

# Regional Youth Competition Handbook

## Topic Index

- I. **Estimating the number of entries**
- II. **Planning the schedule and format**
- III. **Selecting a venue**
- IV. **Promotion and registration for the competition.**
- V. **Contributions, sponsorships and in-kind donations**
- VI. **Referees**
- VII. **Support Personnel**
- VIII. **Materiel requirements**
- IX. **Bookkeeping**
- X. **Preparing the venue**
- XI. **Running the tournament**
- XII. **Non-tournament related tasks**
- XIII. **Post competition report**
- XIV. **Appendix**
  
- XV. **Additional Topics**
  - I. **Estimating the number of potential entries in each age category:** The financial and organizational success of the competition is based on a fair assessment of the entry size for each specific event. The following are helpful indices for the purposes of estimation.
    - a. **Local age category competitions** - by consulting with divisional secretaries in the region/section, you can determine the size of local events, and get a fair appraisal of the field.
    - b. **USFA records** - an analysis of USFA memberships can give a precise number of fencers in each age group that reside in the region. Additionally, mailing lists may be purchased containing all fencers in the appropriate categories for any particular division or section
    - c. **Adjacent regional events** - a review of adjacent regional competitions can give a fair indication of attendance.
    - d. **Contacting clubs and coaches** - direct contact with pre-eminent Coaches and Clubs within the region can help with estimates. Additionally, the inclusion of these Clubs and Coaches in the planning phases will help insure their participation, support and help.

I. **Planning the competition schedule and choosing a format:**

After estimating the number of entries, the process of planning the schedule can begin. The RYC Space/Time/Referee Planning Schedule (see *attachment 1*) provides a valuable tool for establishing a timetable, and determining the number of strips, referees and support personnel necessary for each event. The variables involved in scheduling include the following:

- a. **Number of strips** - the size of the venue (as well as the availability of scoring equipment) will determine how many strips be able to be set up.
- b. **Number of Referees** - scheduling must take into consideration the number of qualified referees for each particular event. Since these competitions serve primarily as learning experiences, the use of inadequately trained or unskilled referees can be the single most deleterious element in a competition.
- c. **Event managers** - Each event should have it's own manager. This allows managers to focus on the needs and flow of that event, quickly process results, and making the transition to subsequent rounds as efficiently as possible.
- d. **Number of days** - the number of days of availability (as well as time constraints) for a given facility necessarily effects formatting. The decision as to how many age category events that could be effectively staged (Y10, Y12, and Y14) must account for these limitations. Ideally, two days should be allotted if the organizers opt to host boys and girls events in each weapon for each age category. Multi-day scheduling should group the Y10 and Y14 events for each specific weapon/gender on an alternate day than the Y12. This will facilitate multiple entries (Y10's doing the Y12, and Y12's doing the Y14) and maximal experience for the fencers without impeding the smooth operation of the event. (see *attachment 1*)
- e. **Formats** - The primary goal of competition formats is to give each competitor the maximum number of skill-appropriate bouts in reasonable period of time. To this end, organizers have significant latitude in selecting and implementing formats for RYC's. (*When RYC's are eventually used as qualification events, some formatting aspects will have to become standardized.*) If a larger than anticipated entry occurs, event managers have the option to switch to a less time and resource consuming format. Planning should involve the following considerations:

1. **Single gender vs. co-ed** - If the entries are small for same weapon/age category competitions, it is preferable to organize

