Series
 - d) NAC: Recommended 2 in age group
 - e) World Cups: minimum 2 in age group recommended (Cadet & Junior) 1 World Cup or FIE ‘B’ recommended (Senior)
 - f) Nationals – in age category (Cadet, Junior, Senior)
- 14) Volunteer Activities: 15 hours

NOTE: Two designated competitions funded at this level (See Appendix 4)

*The MFA covers 20 lessons of the 40 mandatory lessons with Provincial Coach. The first 20 lessons must be paid for in advance.

5.4.5 National Team Program Criteria:

- 1) Minimum Results (2016 – 2017):
 - a. Top 4 National High Performance Ranking; or Participation at any major international championship or games and the recommendation of the Provincial Coach based on weapon strength in the previous season, or:
 - b. Athletes having obtained a Top 4 result at Cadet, Junior, or Senior Pan American Championships or an outstanding result at World Championships (Top 8 for Cadet or Junior, or Top 16 for Senior) in the past three calendar years.
- 2) Recommended Armband Level: Blue (see Appendix 2)
- 3) Club Training Sessions per week: minimum of 1 at registered home club
- 4) Provincial Training Sessions per week: Minimum of 4
- 5) Minimum Individual Training: 2 per week (Strength training, Physical Training or Specific Training)
- 6) Minimum Training sessions per week: 7(one Club, four Provincial Team and two Personal Training)
- 7) Training Camps:
 - a. All designated Provincial Camps (7 to 10)
 - b. National Weapon Camps when applicable.

- c. Out of province / out of country camp recommended at the discretion of the Provincial Coach.
- 8) Directed training or individual lessons: Minimum of 1 per week with approved club coach or designated partner.
- 9) Minimum individual lessons per season: 100
- 10) Minimum individual lessons provided by Provincial Coach: 80
- 11) Personalized Annual training program
- 12) Private lessons with the Manitoba Provincial Coach funded at the discretion of the Board and if available in the budget.
- 13) Competition Participation:
 - a. All Manitoba Competitions – open event
 - b. Western Canadian Championships – open event
 - c. Canadian Cup Series- in age category (Cadet, Junior, Senior)
 - d. Nationals – in age category (Cadet, Junior, Senior)
 - e. NAC: Recommended 2 in age group
 - f. World Cups: minimum 2 in age group recommended (Cadet & Junior) 1 World Cup or FIE ‘B’ recommended (Senior)
 - g. Volunteer Activities: 20 hours

NOTE: Two designated competitions funded at this level (See Appendix 4)

5.5 Additional Expectations

- 1) The Provincial Coach will approve a designated training partner or coach for squad athletes and a designated training partner for Intermediate and High Performance athletes if the club coach does not have the experience at the required level.
- 2) Individual Lessons provided by the provincial coach are partially subsidized by the MFA. The athlete is responsible for ensuring he/she meets the lesson requirements taken with the Provincial Coach. Intermediate athletes must pay for the first twenty of thirty lessons while the High-Performance Athletes must pay for the first twenty of forty lessons taken with the Provincial Coach. The lessons should be spaced approximately evenly throughout the fencing season to meet training plan needs. Additional lessons beyond the numbers specified above are at the expense of the athlete.
- 3) Athletes designated as High Performance or Intermediate Program will be expected to take part in supplementary conditioning, training and sport psychology sessions throughout the fencing season. These sessions have proven to be essential in assisting our athletes to compete successfully in competitions throughout the world.
- 4) Prior to missing a training session, the athlete is responsible to notify the Provincial Coach. An athlete who is suspended from the provincial team for poor training attendance will not be eligible for funding for the duration of the suspension.
- 5) The selection of athletes to the High Performance, Intermediate, and Provincial Squad Program is the responsibility of the Provincial Coach. However, club coaches are encouraged to recommend athletes to the Athlete program.

