OPERATING GUIDE

ARIZONA DIVISION

USA FENCING

ONE | Purpose of this Operating Guide

This Operating Guide has been written to document the established procedures, best practices, and rules of the ARIZONA Division of USA Fencing ("the Division"). It is not intended to supersede, nor may it contradict, the division Bylaws. If a policy in this Operating Guide conflicts with the Division's Bylaws, that policy is null and void. Changes and variances to this Operating Guide may be adopted by the Executive Committee (the "EC") of the Division or at a properly-convened meeting of the members provided such modifications do not contravene USA Fencing policies or the Division Bylaws and have been submitted to and approved by USA Fencing acting through its Division Resource Team

TWO | Periodic Review of this Operating Guide

The Division EC should review the Operating Guide on a timely basis -- at least once every three years -- and approve its continued use, or modify it as provided above. In the absence of another officer being assigned direct responsibility for this Operations Manual, the Secretary of the Division has the responsibility to maintain this document. All changes made to this document must be approved by USA Fencing, specifically the Division Resource Team. This document is public to all members of the Division and shall always be maintained in its current form on the Division's website.

THREE | Executive Committee

The Executive Committee comprises the officers and representatives of member clubs in the Division (if not represented by an officer) who desire to have a voice on the Executive Committee. Officers and At-Large members of the Executive Committee shall be affiliated with a club. Pursuant to Arizona Law, the Corporation is required to have a board of directors to manage the affairs of the Corporation. For these purposes, the Executive Committee shall comprise the board of directors of the Corporation and each member of the Executive Committee shall be a director of the Corporation. Arizona law requires that the Corporation file an

annual report with the Arizona Corporation Commission in order to maintain the Corporation's existence. Such annual report requires the public disclosure of the names and addresses of the members of the board of directors and of each officer and requires, further, that each officer and each member of the board of directors make certain disclosures in respect of such filing. Accordingly, each member of the Executive Committee upon request shall promptly make or confirm in writing the legally-required disclosures as are necessary for the timely filing of the annual report.

3.1 Officers

The Division By-Laws define the roles and responsibilities of each officer position, which may be augmented by this Division Operating Guide. The Secretary, with the Treasurer's consent, may delegate to the Treasurer responsibility for annual filings and reports to the Internal Revenue Service and the Arizona Corporation Commission. The officers are the Chair, Vice-Chair, Secretary, Treasurer and Diversity Officer.

3.2 At-Large Members

The Division may (but need not) in this Operating Guide provide for additional members of the Executive Committee to be elected from the membership as a whole.

3.3 Club Representatives

Each USA Fencing member club in good standing in the Division is entitled to representation on the Executive Committee by one individual member of that Committee who meets the qualifications stated above. If any officer or At-Large member of the Executive Committee is affiliated with a club, then that club is deemed to be represented. However, if any member club is not represented by an officer or At-Large member of the Executive Committee, then such club may, but is not required to, appoint one of its members to serve on the Executive Committee.

FOUR | Annual & Special Membership Meetings

The Division shall have at least one general membership meeting held in accordance with the Bylaws of the Division during each membership year. The

Chair of the Division may call additional general meetings as necessary, and such will be held in accordance with the Bylaws of the Division.

FIVE | Division Elections

Elections are held in accordance with the Bylaws of the Division and the procedures listed here, if any.

Proxies in the form attached to this Operating Guide as Appendix A are sufficient, but this form is not required. However, any submitted proxy must unambiguously identify the voting member conferring the proxy, the person holding the proxy, the date or meeting for which the proxy is given and expires, and whether the votes to be cast by proxy are specified or discretionary with the holder.

SIX | Tournament Sanctioning

Only USA Fencing or the Division may sanction a USA Fencing tournament within the Division boundaries as provided in the Bylaws. Tournaments organized by USA Fencing within the Division's boundaries (such as North America Cups and regional tournaments) are not considered sanctioned by the Division and need not meet any requirements specific to the Division.

6.1 Requirements for Division Sanctioning of Tournaments

To be a Division-sanctioned USA Fencing tournament, the tournament must meet these minimum requirements:

1. The tournament must be announced at least 14 days before it begins. That announcement must be in a public forum, such as a publicly accessible web page, flyer, or announcement on "AskFred" or its equivalent, and must state the competitions to be contested, all fees that will be charged, and the name and contact information of the person to whom notices of withdrawal must be sent (See Section 10.1, below).

2. The tournament must appear on the official Division calendar as published on the Division web site (see Section 11, below) and such social media and other sites as the Division may utilize.