- co-ed competitions. Particularly in Y10 and 12 saber and epee, where entry numbers tend to be lower, merging will increase the number of bouts for each competitor. (Gender based athletic differences tend to be less significant in these age categories.) To facilitate this option, same age/weapon events for boys and girls where low attendance is anticipated should be scheduled to start on the same day and time. Modified approaches can include co-ed pools followed by same gender direct elimination. In the Y14 age group, the organizer may opt for a co-ed format as well. Professional Coaches who can evaluate the relative competitive level should be consulted to see if merging best suits the competitors.
2. **Multi-round options** - the Brazilian system (two rounds with 100% promoted to a D.E. with no *repechage*) is currently the format employed at national events (Youth NACs). This system was adopted to provide a minimum of 9 to 10 competitive bouts for every fencer. Initial seeding is based on national rankings and classification, with the subsequent rounds and D.E. based on the pool results. A variant of this system involves splitting the competition into two brackets after an initial seeding round. The first round pools should consist of 7 to 8 fencers (double stripped). A pre-determined number of top seeded fencers are promoted to a second round of smaller pools followed by direct elimination. The remaining competitors are placed in large consolation pools. This system gives a greater number of bouts to all competitors with the added advantage of grouping fencers of comparable skill levels together.
  3. **Large round robin pools** - with entries of 12 or less, complete round robins (particularly in saber) can be staged on multiple strips. This format provides maximal experience for the competitors and may be followed by direct elimination and consolation rounds.
    - a. **Timetable** - after estimating the entries, accounting for the number of referees, strips and venue availability and establishing a format, the schedule can be set. Generally speaking, it is better to begin the larger events early since they require the most time and resources. The RYC Space/Time/Referee Planning Schedule (*see attachment 1*) is a useful tool for setting multi-event timetables. The estimated length of time for a round will vary based on pool size; numbers of strips used and weapon (saber pools run much faster than epee). This scheduling method will allow you to "book" referees and support personnel at different times during the course of the event based on need.

- b. **Seeding** - Initial seeding at regional events can be problematic. Those with national points or ratings can be seeded as per NAC protocols. Most fencers will not have classifications or national points. Entry forms should include a number of years fenced in addition to rating and national points. Coaches can be asked to rank groups of fencers from the same club.
- I. **Selecting a Venue:** the size and physical limitations of the venue determine the number of strips that can be set up. The more strips, the greater the flexibility in scheduling and formatting events. Fewer strips mean longer running times for each event, and fewer concurrent events.
  - a. **Space management** - Overcrowding strips present a host of problems - making it difficult for referees to officiate and inhibiting spectators, coaches and competitors ability to move around the venue. Generally speaking, around eight strips can be laid out in a standard basketball court-sized gym. Standard measurements for strips are available in the USFA rules book. *(With youth category fencers, you can cheat a little on the length and more on the width of the strip)* While grounded (metallic) strips are desirable, they are not required for RYCs.
  - b. **Clubs/University fencing rooms** - large clubs with infrastructure (machines and grounded strips) can be optimal if they can contain enough strips to accommodate the tournament. Availability can often be problematic and conflict with club programs and college schedules. Booking should be done as far in advance as possible to insure availability.
  - c. **Cost** - if renting a venue is necessary, a cost analysis of the competition is essential. Larger venues can be expensive, and could necessitate higher entry fees to cover costs.
  - d. **Site Map** - the preliminary layout of the venue is best done with a site map. Layouts must optimize the "geography" of the site, and mapping this information will prepare you to do so. Completed maps should list the location and reference number of each strip in the venue. Over the course of the event, this map will allow the central organizer to keep track of which strips are available or currently in use, and facilitate assignments. Maps can help in designing layouts that keep the flow of those registering, eating or purchasing equipment separate from the fencing and bout committee areas. The following information should be incorporated:

1. General dimensions of the facility

## USFA Regional Youth Circuit - Handbook

2. Location of restrooms and locker rooms.
3. Location of electrical outlets.
4. Entrances and exits
5. Isolated multi-purpose rooms.

e) **Miscellaneous** - The following features should be noted when evaluating a venue:

1. Floor surfaces
2. Lighting
3. Ceiling height
4. Electrical outlets
5. Restrooms/changing facilities/locker and shower facilities
6. Public Address systems
7. Availability of tables and chairs
8. Janitorial services
9. In house food services
10. Facility rules and regulations
11. Insurance requirements
12. Security requirements
13. Transportation accessibility

a. **Hotels and housing** – Organizers should provide some information on local hotels upon request. If feasible, arrangements should be made with hotels to provide group discounts if a minimum number of rooms are booked.

I. **Promotion and registration for the competition:** Once the venue has been secured and the schedule set, the competition has to be advertised and promoted.

a. **Entry forms:** Basic Entry forms should contain all pertinent information about the venue, schedule and entry fees. (Local hotels should be listed when possible). (see *attachment 2*) The USFA entry format is easily adopted for our needs. Advertising (Clubs/equipment retailers) can be included on the entry material to help defuse the cost of mailings.

b. **USFA Advertising** - RYCs are listed on the USFA homepage. Hopefully, we will be allowed to get some timely additional promotion on the "headline" section of the Website as well. Additionally, notification of regional schedules should be published in the national newsletters, *American Fencing* as well as divisional newsletters, schedules and websites.

- c. **Direct/Club mailings** - Notification and entry forms should be mailed or delivered to the all Clubs within the region as far in advance as possible. Mailing labels can be purchased from the USFA, or lists can be culled from the divisions and sections segment of the Website. Listings of all USFA members eligible to compete within the region can also be purchased from the USFA for direct mailings. Clubs should be asked to post information on premises.
- d. **Email** - Most Clubs and schools have Email contact listings. Email is the fastest and least expensive way of disseminating competition information. Frequently, Clubs have web sites and do mass Emails to members on topical competitions.
- e. **Registration** - methods of registration can increase entries. Multiple modes provide efficient alternatives for busy parents and coaches. The following methods should be adopted:
  - 1. **On-line**: On-line registration forms can be put together inexpensively. Registration information can be downloaded directly to Competition programs or registration forms with a minimal chance of human error. Confirmation can be emailed back instantaneously. One drawback is that entry fees can only be collected when the fencer checks in on the day of the event.
  - 2. **Fax**: faxing provides another entry mode. Faxes have mechanical drawbacks from time to time. Entry fee prepayment is similarly problematic.
  - 3. **Conventional mail** – allows for pre-payment, but tends to be more cumbersome to process.
  - 4. **Late entries** – late entries make it difficult to properly plan the event. Those entering after the established deadline or at the door are generally assessed a penalty above and beyond the normal entry fee.
- I. **Contributions, sponsorships and in-kind donations**: The commercial success of an event can be augmented through financial and material contributions as well as volunteered services. Organizers should aggressively canvas parents and club members for potential leads.
  - a. **Financial contributions** - any money donated to defray competition expense can be considered tax deductible if the sponsoring organization is a 501C3 (not for profit) corporation. USFA member divisions (as well as many Clubs) qualify as such.
  - b. **Material contributions can include the following**:

1. Scoring and set-up equipment - machines/reels/floor cables, extension cords, tables and chairs, etc.
2. Prizes - fencing equipment, etc.
3. Food - any fresh or prepared food that can be sold at the event.
4. Computers, printers, fax and copying machines
5. Trucks, vans or busses
6. Medical and trainer supplies (athletic tape, etc)
7. Tee shirts and printing

**a. Volunteer services/labor**

1. Website design, desktop publishing and data processing
2. Medical personnel/trainers
3. Referees
4. Sales personnel
5. Artwork and logo design
6. Armory, set-up and take down personnel
7. Registration, bout committee