5.6 Financial Support for Intermediate, High Performance and National Team Athletes

- 1) Financial support available to MFA provincial team athletes is outlined in Section 17 of the MFA Policy Manual (See appendix 4)
- 2) An athlete entering the **Intermediate** or **High Performance** program mid-season may qualify for *prorated* financial support provided that the athlete meets the program requirements, including MFA membership.
- 3) An athlete who, through their results during the fencing season, qualifies for a different MFA program may apply to that program by completing a new Athlete Contract with the Provincial Coach (e.g. a squad athlete achieving a Top 4 result at a Canada Cup may apply to convert to the High Performance program). That athlete will have his/her fees prorated for the remainder of the season and is eligible for prorated financial support from the programme he/she is entering (see Appendix 4)

5.7 Volunteer Activities

Novice athletes or their designate will not be required to provide volunteer hours

Squad Athletes or their designate*, are required to fulfil a minimum of 5 volunteer hours. Squad members are to provide a \$50.00 volunteer bond, which is returned upon the completion of their 5 hours of volunteering. In an effort to make volunteering at this level easier for families volunteer hours will be available at designated MFA tournaments and include piste set-up, piste take-down and canteen duty. Other volunteer opportunities will be made available on an ad-hoc basis.

Intermediate Athletes or their designate* are required to fulfil 10 hours of volunteer hours. Intermediate members are to provide a \$100.00 volunteer bond, which is returned upon the completion of their 10 hours. In an effort to make volunteering at this level easier for families volunteer hours will be available at designated MFA tournaments and include piste set-up, piste take-down and canteen duty. Other volunteer opportunities will be made available on an ad-hoc basis.

High Performance Athletes or their designate* are required to fulfil 15 hours of volunteer hours. High Performance members are to provide a \$150.00 volunteer bond, which is returned upon the completion of their 15 hours. It is expected that High performance Athletes volunteer their hours in the area of coaching and supporting young athletes at the Novice and Squad level, or deemed appropriate by the Provincial Coach.

National Team Athletes or their designate* are required to fulfil 20 hours of volunteer hours. National Team Athletes are to provide a \$200.00 volunteer bond, which is returned upon the completion of their 20 hours. It is expected that National Team Athletes volunteer their hours in the area of coaching and supporting young athletes at the Novice and Squad level, or deemed appropriate by the Provincial Coach.

The Athletes are responsible for keeping track of their volunteer hours on the Volunteer Hours Form on Appendix 3 of the Athlete Hand Book, and will need to be sent in at the end of June of each season. Upon Completion of all volunteer hours the Vice-President Athlete will notify the athlete or their designate in writing and will return or void the volunteer bond cheque. When the full allotment of volunteer hours is not met, the volunteer bond cheque will be cashed at the conclusion of the fencing season. \$10.00 per hour of volunteered time will be returned to the individual and the remaining monies will be taken in as general revenue for the MFA.

NOTE: Athletes who do not fulfil their volunteer hours are not eligible to receive athlete funding under Appendix 4: Section 17 of the MFA Policy Manual.

*A designate can be a family member or guardian

Volunteer opportunities include, but are not limited to:

- Competition Set-up/Tear-down
- MFA Open House/Demo
- Refereeing at designated tournament
- Directed coaching of squad/novice athletes at training sessions/camps
- Coaching squad/novice athletes at designated tournaments
- MFA fundraising or special events
- Participant on MFA Executive Board or MFA Committees

5.7.1 Recording of Volunteer Hours

Volunteer activities **must be recorded both in the athlete's training log, and on a Volunteer Hours Record Form (Appendix 3)**, and submitted to the Provincial Coach. Volunteer activities must be **approved** by the Provincial Coach or designate.

5.8 Recording of Attendance

Attendance at Provincial Training sessions will be recorded by the Provincial Coach and submitted to the Executive Director on the last day of each month.

Attendance at the athlete's registered home club must be recorded by the athlete in his/her training log, as well as with the on-line attendance tracking system.

