

Champlain Cup Meet Manager's Guide --- 2002 version w/2008 updates

Before the Meet

Supplies (buy expendables, arrange for transportation of other equipment):

Measuring ropes-marked off with strip dimensions. VFA has 2 of these, other clubs may want to make them.

Gentle adhesive painters tape (approx. 36 yards per strip needed). Do not use duct tape, regular masking tape or anything else to mark strips! Buy at a specialty paint store (not all hardware stores carry this).

Duct tape-for holding down reels and setting up bungee systems. Minimize use on floors. If requested, use painters tape between the floor and duct tape.

Index cards for registration.

Photocopies-registration forms, pool sheets, d.e. tables, USFA membership forms.

Either make your own copies or make sure someone is bringing enough.

Awards-you can either purchase these yourself if you want something special (there are several on-line trophy shops as well as several in the Burlington area), or you can purchase medals from the GMD stock. If buying GMD medals, make sure a division officer will be bringing what you need. Recommended: make labels to stick on the backs of the medals with event name, date, placement, etc. Computer printed address labels work nicely, although you may have to trim them to fit.

Round up equipment (contact division vice president, or contact clubs directly. Viveka currently has all GMD equipment). This is what is available:

A. VFA set #1-Prieur 2 weapon machine, Uhlman reels, floor cords

B. VFA set #2-Eigertech 3 weapon machine, Uhlman reels, floor cords

C. VFA set #3-Triplette 3 weapon machine, Uhlman reels, floor cords

D. VFA set #4-Favero 3 weapon machine, bungee reel system

E. GMD set #1: St. Georges 3W machine, Uhlman reel, floor cords.

F. UVM set #1 - Eigertech 3W machine, bungee reel system

G. UVM set #2 - Eigertech 3W machine, bungee reel system

H. Sherwood SmithOs Prieur 2W machine, floor cords (no reels-use I or J)

I. GMD extra set of Uhlman reels

J. VFA extra bungee reel system

K. GMD: 2 sets weights, shims. If more needed, arrange with other clubs to borrow (VFA has 1 set).

L. Clipboards (1 per strip-VFA has lots), pencils, pencil sharpener, calculator, rule book

M. Extension cords (enough to reach each table-host club should arrange with venue or bring from home), 1 multi-outlet strip (preferably with surge protection) per table (GMD has 2, VFA has 2).

Set-up

Allow room for directors to stand. Strips can be a little narrower than 2 m to accommodate this.

Allow run-off room at end of strips so there is room for fencers to back off end without running into anything. Keep run-off areas clear of equipment and cords. If necessary for safety, shorten strips by taking a little distance (equal amounts on both sides) out from between en garde and warning lines.

Big tables (i.e. 8' long) are needed for bungee reel systems. Other machines can go on smaller tables.

Use surge protectors if available-first priority is on St Georges (Division) box.

Registration - Using Fencing Time, you can check off each fencer as he/she checks in. Money though is still recorded manually on paper lists.

Begin at least 30 min. before event time. Each fencer fills out a note card for each event - name, rating, club, event (also birthdate for age group events-include year). Use Tournament Entry Forms to keep track of payments and coupons (do not mark a fencer as paid until you have their money in hand), as well as rating and club affiliation. Checks should be payable to the tournament's host club. Collect money in envelope, keep it separate from cafe money, and hide it away when you are not sitting at the table guarding it.

Choosing a format

You want to choose a format that will allow you to complete each event in time for the next one to start, given the number of strips and directors available, while at the same time giving the most amount of fencing possible to the fencers who finish last (the winners always fence a lot and go home happy!). Try to avoid the possibility of a fencer being eliminated or sent directly to DE after fencing only 3 or 4 bouts. Whenever possible, double strip pools of 6-7 fencers, and always double or triple strip pools of 8 or more.

Recommendations:

Pools of 4-5 or 5-6 competitors: 2 rounds of pools, a limited number (usually 8 or 16 - by official USFA rules it should be at least 1/2 of field, but we haven't been too strict about this) up to DEs. If there is a wide spread in abilities, consider the Shark Pool format (see below).

Where all pools have 6+ competitors in them: 1 round of pools, everybody up to DEs.

Seeding/making pools -- Fencing Time program does this all for us now, but this is how it used to be done manually.

For the first round:

When registration is complete, stack the cards for that event from highest rated to lowest rated fencer. For fencers with same rating, most recent year earned is higher (e.g. D01 is higher than D99, which is higher than E01). If fencers have exactly the same rating and you know them, make a guess which is the better fencer. If you don't know them or have no idea, just put them in alphabetical order. Deal out the cards to create the desired number of pools by following this pattern (the example here is for 3 pools of 5):

1	2	3
6	5	4
7	8	9
12	11	10
13	14	15

Now look at the pools you made and try and break up fencers from the same club so that they aren't in pools with people they practice with all the time. Also try to create a balance of males and females and adults/ kids. Do this by swapping fencers of the same rating (you can swap a D for another D, regardless of year earned, but you can't swap a D for an E). Once you have created the most balanced, most interesting pools given the cast of characters, record names on pool sheets.