3. The hosting club or location and organizer must be insured for the full course of the tournament, in compliance with guidelines published by USA Fencing. This

insurance must be through the USA Fencing club insurance program, or the equivalent from a third-party vendor. If the insurance is written by a third-party vendor, the Division reserves the right to obtain and approve a copy of the insurance policy (or its declarations) before sanctioning a tournament.

4. The competition must follow the rules of USA Fencing.

5. The competition must use a tournament format approved by USA Fencing (See USA Fencing's current Athlete Handbook for approved formats).

6. All tournament officials (e.g., bout committee, referees, armorers, medical staff) and such other persons as USA Fencing policy designates must meet USA Fencing's requirements for U.S. Center for SafeSport certification, background check clearance and other qualifications, and where mandated by USA Fencing rules or policies, one or more referees of the required level must be present for the duration of the competition. The bout committee for the tournament shall include a Division Officer.

7. All reports required to be made to USA Fencing, including reports on results, classification changes, officials and referees, and age verification as applicable, must be sent by the organizing member club via email to the Division Secretary, who will review them for compliance and correction, as necessary, prior to sending them to the USA Fencing National Office. The competition results shall be posted by the organizer on AskFred, Fencing Time Live, or the organizing club's website within 48 hours of the tournament's completion. Unexcused failure to meet this deadline could result in loss of an organizer's privileges to host sanctioned tournaments.

SEVEN | Division Tournament Schedule

All USA Fencing member clubs in the Division have equal access to the Division Calendar for hosting competitions. Early in August, when the new season begins, the Division will announce the "opening" of the season's calendar for tournaments on both the Division web page and on social media or by email to the Clubs.

7.1 Scheduling Process

The Executive Committee sets the Division Calendar for the season at an Executive Committee meeting held no later than August 15 of each calendar year. The Executive Committee may set the first half of the calendar (August through December dates) and leave the remaining dates (January through July) for a meeting held no later than November 15th of the current year. Tournaments held in June, July and August may be approved on an ad hoc basis by the Executive Committee subject to compliance with the requirements of Section 6.1.

The scheduling process shall be as follows:

a. The Executive Committee shall select dates and venues for the Division Tournaments, as defined below.

b. The Chair shall invite member clubs to propose tournaments, including specific dates and the weapons for which competitions will be held, by a specific deadline. Clubs shall be requested to avoid tournament dates that conflict with the Division Tournaments, regional events in Arizona or neighboring states or university final exam weeks.

c. After the proposals from the member clubs have been received and shared with all members of the Executive Committee, the Chair shall identify conflicts between the proposals. A "conflict" occurs when more than one club requests the same date or when tournaments involving a weapon in common would occur on adjacent weekends. The Executive Committee may allow such conflicts in its reasonable discretion.

d. The Chair, in consultation with the affected clubs, shall attempt to resolve conflicts. If any conflicts are not resolved, then the Executive Committee shall meet to discuss and resolve the remaining conflicts and to approve the Division calendar.

Once the calendar is approved, it shall be posted on such media as the Division uses to communicate with its members (see Section 11, below). The Executive Committee or its delegate shall arrange for notification of the posting of the schedule with a link to where it is posted to be emailed to the Division membership as it exists on the date of posting. Such notification may be sent from the USA Fencing National Office or may be sent by the Division utilizing a current

and official membership list or may be sent to the representative of each member club for distribution to its membership.

Clubs may request additional tournaments after publication of the schedule by sending an email to the Division Chair and Secretary providing the information needed for sanctioning. The Secretary or Chair will send a request to the Division Executive Committee requesting approval. If no objections are received within 5 days, the tournament is added to the calendar.

7.2 Schedule Changes

Deviations from the published calendar will be allowed with the approval of the Executive Committee or its designated subcommittee for good cause and shall be announced to the membership of the Division in the same manner as the calendar was publicized.

EIGHT | Division Tournaments

The following are considered Division Tournaments, for which the Division serves as the sanctioned organizer:

• Junior Olympic Qualifiers;

• Division II, Division III, and Youth 14 Summer National Championship Qualifiers; and

• Such other competitions for which the Division serves as the organizer.

8.1 Tournament Official Honorarium, Per Diem and Meals Policy for Division Events. The Division will pay honoraria and per diem for individuals serving as officials at Division Tournaments and provide meals to such officials in accordance with the applicable policies of USA Fencing.

8.2 Travel and Hotel

The Division may provide additional compensation for tournament officials traveling an unusual distance. In addition, hotel accommodations are provided, as needed, for Division Tournaments. The officials may be asked to share a room with another official of the same gender and appropriate age.

NINE | Club Tournaments

Clubs are encouraged by the Division to host competitions throughout the year. These may be “Unsanctioned” or “Sanctioned”.