Attendance of individual training will be recorded by the athlete in his/her training log book. A report stating the date, duration, and type of training, is to be submitted to the Executive Director on the last day of each month using the form in Appendix 5.

5.9 Athletes Residing and Training Outside of Manitoba

The MFA acknowledges that from time to time, an athlete who is registered in an MFA Athlete Program may not reside within the province of Manitoba. This may be to attend University, to train with another group, or coach, or for other valid reasons. In such instances, to maintain their Athlete Program status, the athlete must notify the MFA in writing indicating the reason for residing out of Manitoba. Through dialogue with the Provincial Coach, the MFA may approve

the out of province training as a substitute for the athlete program criteria. All out-of-province requests will be dealt with individually and will be subject to a \$500 “Out-of-Province Member” fee. This fee is assessed in lieu of the regular program fee and is meant to offset the loss to the Manitoba Fencing Association of sparring partners and mentors for our younger athletes.

5.10 Athletes Residing Outside of Manitoba and Temporarily Training With The Provincial Program.

Occasionally throughout the fencing season, High Performance Athletes from outside Manitoba may come to train with our Provincial Athletes. This is a benefit to our athletes as it raises the competition level and provides different opposition during training. Athletes from outside Manitoba must be affiliated with a recognized fencing body associated with the world governing body FIE and are responsible for paying a fee of \$10 per session at the discretion of the Provincial Coach.

5.11 Designated Sparring Partners

On the invitation of the Provincial Coach, athletes not registered with a provincial team program may participate in a maximum of *two* provincial team training sessions per week. These athletes must register as a MFA Sparring Partner and pay a fee of \$100 per 5 months. Sparring Partners must be members in good standing of the MFA.

Note that athletes seeking to qualify for provincial, national, or international championships or games are not eligible Sparring Partners and should register with an appropriate Provincial Team programme.

6 Disciplinary Measures

6.1 Inability to Meet Program Requirements

From time to time, an athlete, for acceptable reasons, may request an exemption from meeting certain specific program requirements. The athlete must contact the Provincial Coach, in advance, to notify him of planned absences. Reasons for the absence must be given. Mutually agreed absences will not be counted towards athlete disciplinary measures.

For periods in excess of three days, the athlete must submit a written explanation to the Provincial Coach who may forward the information to the MFA Executive.

The MFA recognizes that reasons may be confidential in nature and will maintain this information in confidence.

Athletes seeking an exemption from competing at any designated competition must request said exemption from the Provincial Coach **in writing** at least 45 days prior to the event. A written response will be provided by the Provincial Coach to the athlete making the request, and stored by the Executive Director for the duration of the season. Athletes may request an exemption from competition participation within 45 days of the event if said request is submitted as soon as the valid reason becomes known (e.g. announcement of an exam schedule, announcement of a conflicting competition, sudden injury, sickness, etc.)

Unexplained absences may negatively affect program participation and/or financial support.

Failure to compete in a designated competition, without an approved exemption, will negatively affect program participation and/or financial support.

NOTE: The Provincial Coach will determine whether or not an absence is justified. Examples of acceptable reasons include: sickness, injury, reasons of compassion, mid-term and final exams and other approved trainings. Training sessions missed due to heavy school workload will be counted as unjustified.

Suspension from MFA Programs

An athlete may be temporarily suspended for a maximum of one month from any MFA Program after a majority decision by a Disciplinary Committee, which shall be comprised of the following members:

- Provincial Coach / Technical Director
- Program coaches (if applicable)
- VP Athlete Development
- Athlete Representative

Potential reasons for suspension are outlined in paragraph 6.4

6.2 Removal from MFA Programs

A recommendation to remove an athlete from any MFA program will be made to the MFA Executive Committee after a majority decision by a Disciplinary Committee. The MFA Executive Committee will review and either approve or deny the recommendation at its next regularly scheduled meeting. A decision to remove an athlete from any MFA Program must be explained in writing to that athlete by the President. An athlete who has been recommended for removal from a program may be temporarily suspended from that program until such time as the Executive Committee has reviewed and approved or denied the recommendation.