**a. Sources of volunteers and contributions**

1. **Parents** - The extended families of young competitors are often eager to contribute to events such as these. Forms requesting sponsorships, various materials and volunteers should be distributed to local clubs or solicited through divisional/sectional Website and newsletters.
  2. **Local businesses** - families with connections to local businesses might be capable of securing funds and material resources.
  3. **Schools/Clubs** - frequently, schools and Clubs are willing to make their venue or equipment available at little or no cost.
  4. **Equipment retailers** - will often donate prizes or machines in exchange for the right to vend their equipment at the event.
    - a. **Programs/event journals** - programs which list competitors and event information etc can be used to sell commercial and "booster" advertisements.
    - b. **Acknowledgments** - all volunteers and contributors should receive the appropriate "thank-you" and tax letters when necessary.
1. **Referees:** Having quality referees is an essential ingredient for any well-run event. Securing referees can be difficult and costly, and availability will vary from region to region. Currently, there are no referee ratings requirements for RYC's, which allows for

greater latitude in the selection process. The referee form is a useful tool for booking and scheduling officials (see *attachment 3*).

**a. Sources of referees:**

1. **FOC** – the Fencing Officials Commission is responsible for rating and assigning referees for NACs. They have directories of all rated referees, and can indicate those who live within a particular region. Additionally, the FOC will conduct training clinics upon request to help develop new referees. FOC raters can be invited to RYCs to help in assign and evaluate unrated referees.
2. **Clubs** – Experienced Club fencers (with current or prior competitive backgrounds) are an excellent source of referees. Along with entry forms, requests for referees can be sent to all clubs within the region. Clubs can be incentivized by offering group discounts on entry fees based on the number of volunteer refs they bring.
3. **Colleges and Universities** – local college fencers are among the best available referees. Area schools should be contacted, and college coaches (who are eager to support RYCs) should be enlisted to help recruit these fencers. *Quid pro quo* arrangements with the division (i.e. giving free entries to local competitions) can act as an additional inducement.
4. **Coaches** – Professional Coaches are a valuable source of referees. One major *caveat* - if the Coach has students competing, clearly there can be a conflict of interest. Even if they are scrupulously honest, there can be a negative perception among competitors. Additionally, most Coaches attend these events to watch and help their fencers – not to officiate. For this reason, it is generally not advisable to have them referee, unless absolutely necessary.

**a. Funding and pay scales**

1. **Volunteers** – While they are willing to work for free, be careful not to exploit their largess. (They also deserve to be fed.)
2. **Pay scales** – referees can be paid on a flat fee basis or per-round basis. Be sure to budget so that your pay scale is economically feasible.
3. **Quid pro quo's** – Exchange of service arrangements (as indicated above) can offer an economical "soft-dollar" approach to compensating referees.



- I. **Support Personnel:** Running a multiple event competition requires the coordinated efforts of many people. The greater the pool of trained support personnel, the more efficiently the tournament will run. Volunteer sign up sheets (*see attachment 4*) should be printed and sent out with entry forms. Prior to the event, all volunteers (particularly those with bout committee, armory or officiating experience) should be contacted and worked into the schedule.
  - a. **Set-up/take-down** – workers are necessary to prepare the venue for the event in the following ways: laying out and taping down strips; setting up machines and reels; wiring the machines; laying out tables and chairs, transporting materials. This is strenuous manual labor frequently requiring heavy lifting. The larger the crew, the faster and less tedious this procedure will be. Remember to schedule sufficient workers to take down the equipment at the conclusion of the event.
  - b. **Registration staff** – Volunteers are needed to supervise check-in throughout the day. Prior to the event, the volunteer staff should be assembled, and registration materials deadlines and procedures reviewed. If computer registration software is involved, qualified individuals should be properly prepared.
  - c. **Bout Committee** – each event should have a separate bout committee consisting of two or more members. With all the critical functions performed by the bout committee, at least one should have prior experience (Veteran personnel can provide on the job training to novice partners). Additionally, one bout committee member should be patrolling the floor monitoring the progress of each round and providing help for slow pools or brackets.
  - d. **Referees** (*see above*) – when scheduling referees, make certain you account for which events "weapon specialists" must attend. A scheduling sheet (*see attachments 1 & 3*) should be prepared to facilitate booking.
  - e. **Scorekeepers/timekeepers** – when available, *competent* score and timekeepers can help competitions run more efficiently.
  - f. **Armorers** – armorers are needed to maintain the equipment, trouble-shoot problems and help fencers. If equipment vendors are supplying the machines and reels, they will provide this service. Otherwise, it is critical to have several qualified armorers on call at all times.
  - g. **Miscellaneous**