For a second round of pools or DE table:

As results come in from the first round of pools, mark on each fencer's note card his stats as follows:

VI Ind TS

VI (victory indicator)=number of victories/number of bouts fenced. I usually record this as a percentage because I find them easier to deal with than a decimal, but it really doesn't matter.

Ind (indicator)=touches scored-touches received

TS=touches scored

When all the cards are marked, stack them in order from best record to worst. Order them first by VI, then by Ind (if VI is tied), then by touches scored (if both VI and Ind are tied). If all 3 stats are tied, flip a coin (if it's not going to result in one fencer being eliminated) or if the results really matter (one of the fencers will be eliminated) have them fence off (5 touch bout). If you are going into a second round of pools, deal the cards as for the first round of pools, but leave them as they fall (don't make any adjustments for club affiliation, etc.). If you are going into a DE table, record them directly onto the ladder. Record the final place of finish for any eliminated fencers before your index cards get lost or shuffled (see below).

For a DE table following 2 rounds of pools:

As results come in from second round of pools, record VI, Ind and TS for that round under each fencer's first round results, and add them together. Use the sum of both rounds to sort the cards into order for the DE table.

“Shark Pool Format” (a GMD special)-fun way to handle an event with a wide spread in abilities. Seed 1st round of pools as usual. In seeding the second round of pools, put the top 5-6 fencers in the same pool (the shark pool) and distribute the others the usual way. Fence a second round of pools. Shark pool fencers are guaranteed the top slots in the DE table, while the remaining fencers are competing for the remaining seeds (you can decide how many advance to DE based on time/strip/director availability).

Finals/awards

Direct Elimination- Recommendation: 10 touch bouts for novice, U and veterans events. 15 touches for all other events. Keep strips and directors busy-no long waits between bouts! Have the on-deck bout waiting beside the strip if possible. If you are needed to direct as well as meet manage, call all your directors together prior to starting DEs and ask them to help you keep things running efficiently by calling the next bout to their strip as soon as they finish the last one. If the next event is waiting for strips, once you are down to 8 survivors, collapse to 2 strips and let the next event start.

Bronze medal bouts: required for qualifiers, recommended for events with fewer than 15 competitors. In a non-qualifier with 15+ competitors, award 2 bronze medals.

Record final place of finish for each fencer (not just finalists) on the Tournament Entry Form, along with any ratings earned. Fencers who don't make it onto the DE ladder are ranked by their final seeding (i.e. if you are taking 8 into the ladder, the 9th card down in the stack finishes 9th, etc.). Fencers eliminated in each round of the DE ladder are ranked by their seeds going into that round. For example, if fencers seeded 2nd, 4th, 7th and 8th are eliminated in the round of 8, the 2nd seed finishes 5th, 4th seed finishes 6th, 7th is 7th and 8th is 8th. Save the completed DE tables along with the Tournament Entry Forms. Pool score sheets and note cards can be thrown away.

Cleanup

Remove all tape from floor (especially clean up areas where duct tape was used), pack up all equipment (double check you have it all), sweep the room for trash. Look under bleachers and in out-of-the-way corners for lost and found. Check with custodian that everything is okay before leaving.

Post-meet Paperwork

Although much of this 2002 information is still helpful, the post-meet paperwork was updated in 2008.

Please follow the following updated procedures for all tournament paperwork:

1) final results - As soon as an event is finished, print a copy of the final results and hand it to meet manager - along with the event's medals - to get the medals awarded before folks leave. This copy can then be posted until the end of the tournament. Print another copy of the final results of each event and attach to the related event paperwork. If there are any ratings changes for any event, print a ratings change report as well as you will need it to submit to the USFA.

2) tournament report - use the official tournament report provided on the GMD website. You can either submit the report electronically directly to the GMD treasurer or you can print the template, complete it and submit to treasurer. If you intend to use the printed version, then print it before the start of the tournament so that you can begin filling it out as each event is finished.

3) new membership forms - in order to keep track of all GMD new memberships as they are processed and in order to maintain a GMD e-mail list, all new GMD memberships must be submitted by the GMD secretary. Please submit all membership forms - along with payment - to the GMD secretary, preferably within 24 hours of the end of the tournament, and she/he will then forward them to the USFA.

4) rating changes - as rating changes are now printed on the final results pages and are also available as a 'ratings change report' from Fencing Time, the easiest thing is to just print a final results page and a ratings change report and mail this information to the USFA national office within 24 hours of the finish of the tournament. Mark 'ratings change report' on the outside of the envelope.