6.3 Reasons for Suspension / Removal from MFA Programs

Athletes may be suspended and / or removed from MFA programs for any of the following reasons:

- Infractions of the MFA or CFF Codes of Conduct
- Cumulative attendance below 80% over 2 consecutive months excluding justified absences as determined by the Provincial Coach- attendance levels will be evaluated separately for each of the following;
 - Provincial Team
 - Home Club Training
 - Individual Training
 - Provincial Training Camps
- Failure to attend designated competitions
- Consistently poor work ethic at designated training sessions as assessed by the Provincial Coach
- Consistent failure to attain the required results to maintain status in the program (e.g. applicable results for High Performance)

The MFA has a zero-tolerance policy with respect to the use of illegal or performance enhancing drugs by its members, volunteers and staff. Any athlete, coach, volunteer or staff member participating in any MFA Athlete Program may be immediately suspended from that program by the Disciplinary Committee, upon suspicion of use of illegal or performance enhancing drugs.

6.4 Appeals

Athletes may appeal decisions to remove them from MFA Programs. Procedures for appeals are outlined in section 27 of the Policy and Procedures Manual.

Appendix 1: Local, National, NAC & International Competition Schedule

- 1) Manitoba Competition Schedule Updates www.fencing.mb.ca
- 2) Canadian Competition Schedule Updates www.fencing.ca
- 3) North American Cup Competition updates www.usfencing.org
- 4) International FIE competitions www.fie.ch

Appendix 2: Armband Criteria

CFF Web link: www.fencing.ca/downloads/armband_program_eng.pdf FOIL	Technical	Tactical	Rules	Refereeing	Coaching
YELLOW	Fundamentals, Simple attacks, Engagements and beats Lateral parries (4&6) Ripostes & counter-ripostes: simple direct	Valid target the dimensions of the piste Method of scoring hit	Corner judging Movement, attention, correct responses		
ORANGE	Simple attacks w/ preparations, Circular parries Ripostes & Counter-ripostes: simple indirect Compound attacks: w/ feints & disengages	Observation of others Differentiate between the attacker and the defender	Conventions Role of the referee (succinctly)	Referee 4 bouts using the correct commands and call the initial offensive action	
GREEN	Simple attacks on the preparation. Compound attacks Compound parries Prise de fer attacks: opposition, liement	Self-observation The ability to explain ones actions (both offensively and defensively)	Explain the fencing phrase	Referee 4 bouts analyzing the actions (summary only) Keeping a pool sheet	Ability to demonstrate the technical aspects of the yellow and orange armbands for beginner fencers
BLUE	Attacks on the return to guard. Compound attacks: multiple feints. Compound ripostes. Prise de Fer attacks: croisé, envelope Ceding parries	Observation of the opponent The ability to explain the opponents action (both offensively and defensively)	Rules about the field of play: boundary rules and sanctions	Referee 4 bouts analyzing the actions (completely) Demonstrate ease and self-assurance of analysis	Teach yellow armband to the perceiving stage of patterning stage of development.
RED	Compound attacks w/ Prise de fer. Counter time. Simple and compound dérovement Renewed attacks: remise, reprise	Explain ones choice of actions	Limits and extensions of the target area Rules regarding corps a corps and in-fighting. Judging: Only the attacker is hit.	Referee a full pool of 5 fencers Time keeping	Teach orange armband to the perceiving stage of patterning stage of development.
BLACK	Stop hit with the blade: opposition, interception. Chaining	Adaptations to all bouting situations	The sanctions	Provincial refereeing exam	Obtain Aide-moniteur accreditation

Appendix 3: Provincial Athlete Volunteer Record Form

Volunteer Hours

Name: _____

Program Category: _____

Date	Description	Hour(s) Logged
Total Hours		

Send the completed form to Daria Jorquera Palmer at dariajp@hotmail.com before June 23rd, 2017. Athletes who do not submit their forms completed with the required hours by the deadline will not be eligible to receive Athlete Travel Funding, and their Volunteer Bonds will be cashed. If the athlete does not complete all their hours, \$10 per hour of volunteered time will be returned to the individual, and the remaining monies will be taken as general revenue for the MFA.

