

PROCEDURES FOR THE FIE REFEREEING EXAMINATIONS

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1. THE FIE REFEREEING EXAMINATIONS

1.1 The Refereeing Examinations are held by the Refereeing Commission according to the annual schedule approved by the Executive Committee.

1.2 Expenses covered

1.2.1 The expenses of the FIE examiners are covered by the FIE (travel costs, daily allowances, local transportation and accommodation).

1.2.2 The FIE can provide aid to the federations of the candidates – in the form of staff and material – to help them set up ‘**Training Courses**’ or ‘**Improvement Courses**’ for referees.

1.2.3 The candidates’ accommodation and transportation costs will be at their own expense.

1.3 Preparatory Meeting for Referee Candidates

1.3.1 The FIE refereeing examinations are preceded by a **Preparatory Meeting for Referee Candidates**.

1.3.2 The **Preparatory Meeting for Candidates** will last approximately six hours and involve a maximum of 15 referee candidates per session. The session will include theoretical exercises as well as practical training. Candidates will have the opportunity to clarify possible obscure points if necessary.

1.3.3 **Participation in the ‘Preparatory Meeting for Referee Candidates’ is obligatory for all candidates.**

1.4 The FIE will directly communicate the examination results **to the candidates and their national federations.**

1.5 Successful candidates are given a “**provisional referee**” status (**P**) and they must participate as referees in the Junior World Cups for one year. During that period they will be under observation and the “**provisional referees**” considered adequate will be appointed as category B referees.

1.6 Candidates who fail are not able to take the examination again during the same season.

2. THE REFEREES CANDIDATES

2.1 There will be one refereeing examination per year per continent in three weapons. In each examination there must be a minimum of 10 and a maximum of 15 candidates per weapon. A second examination can be organised in case there is a request and sufficient candidates. In the effort to promote the presence of women referees, a minimum percentage of women candidates will be appointed by the Refereeing Commission in each examination.

2.2 The National Federations can enter only one candidate per weapon, chosen among their best national referees according to the criteria of experience and confirmed competences in the refereeing of national competitions. The candidates must have a perfect knowledge of the Rules and their application. The organising National Federation can enter two candidates per weapon.

In case the number of candidates is less than 15 per weapon, there is the possibility of candidates to be added in the examination with a maximum of 3 candidates per country. Then, the organising federation will take priority.

2.3 A FIE referee candidate must :

- have a good « *feeling* » with fencing ;
- *know* perfectly *the Rules*;
- *systematically apply the Rules*.

2.4 The FIE referees candidates presented by National Federations to FIE category B « **Refereeing Examinations** » must :

- be holder of a national licence ;
- be at the top on a national level ;
- have good experience and competences, which were confirmed in national competitions, notably in respect of the acquaintance with the Rules, and in particular their applications on the pistes.

The National Federations must do their best to properly prepare their candidates, and ensure that they seriously train with the videos of the competitions.

2.5 The candidates must be perfectly acquainted with the **fencing refereeing words in French** and must be able to speak (understand and make them understood) in one of the working languages of the FIE (French, English or Spanish). They must also know and use properly the **signals** (gesture) and words of fencing refereeing.

2.6 The referees candidates must complete the « **Form for the Candidature to FIE Refereeing Examinations** » (annex 1) in one of the FIE working languages. This form must be signed, stamped and sent by the National Federation of the candidate to the FIE head-office at least 30 days before the expected date of the « Examination ».

- 2.7 The National Federations of the candidates must pay the registration fees at the time the candidature is being sent.
- 2.8 The Refereeing Commission in collaboration with the Zonal Confederations makes final the list of candidates for each examination.
- 2.9 The referee candidates are authorised to referee at the satellite competitions, in the year preceding the date of their examination.
- 2.10 Only candidates who have received from the FIE head-office a specific invitation to participate in the examinations are allowed to sit for the « FIE Refereeing Examinations ».

3. COMMON GENERALITIES TO THE PRACTICAL AND THEORETICAL EXAMINATIONS

- 3.1 The examinations are confidential. Only the candidate and FIE official representatives are allowed to stay in the room of the « FIE Refereeing Examinations ». It is forbidden to reveal to any other persons the questions, which were raised during the examination or make comments in this respect, before the presentation of all the candidates to the said examination.
- 3.2 The FIE examiners must establish and announce the order of presentation of candidates, the day before the examinations, after the « **Preparatory Meeting for Referees Candidates** ».
- 3.3 The FIE establishes for the sessions of « Practical Examinations » and « Theoretical Examinations » :
- a) the sequences of fencing phrases, frame of scenes or other events on video
 - b) the form with the correct answers
 - c) the « **Individual Sheets for Practical and Theoretical Examinations** » (annex 2)

These documents remain confidential until the examinations. The video sequences and/or photos can be different for each candidate.