1. **Food services** – Volunteers are needed to procure and vend food during the course of the tournament.
  2. **Merchandise vending** – Purchasing, preparing and vending can be handled by an independent committee.
- I. **Materiel requirements:** Various supplies and equipment are necessary to run a successful event. Possible sources for equipment and supplies are discussed in Section V. *It is important to prepare checklists to help account for all the materiel indicated below.* While each region will have access to different resources, we should plan to pool our needs for specific materials and form "buying cartels" when practical.
- a. **Scoring equipment** – There are two primary sources for obtaining quantities of scoring equipment:
    1. **Clubs and Schools** – Clubs and Schools can be asked to donate or rent their stock of equipment. (If the event is held at a School or Club with sufficient equipment, this is moot). As with referees, *quid pro quo* arrangements can be made with Clubs for reduced entry fees in exchange for equipment.
    2. **Vendors** – Equipment companies often have large stocks of well-maintained equipment they will rent on a per/strip price basis. Frequently, these companies will "swap" the equipment in exchange for exclusive vending rights at the Competition. This is the simplest and most reliable method of securing quality equipment.
  - a. **Bout committee and registration supplies**
    1. Computers and competition software
    2. Printers
    3. Copying Machines
    4. Computer Paper: 2-3 large reams
    5. Seeding index cards: if manual seeding is necessary, these cards are very useful
    6. Secretarial supplies – scissors, staplers, manila folders, index cards and large envelopes
    7. USFA membership forms
    8. Additional entry forms
    9. Lockable cash box and change
    10. Strip materials

- a. Pool sheets, D.E. tables and D.E. score sheets: even if printable from software, just in case of computer failure. Customized pool sheets for larger round robins
- b. Pencils/pencil sharpener: at least 2-3 boxes of pre-sharpened pencils
- c. Clocks: inexpensive stop watches (or ask the referees to bring their own).
- d. Weights and shims: often rent-able from equipment vendors. (be sure to have identification markings on all borrowed equipment)
- e. Clip boards for pool sheets

**a. Miscellaneous supplies**

- 1. Armory supplies
- 2. Extension cords
- 3. Tape
  - a. Safety tape – *used to mark strips on gym floors without damaging the surface*
  - b. Electrical tape
  - c. Duct tape
- 1. Standard tool kit
- 2. Strip measures – segments of rope that are pre-cut to the length of a standard strip. (Center, *en garde* and two-meter lines are marked on the rope with tape). These are invaluable for marking strip boundaries.
- 3. Loud speaker or P.A. system – if unavailable on site, for large venues they are necessary for making all announcements.

**a. Awards, trophies, medals and prizes – (see section V)**

- 1. Sponsors – Individual or corporate sponsors who contribute substantial funds should have Events "named" in their honor.
- 2. Bulk orders – price discounts by piggybacking orders with large divisions or sections
- 3. Prizes – fencing equipment companies, local merchants etc can be asked to donate prizes or gift certificates.

