



Fencing New Zealand

(Fencing New Zealand Incorporated)

Code of Conduct for a Fencing New Zealand Official

This document describes the expectations for how Fencing New Zealand Officials should conduct themselves. This document is in addition to the general Fencing New Zealand code of Conduct. All Officials need to understand that they are representatives of the Fencing New Zealand sporting Community and the country. Officiating in an important part of all sports and the guarantee of impartiality in all decisions is what gives any competition a sense of fairness and legitimacy to each event.

All Fencing New Zealand Officials that impact the Athletes and Fencing MUST be affiliated with Fencing New Zealand or to another international fencing organisation. This specifically covers Directoire Technique (DT), all referees, Head of Weapons Control team and the Head of Floor Control Team.

All Fencing New Zealand Officials must understand that all the FIE rule books (apart from a very few documented NZ only rules) apply to every member of Fencing New Zealand. The rules apply across all levels of competition, not just to elite athletes. The FIE Rule books can be found on the FIE website at <https://fie.org/fie/documents/rules>. The rules also apply to people who support athletes, like referees, coaches, DT's, managers, Weapons Control etc.

Compliance with Codes Published by the NZ Sport Integrity Commission is required.

Officials should be aware that their approach to officiating can influence the participants' experience and enjoyment of the sport, including the impact on other Officials.

Each Official becomes the 'face' of officiating at competitions. People often judge all officials by how an individual official behaves, which means that they need to behave in a professional and responsible way. It is important that officials present in a manner that portrays officiating in a positive and respected manner.

Officials are responsible for their actions and attitudes. People expect the official to be a person they can trust to control the competition.

All Officials must strive to maintain and promote neutrality. When interacting with athletes and spectators, the referee's decisions must be free of bias for *any* reason, including (but not limited to) gender, gender identity, race, ethnicity, religion, sexual orientation, physical ability, nationality, etc.

There are a number of expectations of officials including:

- **Trustworthy** - honest and impartial
- **Responsible** - have integrity and take the role seriously
- **Prepared for their role** - prepared physically and mentally for the task
- **Competent** - have and are further developing the skills for the task

- **Calm under pressure** – to be able to complete their tasks, communicate and interact with participants and other officials in a calm and appropriate manner

It is important to remember that the competition in which the official is officiating is the most important competition that day to those participating in it.

Fencing Officials and their general responsibilities

Head of Directoire Technique –

- Liaises with the Competition Organisers regarding Venue Facilities Management and Equipment.
responsible for loading entries into the system in advance and applying ranking points
- at close of competition:
is responsible for creating and distributing Ranking files as required
is responsible for creating and distributing Referee reports as required
- assists Floor Manager with daily Risk Management Checklists prior to events starting
- Liaises with Floor manager if issues occur
- Manages the event software, and on the day competition management,
- Liaises with First Aiders, reviews and signs all accident reports
- Liaises with Protocol officer to ensure presentations happen in a timely manner without disrupting the flow of the competition. Ensure if an international event medals and certificates are awarded appropriately
- is the overall final decision maker in the case of disputes.
- Receives any reports / disputes / complaints / Black Cards and handles as appropriate
- Manages the Secretariat / data entry operators as needed.

Head Referee / Co-ordinator/ Referee Delegate – Works as part of the DT Team and organises the referees for each bout, settles referee disputes alongside the head of DT, and ensures

- Bout assignments based on what is good for fencing and what is good for the referee
- conduct themselves ethically and professionally in the assignment process
- shall respect the rights and dignity of all the referees and will not criticize them publicly, and any criticism shared will be constructive, and for the referee's benefit
- shall offer equal opportunity to all qualified referees and shall not discriminate against or take undue advantage of any individual or group and shall be free of bias for *any* reason, including (but not limited to) gender, gender identity, race, ethnicity, religion, sexual orientation, physical ability, nationality, etc
- cooperate fully in the timely resolution of any grievance or complaint.

Referees - Works with the head Referee and ensures all bouts are fenced in a timely and proper manner. Referees:

- must strive to maintain and promote neutrality. When interacting with athletes and spectators, the referee's decisions must be free of bias for *any* reason, including (but not limited to) gender, gender identity, race, ethnicity, religion, sexual orientation, physical ability, nationality, etc.
- shall recuse themselves from any match and/or request a change of assignment should a referee believe they are not capable of adjudicating in an unbiased manner.