- 3.4 The « **Individual Sheets for Practical and Theoretical Examinations** ».
- 3.5 The National Federations will be informed by the FIE of the results of the «FIE Refereeing Examinations». The names of the successful candidates can be added to the list of FIE **P** Category referees (provisional referees).
- 3.6 The referee candidate who fails the « Theoretical Examination » cannot sit for the « Practical Examination » and vice-versa.
- 3.7 The referee candidate must successfully pass the «Practical Examination» and the «Theoretical Examination», at one weapon, to receive the FIE **P** Category referee licence, at this same weapon.

4. THE FIE REFEREEING EXAMINATIONS AT THE THREE WEAPONS

The « FIE Refereeing Examinations » are divided into 2 sessions : one Practical and one

Theoretical.

4.1 THE SESSION OF THE « PRACTICAL EXAMINATION »

- 4.1.1 The session of the « Practical Examination » consists **in refereeing 20 to 25 fencing phrases** recorded during competitions, and which are numbered and projected on a big screen. The referees candidates, based on the projection, must referee as in a real competition, and this, in a room appropriately prepared by the organisers in accordance with the instructions described in **this document** and under the supervision of the FIE representatives at the examinations.
- 4.1.2 The fencing phrases or other images are presented in numbered sequences.
The examiners must interrogate the referee candidate on actions and other events related to the refereeing.
The candidate must prove his good knowledge of the various Rules.
The questions concern elements that referees will be faced with in competition, such as :
- the common generalities to the three weapons and the weapon of the examination ;
 - the material and the equipment ;
 - the various types of offenses and their penalties ;
 - the organisation (score, fighting time, etc.)
 - the Code of Publicity.
- 4.1.3 At the beginning of the « **Practical Examination** » the referee candidate will be placed in front of the screen and the video shall start.
- 4.1.3.1 At each numbered frame the referee candidate will give the commands (with signals) to the fencers visible on the screen : « **On guard** » « **Ready?** » « **Play** ».
- 4.1.3.2 The referee candidate must give the command of « **Halt** » when he thinks it is necessary. The video must then pause.
Immediately, the referee candidate will give a full analysis of the fencing phrase (not in epee), or the images viewed and will give his refereeing decision in the following manner :
- 1st) Each action of the fencing phrase which resulted in a command of « **HALT !** » or other facts shall be fully analysed and the candidate must give his refereeing decision.
- 2nd) All the actions must be announced by the **signals and words of the FIE fencing refereeing** :on guard, ready, play, attack, halt, parade, riposte, counter-riposte, hit, point, halt, not valid, nothing, point in line, no, etc. and also the offenses and their penalties in conformity with the articles of the Technical, Organisation and Material Rules and the Publicity Code.
- 4.1.4 The two first fencing phrases will allow the candidate to adapt himself and will not be taken into account for the results.
- 4.1.5 During the examinations, candidates can ask to see again the images of fencing phrases or scenes, in slow motion, at **30 %** of the normal speed.
- 4.1.6 Each fencing phrase has the value of 1 point.

4.1.6.1 The candidate shall lose 1 point at each error.

4.1.6.2 A candidate who loses **30 %** of points, or more, on the total number of fencing phrases will not be accepted.

4.1.7 The sessions of « **Practical Examinations** » may be recorded on a video tape showing the candidate executing the refereeing signals as well as the screen showing the actions to be refereed.

Before starting the « Practical Examination » with the projection of the video, the candidate must indicate, in front of the camera, his name, first name and national federation, which will be recorded with his decisions.

4.1.8 Both FIE examiners are sit behind the candidate. The examiners must be able to see the images on the screen and perfectly see and hear the candidate.

4.1.9 The sessions of « Practical Examinations » at foil and sabre are based on the refereeing of actions and facts visible on the video.

4.1.10 Each examiner must fill in an «**Individual Sheet for Practical Examination**» (annex 2) for each referee candidate, noting correct (YES) or false (NO) answer.

4.1.11 At each fencing phrase, the examiners may write down remarks on the erroneous decisions of the candidate.

4.1.12 At the end of the examinations, with the help of the « **Individual Sheet for Practical Examination** », for each candidate, the FIE examiners will execute the following tasks :

- compare and homogenise their notes with the video of the examination of each candidate ;
- calculate the points and add the lost points ;
- write down the final result of the examination (« Approved » or « Not approved ») with remarks on each signal executed by the referee candidate;
- sign their own sheet and the one of the other examiner.

4.2. THE SESSION OF THE « THEORETICAL EXAMINATION »

4.2.1 The session of the « Theoretical Examination » consists in answering orally questions, which are mostly based on videos or photos.

The referee candidate must give decisions and reply orally to questions raised by the FIE examiners, without giving a full analysis of the fencing phrases. He must be able to prove his good knowledge of the various Rules : Technical, Organisation, Material and Publicity Code.

4.2.2 The questions concern elements that referees will be faced with in competition, such as :

- the common generalities to the three weapons and the weapon of the examination ;
- the material and the equipment ;
- the various types of offenses and their penalties ;
- the organisation (score, fighting time, etc.)
- the Code of Publicity.