Unsanctioned competitions may be of any type and may conflict with any tournament on the Division Calendar but do not award USA Fencing classifications. These competitions should state clearly that they are being held “unsanctioned” when advertised/posted on AskFred, social media or by other means.

Clubs and other private organizers holding Division sanctioned tournaments are responsible for posting the results of the competitions and sending all reports required to be filed with USA Fencing, including all classification change reports, to the Division Secretary as provided in Section 6.1.7 of this Operating Guide. The reports shall include a list of SafeSport qualified officials, indicating their positions at the tournament, the ratings of all referees used in the competitions and the name of the Division representative in attendance, as provided in Section 4.4 of the Division Bylaws.

TEN | Tournament Fees

The Division does not have any official position on the fees that a club may charge for tournament registration or entry, but such fees must be stated in the official announcement of the competition. Such fees must be uniform for all competitors,. If an organizer intends to charge an entrance or other fee to non-competitors, it must apply equally to all such individuals, including, for example, to affiliates of the organizing club. The Division will not sanction any club competition in which excessive fees are charged by an organizer to non-club members or if any other deliberate pattern of discouraging attendance is employed. Organizers may, however, limit access to the venue where space or safety considerations require, so long as such limitation is not discriminatory.

10.1 Division Tournament Refund Policy Any fencer who has pre-paid fees for a Division Tournament and is unable to fence in that tournament due to a family emergency, injury or other valid emergency excuse will have all paid fees refunded within a reasonable time after the conclusion of the tournament if the organizer was timely notified of the withdrawal in advance of the competition. Fencers who withdraw for non-emergency reasons will not have the registration portion of the fee (if one is charged) refunded, and entry fees will not be refunded unless the

fencer withdraws more than 72 hours in advance of the competition to which it applies. For those cases in which a fencer qualifies to a national tournament by another route after paying to fence in the Division qualifier, the fencer's competition entry fees and registration fees for the qualifier will not be refunded.

ELEVEN | Division Website & Social Media Presence

The Division shall establish an internet presence that is made known to and is accessible by the Division members. That presence may be in the form of a proprietary URL, a dedicated Facebook page, or similar social media outlet. The Division website (www.azfencingdivision.org) is self-managed by the Secretary of the Division unless the Bylaws or this Operating Guide assign that function to another officer. The Division has the following additional social media accounts that it manages: none

TWELVE | Division Equipment & Usage

a. The Division provides equipment for use by its member clubs.

b. A club using any part of the Division Equipment for a tournament shall pay fixed amount for each such tournament as determined each year by the Executive Committee. Such amount, unless and until changed by the Executive Committee, shall be $100.

c. Upon delivery of all or part of the Division equipment (whether a delivery by the Division to a club-, a delivery from club to club or a delivery from a club back to the Division) the equipment received shall be checked against the written inventory list kept with the equipment and any loss, damage or discrepancy shall be reported to the Chair. The inventory list shall then be marked to note all missing equipment or other discrepancies. A Division Officer shall confirm that such inventory process is followed.

d. Any receiving club that fails to conduct such an inventory shall be responsible for replacement of all equipment that is missing according to the most recent inventory list.

e. Each club shall be responsible for any equipment: (i) that is lost while in that club's possession, as evidenced by the inventory list used for the delivery of the equipment to that club or (ii) that is damaged by negligent handling while in the

possession of such club. In either such case, the club shall either purchase replacement equipment at its expense and deliver it to the Division or shall reimburse the Division for the cost or replacing such equipment, as determined by the Executive Committee.

f. A club is not responsible for normal wear and tear and breakage of equipment, in the normal course, including reel cords and reel cord ends. Repair and replacement in such cases shall be the responsibility of the Division. The Division is authorized to expend funds for such purposes, including retaining the services of a professional armorer, as determined by the Executive Committee.

THIRTEEN | Division Club Venue Rental Policy

The Division will pay an agreed sum or a fixed percentage of tournament revenues to any Division Member Club whose venue is used to host a Division Tournament or Division sponsored clinic or other function. The amount and terms of payment for this service requires approval of the Division's Executive Committee.

Appendix A: Arizona Division Election Proxy Form The Arizona Division of USA Fencing, LLC. 20XX-20XX ELECTION PROXY FORM

Name of Member:

USA Fencing Membership #:

Club Affiliation:

Choose one only:

☐ I designate _____ to vote on my behalf)

☐ I wish to vote for the following candidates/positions (Absentee Ballot):

Signature of Member: _____Date _____(Required):

This proxy is valid for no more than thirty (30) days after the above signature date.

Note: You must be a voting member of USA Fencing by Feb. 1 of the membership year to be eligible to vote and/or assign a proxy. The Division will validate every proxy form received before the election is held.