Appendix 4: Section 17, MFA Policy Manual

17.1 Ongoing MFA Programs

The Manitoba Provincial Fencing team (hereafter referred to as the Provincial Team) is divided into five programs:

- Novice Program
- Provincial Squad
- Intermediate Program
- High performance Program
- National Team Member

Selection process and requirements for each program are outlined in their respective sections of the Athlete Handbook.

17.2 Special Programs

Special Programs are designed as required to enable the Association to field competitive teams for specific special events such as the Canada Winter/Summer Games, Western Canada Summer Games, Manitoba Games, and others. Special Program Selection process and requirements, including training requirements will be outlined in a program specific document prepared and approved by the MFA from time to time as required.

17.3 Training Requirements

Training and competition requirements differ between programs, and are listed in the programs' respective sections of the Athlete Handbook.

17.4 Disciplinary Measures

Disciplinary Measures applicable to Provincial Fencing Team members are outlined in the Disciplinary Measures section of the Athlete Handbook.

17.5 Program Fees

The fees for the various programs are listed in the Provincial Team Program Fees section of the Athlete Handbook. These fees are in place to offset the program costs and provide the MFA with additional funds for athlete travel assistance.

17.6 Athlete Travel Reimbursement

Athletes registered within the provincial team program may be eligible for financial support from the MFA to assist in offsetting the cost of travel to fencing tournaments or developmental events such as training camps. The amount of athlete travel funding available to athletes will vary from year to year depending on a number of factors such as:

- Provision of Sport Manitoba funding for specific programs
- The number of athletes in the various MFA programs
- The amount of MFA funding for specific programs

- The amount of funds raised by the MFA for Athlete travel reimbursement

Athletes in the High Performance and Intermediate programs, as well as National Team Members, are eligible for funding from the Athlete Travel Fund as prescribed by Sections 17.6.3 to 17.6.5*:

*Athletes must meet all of their program requirements as outlined in the Athlete Handbook in order to be eligible for athlete travel reimbursements.

17.6.1 Athlete Travel Fund

All funds reserved for Athlete Travel Reimbursement shall be filed under a budget line item called “Athlete Travel Fund”. All moneys allocated to this budget line item are to be reserved for direct reimbursement of MFA athletes (i.e. disbursements conforming to Sections 17.6.3 to 17.6.5) and may not be reallocated.

Moneys allocated to the Athlete Travel Fund may be sourced from:

- MFA general revenues, as budgeted
- Any fundraising activities initiated for the purpose athlete travel funding
- Any donations from persons or groups for the purpose of athlete travel funding

Funds in the Athlete Travel Fund will be disbursed to MFA athletes according to Section 17.6.3 by the end of each program year. Remaining funds in the Athlete Travel Fund following the disbursements under Section 17.6.3 shall be disbursed under section 17.6.4 of this document. Any funds remaining after the disbursements under section 17.6.4 will be reserved for disbursements under Section 17.6.5 at the end of that current fencing season.

17.6.2 Athlete Funding Committee

Recommendations to the MFA Board for allocation of the MFA Athlete Travel Fund will be made by the Athlete Funding Committee comprised of the following members:

- VP Athlete Development
- Provincial Coach/Technical Director
- Program Coaches (if applicable)
- Athlete Representative
- Treasurer

The Athlete Funding Committee will meet at least twice annually (June and November) to recommend allocation of funds to the Athlete Travel Fund, as well as to recommend disbursements to athletes as per sections 17.6.3 and 17.6.4. The Athlete Funding Committee must also meet from time to time, as required, to respond to any Athlete Funding requests under section 17.6.5.