**a. Food services** – in addition to food and drinks, the following materials are needed:

- 1. Cutlery

2. Paper towels, napkins, wax paper sheets
  3. Large trash bags
  4. Disposable table cloths
  5. Disposable gloves
- a. **Merchandizing** - tee shirts, towels, water bottles, pins and patches can be fabricated and sold at events. Children love kitsch.
  - b. **Appropriate insurance certificates** – third party and event liability insurance must be obtained several weeks in advance for each event that is not held at a USFA member organization. Contact the USFA office for specifics.
- I. **Bookkeeping** – A basic bookkeeping ledger should be established to anticipate, track and record expenses and revenues. In the initial planning phase, basic costs (venue, labor, and materiel) and revenues (entry fees, sponsorships, merchandizing and rental) should be estimated and budgeted. There should be at least a 30-50% profit margin. Tighter margins become deficits if unanticipated expenses arise.
  - II. **Preparing the venue** – Once supplies have been accumulated and support personnel have been recruited and scheduled, it is time to plan and prepare the venue. *A written timeline should be established to help guide both the set-up and takedown process.* Armorers are your best friends when putting together site plans and doing the nuts-and-bolts set-up, so be certain there is one or more available.
    - a. **Time lines** – based on the number of strips, overall layout, and number of workers, an experienced armourer can estimate how long it will take to prepare the venue. Be certain that you have access to the site one day prior to the competition to make preparations. The facility should be ready to go on the morning of the first event.
    - b. **Personnel** - when it comes to any tasks involving manual labor, you can never have enough help. For laying out strips, organize teams of workers to do the measuring and taping under the overall supervision of the head armourer. Armorers should set up the power supplies and extension cord layout. While most of these workers will be volunteers, remember – they still deserve some food and drinks.
    - c. **Outline of set-up tasks:**

1. Tape out strips (use safety tape when necessary and the pre-cut strip measures)
2. Set up power supplies and extension cords for strips and bout committee
3. Set up machine stands, or tables and chairs
4. Lay out and connect machines and reels
5. Set up armory table
6. Set up bout committee, registration, trainer, food service and designate equipment vending areas
7. Put up strip identification signs (STRIP 1, etc), and location signs (i.e. REGISTRATION; BOUT COMMITTEE; etc). Have these signs printed and ready in advance.
8. Set up computer ports, printers and copy machine (if available)
9. Store non-perishable food and medical supplies

d) **Takedown** – Breaking down strips should begin as the tournament winds down. As soon as the bout committee indicates that strips are no longer needed, they should be taken down and stored. This shortens the post-competition clean-up period considerably.

- I. **Running the tournament** – With all the preparations in place and volunteers lined up, the stage is set to run the events. Make sure you contact your volunteers on the days preceding the competition to confirm their commitment and schedule.
  - a. **Registration desk** – at least one hour prior to the close of check-in, the registration desk should be manned. It is preferable to have at least two volunteers working each event - one to check the pre-entry and take payments, another to handle new entries, USFA memberships and fill seeding cards out (they should be familiarized with this procedure prior to the event). Regular announcements should be made on the PA system informing those in attendance of the opening (and impending close) of registration. Just prior to the close, any pre-entries that have not checked in should be paged and given 5 minutes to report to the registration desk before they are scratched. Registration for events with over-lapping check-in times *must* have separate registration teams. Promptly after the close of check-in, properly ranked seeding cards should be given to the bout committee chair or a designated surrogate. The completed entry sheet (*see attachment 5*) should give the full accounting record for the event.

- b. **Equipment checks** – There is no current requirement for separate equipment checks at RYCs. Referees should be instructed to examine equipment for obvious problems (excessive oxidation, rips, damaged masks, etc) and to exercise appropriate judgement. They should also be made aware of all rules specific to youth events (blade length, etc).
- c. **Bout Committee** – as previously stated, there should be separate mini-bout committees responsible for each event. Members of the committee (2 or more) should preview the entry prior the close of check-in to determine if the format selected is appropriate. (Significantly larger or smaller entries might require a different format). If computer software is being used, make sure the properly audited entry (new and scratched fencers) is accurately entered. If the seeding and operation is done manually, carefully review the entry cards before setting up the preliminary rounds. Generally speaking, event software is most useful for events with conventional formats that exceed 25 entries. Smaller events can be run just as efficiently on a manual basis. The following timetable lists the duties of the bout committee:

1. Initial seeding of fencers
2. Setting up preliminary pools (have enough volunteers with good penmanship to write up the pool sheets)
3. Designating strip assignments for pools
4. Assigning referees
5. Posting pools and announcing strip assignments on the P.A.
6. Actively monitoring the progress of each round, and sending help to strips where necessary – *at least one member of the committee must be out on the floor at all times performing this task!*
7. Processing and sorting results as quickly as possible
8. Steps 2-7 for subsequent rounds.
9. Setting up D.E. tables (step 1-7) – once the D.E. table has been established (assuming no *repechage*), it is most effective to have the bout committee person supervise completion *directly at strip side*.
10. Calculating final placement of fencers as they are eliminated
11. Conducting award ceremonies
12. Establishing complete placement listing
13. Filing all seeding, pool, D.E. sheets and tables, final placements for each event separately

Additionally, the bout committee must handle and rule on any protests or appeals that might occur.

- a. **Arbitrage** – One or more volunteers should be assigned to arbitrage as head referee. Prior to the competition, referees should be classified based on strongest weapon and overall rating. The head referee should check in volunteers, assign them to the various events in advance and council and assist the bout committee with appropriate assignments. Additionally, the head referee should observe any officials if ongoing complaints are lodged.
- b. **Miscellaneous** – the following services should be maintained throughout the course of the event
  - 1. Armorers – 1-2 on call to trouble-shoot throughout the day
  - 2. Physician/athletic trainer – either or both should be available to handle injuries or emergencies.
  - 3. Lost and found area – should be designated for unclaimed or misplaced equipment
- I. **Non-tournament related tasks** – the financial viability of an event can be greatly augmented by food services, merchandizing and fund raising. While these are not critical elements in a well-run competition, they can directly contribute to both the "bottom line" and the overall positive atmosphere.
  - a. **Committees** – Semi-autonomous volunteer committees (parents are the best source) should be organized to spearhead these functions. Competition related personnel should not have to divert attention to these areas, especially when the events are taking place.
  - b. **Food services**
  - c. **Merchandizing**
    - 1. Tee shirts
    - 2. Club paraphernalia – warm ups, sweat shirts, etc.
    - 3. Water bottles – with competition logo.
    - 4. Pins
  - a. **Event Journals** – booster and commercial ads can be sold
  - b. **Armory services** – armory services can be offered on a fee-basis.

- c. **Equipment Sales** – if *quid pro quo* arrangements have not been made with Equipment Vendors, the organizers can rent space to one or more.
- d. **Raffles**
- e. **Other services**
  - 1. Massage table
  - 2. Professional photographers
- I. **Post competition report** – the tournament manager should write a brief report (see *attachment 6*) which includes the following information:
  - 1. Total entries and complete results for each event
  - 2. Problems or observations regarding the venue
  - 3. Evaluation of the refereeing
  - 4. Formats employed
  - 5. Running time of each event
  - 6. Evaluation of volunteer pool
  - 7. Bout Committee report (noting any black card incidents, operational or organizational problems)
  - 8. Medical report (if any reported injuries)
  - 9. Recommendations

**I. Appendix**

- a. Attachment 1 – RYC Space/Time Referee Planning Schedule
- b. Attachment 2 – Regional Youth Circuit Entry Form
- c. Attachment 3 – RYC Referee Directory
- d. Attachment 4 – Regional Youth Competition Volunteer Sign Up Sheet
- e. Attachment 5 – Registration Form
- f. Attachment 6 – Memo: Post Competition Report

**I. Additional Topics**

- *Submitting bids for RYCs*
- *Designating and Selecting Regional Coordinators*
- *Defining and Identifying Regions*
- *Coordinating Regional Schedules*
- *Committee Structure*
- *2-3-4 Year Development Plan*



## USFA Regional Youth Circuit - Handbook

- *Standard RYC Competition Rules*
- *Developing a Point System*
- *On-line Entries and Competition Software*