- 4.2.3 The theoretical session is composed of **20 to 25 questions**. The candidate will successfully pass the examination with a minimum of 80 % of correct answers.
- 4.2.4 The examiners are required to make a circle around each reply of the candidate («YES» or «NO») and note observations on the « **Individual Sheet for Theoretical Examination** » (annex 2).
- 4.2.5 At the end of the « Theoretical Examinations », with the help of the « Individual Sheet for Theoretical Examinations », the FIE examiners must execute the following tasks :
- compare and homogenise their notes on the examination of each candidate ;
 - calculate and write down the points ;
 - write down the final result of the examination (« Approved » or « Not approved ») with remarks on each reply given by the referee candidate ;
 - sign their own sheet and the one of the other examiner.

5. THE REGISTRATION TO THE FIE EXAMINATIONS

- 5.1 Only national federations are competent to register referees candidates for FIE Refereeing Examinations.**
- 5.2** The referees candidates, whose competences were confirmed in national events, must complete the « **Form for the candidature to FIE Refereeing Examinations** » (annex 1) available on the FIE website, in the menu « FIE official », sub-menu « Refereeing ».
- 5.3** The « Form for the candidature to FIE Refereeing Examinations » dully completed must be sent by the national federation of the referee candidate, to the FIE head-office in Lausanne, and reach the FIE at least 30 days prior the examinations.
- 5.4** The FIE head-office shall send to the responsible examiners a copy of each « Form for the Candidature ».
- 5.5** The responsible examiners must prepare the « programme of activities for the examinations » (preparatory meeting for the referees, practical and theoretical examinations), with time tables, activities and other useful information for the candidates. This document must be received by the national federations concerned as quickly as possible.

6. THE TASKS, THE MATERIALS AND THE NECESSARY EQUIPMENT FOR THE EXAMINATIONS

6.1 Each referee candidate must:

- 6.1.1 have read the rules for the FIE events, edition for the referees (the French text can be sent by e-mail to organisers upon request).
- 6.1.2 have read the documents sent by the examiners.

6.1.3 be very well prepared on the theory and the practice of fencing refereeing.

6.2 The examiners are responsible for the following:

6.2.1 prepare the « list of referees candidates » and the « programme of activities for the examinations ».

6.2.2 prepare (print) and bring the following documents :
- « Individual Sheet for the Practical and Theoretical Examination for three weapons» for all candidates
- « Forms for the results of the FIE Refereeing Examinations ».

6.2.3 bring the transparencies, the DVDs, the CD and/or DVD player necessary for the examinations and any other didactic document prepared by the FIE for the candidates.

6.2.4 bring the day before the exams, a laptop, a camera with tripod, a video-projector and a computer and the necessary cables.

6.2.5 bring the necessary recording devices (tapes, memory cards etc.) in case the practical and/or theoretical examinations are recorded.

6.2.6 to ensure, the day before the « preparatory meeting of referees candidates », that all installations are in place and equipment ready.

6.2.7 do the « preparatory meeting of referees candidates » and proceed to the examinations according to the established procedures.

6.3. Necessary equipment and materials (annex 4):

6.3.1 A spacious and well-ventilated room (which can be locked and the key is given to the Refereeing Delegate), well soundproofed (door and windows shut) and possibility to adjust the lights. The room must be equipped with plugs to allow the connection of electric devices.

6.3.2 Individual chair and table for each referee candidate

6.3.3 Sufficient tables to set up the overhead projectors, the laptop and other equipment and chairs for the FIE examiners

6.3.4 1 screen (approx. 1,5-2m x 1,5-2m) for the projection of DVD or video and transparencies

6.3.5 1 overhead projector with a spare lamp

6.3.6 1 laptop

6.3.7 A microphone and speakers for the computer

6.3.8 A photocopier or a photocopy service, a printer and a computer

6.3.9 A whiteboard with coloured pens

6.3.10 Drinks and snacks must be available at the examination venue.

6.3.11 The material of control below:

6.3. 11.1 two (2) weapons per weapon (for foil and epee one with a straight handle and the other one with an anatomical handle)

6.3. 11.2 the weights of 750 g and 500 g

6.3. 11.3 the gauges to check the travels

6.3. 11.4 the parallelepiped to check the fleche of the curve of the blades

6.3. 11.5 a table of control to check the assembly of weapons and their flexibilities

6.3.12 All equipment must be installed and tested the day before the exam. A technician must be available at all times in case there is a technical fault.

7. THE CALENDAR FOR THE SESSIONS OF THE FIE REFEREEING EXAMINATIONS

7.1 The calendar of activities for the FIE Refereeing Examinations will be established by the Executive Committee in taking into account :

- the available dates in the calendar and existing requests ;
- the annual programme of the FIE ;
- dates and cut-off dates stated in this document for:
 - set-up preparations for each examination;
 - realise the examination;
 - announce the results.

7.2. The calendar of activities for FIE Refereeing Examinations can be changed in the course of the sporting season as soon as new examinations are introduced or for reasons of force-majeure.

7.3. The annual calendar of examinations must indicate the dates, venues and weapons of the examinations, the cut-off dates to send the « Forms for Candidatures », as well as the names of the examiners in charge.