17.6.3 Domestic incentive travel funding

The MFA will be providing partial travel reimbursement for competitions designated in the athlete contracts using an incentive funding system. Depending upon the athlete’s results at the

designated competition in the designated event category, he / she will be reimbursed as shown in the table below. An athlete could be reimbursed a maximum of \$1000.00 for National Team /High Performance and \$500.00 for Intermediate.

Competition Result	Total Travel Funding
Top 20% finish	\$500
Top 30% Finish, >20%	\$350
Top 35% finish, >30%	\$200
Top 40% finish, >35%	\$100

17.6.4 National Team Selection

Athletes who have been selected to represent Canada at an eligible National Team competition will automatically be considered for \$800 in travel reimbursement. If the costs associated with the competition are over and above \$1000, the athlete may also apply under section 17.6.5 for additional travel funding. Athletes will only receive the funding if they have accepted their selection to the event. Athletes participating in multiple National Team events during a season are eligible to receive this travel reimbursement for each of the events.

Eligible National Team competitions include:

- Olympic Games and Youth Olympic Games
- Pan American Games
- Cadet, Junior, and Senior World Championships
- Cadet, Junior and Senior Pan American Championships

Performance Incentive:

Athletes are also eligible for additional Performance Incentives at National Team competitions:

Olympic Games and Youth Olympic Games:

- Top 16 - \$600
- Top 8 - \$900
- Top 4 – \$1200
- Finalist - \$1500

Junior/ Cadet World Championships:

- Top 32 - \$100
- Top 16 - \$200
- Top 8 - \$300
- Top 4 – \$400
- Finalist - \$500

Senior World Championships:

- Top 32 - \$200
- Top 16 - \$400
- Top 8 - \$600

- Top 4 – \$800
- Finalist - \$1000

Pan American Games:

- Top 8 - \$360
- Top 4 – \$480
- Finalist - \$600

Cadet/Junior Pan American Championships:

- Top 8 - \$240
- Top 4 – \$320
- Finalist - \$400

Senior Pan American Championships:

- Top 8 - \$360
- Top 4 – \$480
- Finalist - \$600

17.6.5 Application for Athlete Travel Funding

To be determined

17.6.6 Disbursement of Travel Support Funds

Disbursement of travel support funds will occur no later than 30 days after the approval of travel support funding by the Athlete Funding Committee.

17.6.7 Appeal

Athletes in MFA programs may appeal decisions regarding the allocation of the Athlete Travel Fund. Procedures for appeals are outlined in Section 27 of this document.

17.7 Selection of the Athlete Representative

In order to ensure that the Association's athletes are well represented on committees whose recommendations directly affect them, the Provincial Team athletes, on an annual basis, will select an Athlete Representative. This representative will be chosen by a vote of all Provincial Team athletes after the selection of athletes into the MFA Provincial Team Program in September of each year.

17.8 Provincial Team Uniform

When possible, athletes on the Provincial Team are required to wear their provincial team uniform during their events at all out-of-province tournaments. An order form for provincial team clothing (including tracksuit) shall be made available to all Provincial Team members before the first National tournament (i.e., Canada Cup) of the season.

The design of the provincial team tracksuit shall be altered every four (4) years (or sooner if needed) following the Olympic Games cycle, in order to maintain an updated look for the team.

17.9 Review of Policy

The Athlete Funding Policy should be reviewed once every two years by the Athlete Funding Committee in October and come into effect the following fiscal year.

Appendix 5: Athlete monthly individual training report

Athlete Name:	
Report for the month of (mm/yyyy)	

Day	Activity	Hours	Day	Activity	Hours
1			17		
2			18		
3			19		
4			20		
5			21		
6			22		
7			23		
8			24		
9			25		
10			26		
11			27		
12			28		
13			29		
14			30		
15			31		
16					

Total hours:	
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Athlete Signature: _____