- shall accept assignments only when no conflict of interest exists. Even in those instances that may suggest a conflict of interest (e.g., pupil or former pupil, same club, etc.), the referee must make it known immediately to the Assigners, whose judgment will resolve the concern.
- are representatives of the body conducting the competition and therefore shall not consider themselves associated with any country, club or individual during the competition.
- should not coach or assist athletes; referees are present at the competition to officiate in an impartial and timely manner. While advice to fencers off the piste may be acceptable, care needs to be taken to ensure the referee has completed currently allocated duties and is not allocated to any following bout including the fencer(s).
- should exercise authority but shall avoid inciting participants (e.g., athletes, coaches, or spectators) to misbehave.

Floor Control (Manager) /Technical Support Manager

The Floor Control (Manager)

- Liaises with Venue management and the Directoire Technique (DT), including the Head Referee
- Ensures daily Health and Safety announcement is made to all competitors and audience members
- Manages the set-up and pack-down of the venue, including the Field of Play equipment
- Before the start of each day, checks the venue is clean, correctly set-up and ensures all potential risks are removed or mitigated.
- During the fencing activity the Floor control (Manager) is responsible for provision of spare boxes, cables, batteries etc to ensure the flow of fencing is minimally delayed.
- Assists Protocol Manager as required for on Piste and Podium presentations.

Head of Weapons Control – Who may also be managing volunteers

The Head of Weapons Control:

- Creates, manages and trains a team of people (volunteers) and manages a roster to ensure sufficient people are on hand to check all the fencers' equipment before the competition and as required.
- organise the equipment and process for checking of the fencers' equipment and oversee its efficient functioning. Checking must be carried out in accordance with the rules to be found in the Material Rules, allowing for any specific Fencing New Zealand Rules that may be in place.
- Has an obligation to see that the Rules are adhered to. Any issues should be discussed with the DT and / or Head Referee.
- They assist referees over material problems during matches.
- Assists the Floor Controller with issues on the fencing floor as required.

First Aider(s) / Medical Provider:

The First Aider:

Records all treatment provided and at the end of each day ensures records are provided to Head Referee and then to the DT for review and signing.

Evaluate the medical situation and supervise the intervention or recognized treatment of any injury or other medical reason in accordance with t.45.

Ensures that any medical breaks are documented on the bout sheet (held by the referee) and on the accident form.

Advises Floor Controller and / or DT if additional resources are required for First Aid kit(s)

Safe-Guarding Officer(s):

The Safeguarding Officer helps ensure the wellbeing and fair treatment of all fencers in our sport. (further information may be found at <https://www.fencing.org.nz/welfare/wellbeing> and <https://sportintegrity.nz/integrity/participant-protection-and-safeguarding/participant-protection>) The key responsibilities include:

- Is a trusted point of contact for fencers to raise any concerns about their safety or fair treatment. This could relate to issues like bullying, harassment, or other inappropriate behaviour. Listening carefully and providing initial advice/support to fencers who raise concerns. Where appropriate, working with them to resolve the issue informally.
- Referring serious complaints or incidents to the formal complaints process as set out in Fencing NZ's policies. Providing information to support formal investigations if required.
- Helping promote safe and inclusive behaviours through education and role modelling good practice.

Protocol Manager(s) – who may also manage other volunteers.

The protocol manager looks after presentations and VIP's. This will include:

- Liaises with Floor Manager, Directoire Technique (DT), including the Head Referee as to timing of presentations
- Ensures all medals and Cups are available as appropriate
- creates certificates as needed
- Announcing semi-Finalists and Finalists bouts
- Liaises with President FENZ and the local region to identify presenters, ensures a short biography of each is available for introductions.
- Arranging and announcing Podium presentations
- records details of all cups/shields presented to fencers and number of medals used.

I have read and understood the Code of Conduct for a Fencing New Zealand Official

I will:

- Follow all the FIE rules as documented unless there are specific documented Fencing New Zealand exceptions in which case these will apply -For International competitions (Oceania, Commonwealths, FIE etc.) Fencing New Zealand exceptions will NOT apply, the full FIE rules will be applicable.
- place the safety and welfare of players above all else
- be impartial, consistent, objective and courteous when making decisions
- accept responsibility for my actions and decisions
- condemn unsporting behaviour and promote respect for the individuality of players
- avoid any situations which may lead to or be construed as a conflict of interest
- be on time and available as required
- be a positive and consistent in my behaviour
- always respect and support other officials
- keep up to date with the latest 'laws of the game', trends and principles of their application
- refrain from any form of personal abuse towards or shouting at players or other officials
- respect the rights, dignity and worth of all people involved in the game regardless of their gender, ability or cultural background.

I will not:

- arrive at the venue intoxicated or drink alcohol while on duty.
- Be under the influence of any drug

Sign to acknowledge agreement with the above:

_____ Date: _____

Full Name:
