

FENCING SINGAPORE

CODES OF CONDUCT, DISCIPLINARY PROCEDURES AND SAFETY GUIDELINES

The information given in this document is to be communicated, to all members of Fencing Singapore either directly or through their associated affiliates.

The information contained herein is the property of Fencing Singapore and may not be copied, used or disclosed in whole or in part to any third party except with approval of Fencing Singapore.

	Name	Designation
Prepared By	Mr David Leow Shin Hwah	Committee Member
	Mr Daniel Chia Hsu Wen	Asst Secretary-General
Reviewed By	Mr Low Wai Cheong	Vice President
Approved By	Mr Adrian Lee Teck Heng	President

1	INTRODUCTION.....	5
2	GENERAL.....	5
3	PERSONS CODE OF CONDUCT	6
3.1	GENERAL.....	6
3.2	ANTI-BULLYING POLICY	7
3.2.1	<i>Definition of Bullying</i>	7
3.2.2	<i>Actions by the Club</i>	7
4	COACHES CODE OF CONDUCT	8
5	DISCIPLINARY POWERS AND PROCEDURES.....	9
5.1	AUTHORITY AND JURISDICTION.....	9
5.2	OFFENCES.....	10
5.3	MULTIPLE OFFENCES	10
5.4	AIDING AND ABETTING	10
5.5	ATTEMPT	10
5.6	STANDARD OF PROOF	10
5.7	REPRESENTATION	10
5.8	PENALTIES.....	10
5.9	EFFECT OF PREVIOUS OFFENCES	11
5.10	SUSPENDED PENALTIES	12
5.11	DISCIPLINARY PROCEDURE.....	12
5.12	THE DISCIPLINARY COMMITTEE.....	13
5.13	THE DISCIPLINARY TRIBUNAL	16
5.14	PROCEDURE BEFORE THE DISCIPLINARY TRIBUNAL.....	17
5.15	APPEALS	19
5.16	REMISSIONS	21
5.17	MINORS.....	21
5.18	PROCEEDINGS TO BE CONDUCTED WITH REASONABLE EXPEDITION	22
5.19	COST AND EXPENSES.....	22
5.20	NOTICES.....	23
5.21	WAIVERS AND VARIATIONS	23
5.22	INTERPRETATION.....	23
6	SAFETY GUIDELINES	23
6.1	GENERAL.....	23
6.2	ACCIDENT PREVENTION – FENCER’S RESPONSIBILITY	24
6.2.1	<i>Masks</i>	24
	<i>Fencers are strongly recommended to wear masks with 100mm bibs and conforming to the minimum safety standard of 350N. No attempt should be made to repair the steel mesh of a mask; if the mask is weak or damaged, it should be thrown away.</i>	24
6.2.2	<i>Jackets & Breeches</i>	24
6.2.3	<i>Plastrons</i>	25
6.2.4	<i>Socks</i>	25
6.2.5	<i>Shoes</i>	25
6.2.6	<i>Women’s Breast Protectors</i>	25
6.2.7	<i>Gloves</i>	25
6.2.8	<i>Weapons - Blades</i>	25
6.2.8.1	<i>Broken Blades</i>	25
6.2.8.2	<i>Weapons checking</i>	25
6.2.9	<i>Weapons - Guards</i>	26
6.2.10	<i>FIE Weapon Requirements</i>	26
6.3	ACCIDENT PREVENTION DURING LESSONS	26
6.3.1	<i>During Lessons</i>	26
6.3.2	<i>Adults</i>	26

6.3.3	<i>Compulsory Items</i>	26
6.3.4	<i>Negligence</i>	27
6.4	ACCIDENT PREVENTION IN CLUBS AND AT COMPETITIONS.....	27
6.4.1	<i>Responsibility</i>	27
6.4.2	<i>Moving in the Fencing Area</i>	27
6.4.3	<i>Piste-Laying</i>	27
6.4.4	<i>Referees</i>	28
6.5	PREMISES.....	28
6.6	MAINS OPERATED EQUIPMENT.....	28
6.7	LEGAL RESPONSIBILITY.....	29
6.8	FIRST AID FACILITIES.....	29
6.8.1	<i>Club and Competition Premises</i>	29
6.8.2	<i>Event Organizers</i>	29
6.8.3	<i>Intervention</i>	30
APPENDIX A		31
APPENDIX B		32

1 INTRODUCTION

These codes of conduct are applicable to all affiliates and members of Fencing Singapore to ensure that a certain standard of conduct is maintained within the sport of fencing in Singapore.

Its objectives are:

- (a) to ensure that all participants are accorded their basic rights of dignity and honour within the sport and to provide avenues for aggrieved parties to seek redress.
- (b) to maintain the integrity of the sport of fencing in the eye of the public and media.

2 GENERAL

This section list the general codes that all members of Fencing Singapore should adhere to.

- (a) Treat fellow participants with respect at all times.
- (b) Work cooperatively with designated coaches, managers, and / or team leaders.
- (c) Fencers in the national team are to demonstrate a high degree of professionalism in your National Team involvement.
- (d) Ensure that one's activities and / or behaviour does not jeopardize the safety of oneself or fellow participants.
- (e) Do not engage in any type of derogatory behaviour or offensive language with fellow participants.
- (f) Refrain from, and refuse to tolerate in others, all forms of harassment and discrimination related to gender, race, athletic potential, colour, sexual orientation, etc.
- (g) Advocate the positive aspects of sport, i.e. sporting excellence, fair play, honest competition and effort, while refraining from any practices that would suggest favouritism or cheating.

3 PERSONS CODE OF CONDUCT

The definitions of 'Person' is as follows:

'Person' means a fencer, trainer, referee, organiser, coach, or any other individual who is or has been at any time involved in the sport of Fencing or in the organisation, administration or promotion of the sport including spectators and supporters.

The term 'Sport' shall refer to the sport of Fencing, henceforth.

3.1 General

All affiliates and members:-

- (a) must ensure that the Sport is conducted in accordance with disciplined and sporting behaviour and acknowledge that it is not sufficient to rely solely on organizers to maintain those principles;
- (b) shall co-operate in ensuring that the Laws of the Sport are upheld and refrain from selecting Persons guilty of foul play;
- (c) shall observe the Laws of the Sport at all times;
- (d) shall accept and observe the authority and decision of referees, organizers and all other fencing disciplinary bodies;
- (e) shall not publish or cause to be published criticisms of the manner in which a referee handled a fight;
- (f) shall not publish or cause to be published criticisms of the manner in which the disciplinary board or any other fencing disciplinary body handled or resolved any dispute or disciplinary matter resulting from a breach of the Code of Conduct, Regulations or Laws of the Sport;
- (g) shall not engage in any conduct or any activity on or off the piste that may impair public confidence in the honest and orderly conduct of a fight or competition or in the integrity and good character of any Person;
- (h) shall promote the reputation of the Sport and take all possible steps to prevent it from being brought into disrepute;
- (i) shall not commit a Doping Offence as defined in the Fédération Internationale d'Esgrime (FIE)/Singapore Sports Council (SSC)/Singapore National Olympic Council (SNOC) doping regulations;
- (j) shall not abuse, threaten or intimidate a referee, organiser or other official, whether on or off the field of play;
- (k) shall not use crude or abusive language or gestures towards referees, organisers or other officials or spectators;
- (l) shall not do anything which is likely to intimidate, offend, insult, humiliate or discriminate against any other Person at an event on the ground of their religion, race, colour or national or ethnic origin;

- (m) shall not do anything which adversely affects the Sport of Fencing, the Exco, any member or any commercial partner of the Sport;
- (n) Each affiliate and body within Fencing Singapore is under an obligation to;
- (o) Comply with and ensure that each of its members comply with this Code of Conduct; and
- (p) Adopt procedures to monitor compliance with and impose sanctions for breaches of the Code of Conduct by Persons under its jurisdiction.

3.2 Anti-Bullying Policy

3.2.1 Definition of Bullying

There are three main types of bullying are: physical (eg 'hard hitting' pushing), verbal (eg racist or homophobic remarks, threats, name calling) and emotional (eg isolating an individual from activities). They will all include:

- Deliberate hostility and aggression towards the victim
- A victim who is weaker than the bully or bullies
- An outcome which is always painful and distressing for the victim

Bullying behaviour may also include:

- Other forms of violence
- Deliberate 'hard hitting'
- Biased refereeing
- Sarcasm, spreading rumours, persistent teasing or theft
- Tormenting, ridiculing, humiliation
- Racial taunts, graffiti gestures
- Unwanted physical contact or abusive or offensive comment of sexual nature

3.2.2 Actions by the Club

Bullying behaviour is usually repetitive in nature over a period of time. Emotional and verbal bullying is difficult to cope with or prove. It is of paramount importance that all clubs should adopt an anti-bullying policy to which all its members, coaches, players staffing volunteers and parents subscribe to and accept

Every club should be prepared to:

- Take the problem seriously
- Investigate any incidents
- Talk to the bullies and victims separately

Decide on appropriate action, such as:

- Obtain an apology from the bully(ies) to the victim
- Inform parents of the bully(ies)
- Insist on the return of items 'borrowed' or stolen
- Insist bullies compensate the victim
- Hold club or class discussions about bullying
- Provide support for the coach of the victim

4 COACHES CODE OF CONDUCT

This Code does not supercede the Person Code of Conduct but is in addition to it.

- 4.1 All fencing coaches must ensure that every individual particularly all young/vulnerable people in their care are respected as individuals and treated equitably and with dignity at all times. They should ensure that all training complies with the current guidance issued by Fencing Singapore and does not form any sort of abuse (emotional, physical, sexual, bullying, neglect etc.)
- 4.2 All relationships should be based on respect, honesty and openness.
- 4.3 All fencing coaches should recognise the personal development of young fencers takes priority even over the development of their performance.
- 4.4 All fencing coaches should encourage young/vulnerable fencers to be responsible for their own behaviour and performance.
- 4.5 All fencing coaches should have an ongoing commitment to their own training and work with others (i.e. referees, medical advisors, sports scientists, parents and other coaches) to ensure the safety and enjoyment of all fencers in order that they can develop both within fencing as well as outside.
- 4.6 All fencing coaches should respect a fencer's need for confidentiality.
- 4.7 All fencing coaches should work within their own competency and qualifications.
- 4.8 All fencing coaches should strive to be positive role models, working within Fencing Singapore's guidance, displaying high standards of personal behaviour.
- 4.9 All fencing coaches have a responsibility to develop in partnership with all fencers particularly parents and young/vulnerable fencers clear expectations both on and off the piste and what the young/vulnerable fencer is entitled in return to expect of the coach.
- 4.10 All fencing coaches should promote good behaviour within the rules of Fencing.

Coaches should never:

- 4.11 Invite a child to their home or secluded place where they will be alone with the child.
- 4.12 Share a bedroom with a child
- 4.13 Neglect their responsibility for any child under their care at any time
- 4.14 Bully a child either physically or verbally, nor reduce a child to tears as a form of control.
- 4.15 Engage in rough, physical or sexually provocative games.
- 4.16 Make sexually suggestive remarks to a young/vulnerable fencer – even in fun.
- 4.17 Allow or engage in any form of inappropriate touching
- 4.18 Allow the use of inappropriate language to go unchallenged
- 4.19 Do things of a personal nature for a fencer that they can do for themselves unless specifically requested to do so and then with the utmost discretion

- 4.20 Vacate the venue until the supervision of the safe dispersal of all the fencers is complete
- 4.21 Spend excessive amounts of time with individual fencers away from others
- 4.22 Abuse the coaches' position of power or trust in any way
- 4.23 Allow allegations to go unchallenged, unrecorded or not acted upon
- 4.24 Embarrass, humiliate or undermine any individual or cause them to lose self esteem
- 4.25 Make remarks about another individual that are in any way offensive or in any way can be construed as such.

(NB this list is not exhaustive)

5 DISCIPLINARY POWERS AND PROCEDURES

5.1 Authority and Jurisdiction

- 5.1.1 These Regulations govern the powers of Fencing Singapore (FS) to deal with misconduct relating to fencing activities which, for this purpose, includes (without limitation):
 - participation in fencing;
 - travelling to and from fencing events; staying overnight for a fencing event
 - organisation and administration of fencing;
 - all other activities in any way connected with fencing. References to fencing or fencing events include (without limitation) both competition and training.
- 5.1.2 These Regulations shall not apply to offences for which penalties are imposed at a fencing competition and which remain in force only during the period of the competition in question. (The Referee, Organising Committee or Directoire Technique (as appropriate) shall have exclusive jurisdiction to impose penalties which remain in force only during a competition. However, where a black card is awarded during a competition, these Regulations shall apply to the imposition of any additional penalties after the competition.)
- 5.1.3 Because of the serious nature of disciplinary proceedings and the need for consistent procedures to be followed, authority to deal with disciplinary matters in accordance with these Regulations is vested only in the FS Executive Committee (Exco). However, the FS Exco may delegate specific disciplinary powers to the team manager and/or any other official(s) responsible for fencers under the aegis of the FS, in so far as the FS Exco deems necessary for the proper management and discipline of such fencers, and on such terms and conditions and for such period or periods as the FS Exco shall stipulate. The details of any delegation under this power must be communicated in writing by the FS Secretary-General to the person(s) to whom the delegation is made prior to the coming into effect of the delegation.
- 5.1.4 The persons and entities who are subject to the disciplinary jurisdiction of FS shall include (a) all clubs affiliated to the FS (b) any other person or entity who voluntarily submits in writing to the disciplinary jurisdiction of FS (c) person(s) who by their actions indicate an implicit submission to the disciplinary jurisdiction of FS.

5.2 Offences

- 5.2.1 **The nature of an offence.** These Disciplinary Regulations are intended to enable FS to consider, and where appropriate, subject to Regulation 5.1.2, to punish, a wide range of offences. For this purpose an offence is any act, omission, statement, circumstance or other thing, without limitation, in relation to, occurring at, or connected with fencing activities (as described in Regulation 5.1.1) which consists of, involves or results in anything which is any way inappropriate, damaging or offensive.
- 5.2.2 **Examples of offences** Appendix A contains some examples of offences.
- 5.2.3 **Criminal liability** FS' disciplinary jurisdiction exists in addition to any liability under the criminal law which may arise in relation to any offence.
- 5.2.4 **Anti-doping regulations.** FS shall adopt the anti-doping regulations as set out by the Fédération Internationale d'Esgrime (FIE).

5.3 Multiple Offences

In the case of several penalties being imposed for several offences, other than in the case of repetition, the Disciplinary Body shall decide whether only the most severe of the penalties is to be imposed or if some or all the penalties are to be imposed.

5.4 Aiding and Abetting

If a person aids or abets another in the commission of an offence (which shall include instigation) he is punishable in the same manner as if he had committed the offence.

5.5 Attempt

An attempted offence, which is interrupted only by an act or by circumstances not within the control of the accused, is punishable in the same manner as the offence.

5.6 Standard of Proof

The guilt of the accused shall be required to be established beyond reasonable doubt.

5.7 Representation

Each accused, each complainant and FS shall be entitled to be advised and represented by a third party (whether legally qualified or not) in relation to all proceedings under these Regulations.

5.8 Penalties

The penalties which may be imposed by the Disciplinary Tribunal are the following:

- 5.8.1 **Warning** as to future conduct
- 5.8.2 **Reprimand**

- 5.8.3 **Retrospective removal of any title**, trophy, medal, prize, points or other benefit received by the accused in respect of any fencing activity in relation to which the offence was committed.
- 5.8.4 **Banning**
- (a) Banning shall involve withholding the right of the accused, for a limited or indefinite term, to participate in or attend all fencing activities, or any specified fencing activity or category or categories of fencing activities. However, banning shall not be extended to cover training (whether fencing training or general fitness training) save in exceptional circumstances.
 - (b) The Disciplinary Committee shall specify the date upon which the ban shall take effect, and its duration. The duration of the ban may be made dependent on the fulfilment of conditions.
 - (c) The Disciplinary Committee may ban an entity (club, association, etc.). In that event, the ban will affect the participation of that entity, through its members, in the fencing activities to which the ban relates.
 - (d) Banning may involve the withdrawal of the local or FIE licence (fencer or referee), as appropriate.
- 5.8.5 **Expulsion**, which shall involve the permanent banning of the accused from all fencing activities. It shall only be used in serious cases or where there is repetition of offences.
- 5.8.6 **Fines** may be imposed on the accused. They shall not be more than S\$1,000 for individuals or more than S\$5,000 for entities, or in either case such greater maximum sum as may be stipulated from time to time by the Board. If any such fine is not paid to FS within 15 Working Days after the accused has been notified in writing of the fine, then the fine shall carry interest at 2% above the base lending rate from time to time of FS principal bankers from the date of notification to the date of payment (unless the FS Exco decides to waive all or part of such interest).
- 5.8.7 The accused may be ordered to make **financial restitution** to any person injured or affected financially by the offence. This Regulation does not however extend to legal or other costs or expenses incurred by any such person, as to which see Regulation 5.19.
- 5.8.8 **Ineligibility** to serve on the Exco or any committees of FS, or to have any involvement in FS affairs.
- 5.8.9 **Withdrawal or reduction of any grant** which is within the control of FS and/or withholding or modification of any recommendation by FS in respect of a grant made by an outside body.
- 5.8.10 The accused may be required to make an **apology**, either in writing or in person, in such terms as the Disciplinary Committee may stipulate, to any person(s) in relation to the offence.

Notification of certain penalties

- 5.8.11 The FS Secretary-General shall ensure that any ban under Regulation 5.8.4, expulsion under 5.8.5, or ineligibility under 5.8.8 is brought to the attention of all those who have a legitimate interest in knowing e.g. relevant clubs, competition organisers etc., as soon as reasonably practicable after it takes effect.

5.9 Effect of Previous Offences

In determining the punishment for any offence, the Disciplinary Committee may take into consideration any previous conviction of the accused by any Disciplinary Committee, court of law or judicial or quasi-judicial authority.

5.10 Suspended Penalties

- 5.10.1 All penalties other than a warning, a reprimand, a requirement to make restitution, or a requirement to make an apology may be totally or partially suspended for such period as the Disciplinary Committee may determine.
- 5.10.2 A penalty so suspended shall not be carried out if no further offence is committed by the accused during the period of suspension determined under Regulation 5.10.1.
- 5.10.3 If a further offence is committed within such period, then - unless the Disciplinary Committee acting on the further offence decides otherwise - the penalty shall automatically upon conviction for that further offence cease to be suspended and come into immediate effect, and the whole or part (as applicable) of the penalty originally imposed will be added to the penalty imposed for the new offence.

5.11 Disciplinary Procedure

The disciplinary procedure may be set in motion in either of two ways:

- by a complaint under 5.11.1 below; or
- by a report under 5.11.2 below.

5.11.1 Complaints

- (a) Any person, whether or not a member of, or affiliated to FS, may present a complaint to FS if he is himself the victim of an alleged offence or, where appropriate, the parent or legal guardian of a minor who is the victim, and shall be entitled to withdraw the same at any time prior to any decision made by the Disciplinary Committee pursuant to Regulation 5.12.4.1.
- (b) The complaint shall be in writing and shall be sent to the FS Secretary-General within 20 Working Days (subject to Regulation 5.12.4.7) following the occurrence of the incident or the date of its discovery by the complainant. No complaint shall be entertained which is not received by the FS Secretary-General within that time limit (as extended, if applicable, under Regulation 5.12.4.7)
- (c) The complaint shall be signed by the complainant, and shall include or be accompanied by:
- the full name and address of the complainant;
 - the full name of the person against whom the complaint is being made and their address, if known;
 - a summary of the facts; and
 - copies of all relevant documents.

5.11.2 Reports

- (a) Any officer or director of FS, any officer of an Affiliate, the organising committee or Directoire Technique at any competition, a team official or weapon captain, the chairman of an FS sub-committee, or any other person (not being a person entitled to make a complaint under Regulation 5.11.1) who believes that an offence has been committed may submit a report to FS.
- (b) Such report shall contain the same information, as nearly as may be, as is required to be contained in a complaint and must be sent to the FS Secretary-General within 20 Working Days (subject to Regulation 5.12.4.7) from the occurrence of the incident or the date of its discovery by at least one person entitled to submit a report. No report shall be entertained

which is not received by the FS Secretary-General within that time limit (as extended, if applicable, under Regulation 5.12.4.7).

- (c) The President of FS or his nominee shall as soon as reasonably possible appoint some person ("the FS Representative") to act on behalf of FS in pursuing a report. The FS Representative may be the initiator of the report or someone else. As soon as reasonably possible after the FS Representative has been appointed, the FS Secretary-General shall write to all relevant persons giving the contact details of the FS Representative and requiring that all communications to FS in connection with the disciplinary proceedings shall be sent directly to the FS Representative.

5.12 The Disciplinary Committee

5.12.1 Composition

5.12.1.1 No one who was a party to the complaint or report, who took part in the organisation of the competition or of the event concerned, who was a witness to or a participant in the incident concerned, or who has a special interest in the outcome of the proceedings, or any relationship or connection with the accused which would make it inappropriate for him to serve on the Disciplinary Committee, shall be eligible to be a member of the Disciplinary Committee.

5.12.1.2 The Disciplinary Committee shall be constituted as follows:

- (a) The FS Exco shall establish a standing panel (the "DC Panel") of not fewer than 4 and not more than 6 persons who are willing to act as members of the Disciplinary Committee.
- (b) The FS Exco may at any time appoint additional members of the DC Panel (up to the limit of 6 persons), and/or replace any member of the DC Panel.
- (c) The Disciplinary Committee shall be chaired by a member of the Exco. As soon as possible after the establishment of the DC Panel, the Exco shall appoint a deputy chairman (the "Deputy Chairman") to act during any period when the Chairman is ineligible under Regulation 5.12.1.1, or indisposed or unable or unwilling to act. A replacement Deputy Chairman may be appointed by the Chairman at any time. The Deputy Chairman shall if possible be legally qualified. Where these Regulations refer to any action to be taken by the Chairman, they shall be deemed to refer to the Deputy Chairman in respect of any period when the Chairman is ineligible under Regulation 5.12.1.1, or indisposed or unable or unwilling to act.
- (d) As soon as possible after the establishment of the DC Panel, the Chairman shall establish the Disciplinary Committee, which shall consist of the Chairman and 2 other members of the DC Panel selected by the Chairman.
- (e) The Chairman may change the composition of the Disciplinary Committee at any time (except when the Disciplinary Committee is in the process of dealing with a complaint or report) by rotating members between the Disciplinary Committee and the rest of the DC Panel.

5.12.2 Notification of complaint or report; accused's response

5.12.2.1 (i) The FS Secretary-General shall as soon as reasonably possible after receipt send a copy of the complaint or report (as applicable) to the Chairman of the Disciplinary Committee. The Chairman shall decide as quickly as possible what offence(s), if any, under these Regulations may be constituted by the facts set out in the complaint or report, and shall also give the complainant or the initiator of the report a reasonable opportunity to comment on his proposed conclusion before finalising it. In reaching his decision the Chairman may if he thinks appropriate consult the other members of the Disciplinary Committee. The Chairman shall notify the FS Secretary-General as soon as possible of his conclusion. If his conclusion is that no offence is constituted, his notification shall include a summary of his reasons for reaching that conclusion. (Note: receipt of a black card during a competition always constitutes an offence.)

(ii) If that notification indicates that an offence or offences may be constituted, then the FS Secretary-General shall as soon as possible after receipt of the notification send a copy of the complaint or report, and of the Chairman's notification, to the accused (together with a copy of these Regulations), and also to each member of the Disciplinary Committee. At the same time, the FS Secretary-General shall draw the attention of the accused to (1) the right to be advised and represented mentioned in Regulation 5.7, and (2) the right of the accused to make written representations for the purposes of Regulation 5.12.2.2.

(iii) If the Chairman's notification indicates that no offence is constituted, then the FS Secretary-General shall as soon as possible after receipt of that notification send a copy of the Chairman's notification to the person who submitted the complaint or report, informing that person that the matter will not be pursued.

5.12.2.2 Within 15 Working Days (subject to Regulation 5.12.4.7) of receipt of the copy mentioned in Regulation 5.12.2.1, the accused shall notify the FS Secretary-General in writing whether he admits the offence(s) or not. If he does admit the offence(s), he may within the same period of 15 Working Days (subject to Regulation 5.12.4.7) make written representations for the Disciplinary Committee to take into account if it sets the penalty itself under Regulation 5.12.4.2 (a).

5.12.2.3 If the accused does not give any written response under Regulation 5.12.2.2 within the period of 15 Working Days (subject to Regulation 5.12.4.7) mentioned there, he shall be deemed not to admit the offence(s).

5.12.2.4 If the accused does not admit the offence(s) in writing within the said period of 15 Working Days (subject to Regulation 5.12.4.7) mentioned above, but does so subsequently but before a Disciplinary Tribunal has been appointed, the Disciplinary Committee shall have power either to halt the process for appointing a Disciplinary Tribunal and make the decision as to penalty itself under Regulation 5.12.4.2 (a), or to allow the appointment of the Disciplinary Tribunal to proceed notwithstanding the accused's admission.

5.12.3 Preliminary Investigations

The Disciplinary Committee shall confer as soon as reasonably practicable after the receipt of copies of the complaint or report by its members and may appoint one of its number or any other appropriate person to investigate the incident reported with a view to assisting it in making its decision under Regulation 5.12.4.1 (b). Any such appointed person shall present an account of his findings to the Disciplinary Committee as soon as practicable after his appointment.

5.12.4 Powers of the Disciplinary Committee

5.12.4.1 If the Disciplinary Committee:

- (a) decides not to appoint a person to investigate under Regulation 5.12.3, it shall thereupon decide on one or more of the alternatives mentioned in Regulation 5.12.4.2;
- (b) appoints a person to investigate under Regulation 5.12.3, it shall, as soon as possible after receipt by its members of a copy of such person's account of his findings, decide on one of the alternatives mentioned in Regulation 5.12.4.2.

5.12.4.2 The alternatives mentioned in Regulation 5.12.4.1 are:

- (a) where the accused has admitted the offence(s) in writing, or the offence consists only of receipt of a black card during a competition, and the Disciplinary Committee decides that no penalty (or, in the case of a black card, no further penalty) should be imposed, or that the appropriate penalty would be any of, or a combination of the following relatively minor penalties (as referred to in Regulation 5.8):
 - (i) a warning as to future conduct;
 - (ii) a reprimand;
 - (iii) retrospective removal of title, points, etc., in relation to the fencing activity in respect of which the offence(s) was/were committed;

- (iv) banning for a period of not more than one month, or banning for a period of not more than three months if the sentence is suspended, in which case the Disciplinary Committee shall specify the date upon which the ban shall take effect, and its duration;
- (v) requirement to make restitution; or
- (vi) requirement to apologise,

then, unless the Disciplinary Committee takes the view that there are special circumstances which make it desirable to refer the matter to a Disciplinary Tribunal, the Disciplinary Committee shall not set up a Disciplinary Tribunal to deal with the complaint or report, but shall instead make the decision itself as to what penalty, if any, should be imposed upon the accused. In that case, Regulation 5.12.4.5 shall apply; or

- (b) to set up a Disciplinary Tribunal to deal with the complaint or report, in which case the Disciplinary Committee shall:
 - (i) state in writing what offence(s) is/are constituted by the facts set out in the complaint or report; if the conclusion of the Disciplinary Committee in this respect differs from the conclusion of the Chairman under Regulation 5.12.2.1, then the Disciplinary Committee shall give the complainant or the initiator of the report a reasonable opportunity to comment upon their proposed conclusion before finalising it; and
 - (ii) appoint a chairman and the members of the Disciplinary Tribunal, subject to Regulation 5.13.1; or
- (c) if the Disciplinary Committee concludes that
 - (i) the subject matter of the complaint or report does not constitute an offence, or
 - (ii) the complaint or report has been lodged outside any stipulated time limit (as extended, if applicable, under Regulation 5.12.4.7), or
 - (iii) the complaint or report is for some other reason technically invalid, or
 - (iv) the complaint or report has been made frivolously, vexatiously or maliciously, the Disciplinary Committee may dismiss the matter.

5.12.4.3 The Disciplinary Committee shall be entitled to decide that the nature of the matter subject to a complaint is such that it ought to be taken over and pursued by FS in place of the complainant, and dealt with as if it were the subject of a report. In any such event, it may notify the complainant accordingly in writing, and henceforth the matter shall be dealt with as if the complaint was a duly constituted report (and references in these Regulations to a report shall include a complaint in these circumstances).

5.12.4.4 The Disciplinary Committee shall, forthwith after it has made its decision under Regulation 5.12.4.2 as to whether to set up a Disciplinary Tribunal or not, give written notice to the complainant/initiator of the report, the FS Representative and the accused of such decision.

5.12.4.5 Where the Disciplinary Committee makes the decision as to penalty itself under Regulation 5.12.4.2 (a):

- (a) The Disciplinary Committee shall take account of any representations made by the accused under Regulation 5.12.2.2 but shall not be required to hear any representations from the accused (or any person on behalf of the accused) in person.
- (b) The Disciplinary Committee shall have power to impose no penalty (or, in the case of a black card, no further penalty), or any of the penalties included in the list of relatively minor penalties set out in Regulation 5.12.4.2 (a), but shall not impose any other penalty.
- (c) The decision of the Disciplinary Committee shall be final and binding, subject to the right of appeal.
- (d) The FS Secretary-General shall send a copy of the decision, including details of the penalty or

penalties imposed (where applicable) to the complainant/initiator of the report, the FS Representative and the accused by registered letter as soon as practicable. Where applicable, the FS Secretary-General shall at the same time draw the attention of the accused to the right of appeal, the permitted grounds of appeal and the time limits for appeal under these Regulations.

- (e) If known, the accused party's affiliated club shall be informed of the decision of the Disciplinary Committee.

5.12.4.6 The Disciplinary Committee shall have the power to suspend any person accused of an offence involving physical violence from participating in any fencing activity pending the final outcome of the disciplinary proceedings if the Disciplinary Committee believes that it is necessary in the interests of Singapore fencing.

5.12.4.7 The Disciplinary Committee shall have power to extend any of the time limits mentioned in Regulations 5.11, 5.12 and 5.15.2 where it deems appropriate to do so in view of the complexity of the matter, the volume of evidence, or any other relevant factor.

5.12.5 Responsibility of the Chairman

The Chairman of the Disciplinary Committee shall cause sufficient notes of the deliberations and conclusions of the Disciplinary Committee to be made for the purpose of the record and an appeal, if any. The notes shall be signed by the chairman.

5.13 The Disciplinary Tribunal

5.13.1 Composition

5.13.1.1 A Disciplinary Tribunal set up under Regulation 5.12.4.2 (b) shall consist of not fewer than 3 persons (the "Tribunal Members").

5.13.1.2 The Tribunal Members shall be persons who are independent and impartial. To this end:

- (a) No one who was a party to the complaint or report, who took part in the organisation of the competition or of the event concerned, who was a witness to or a participant in the incident concerned, or who has a special interest in the outcome of the proceedings, or any relationship or connection with the accused which would make it inappropriate for him to serve on the Disciplinary Tribunal, shall be eligible to be a Tribunal Member;
- (b) No one who was a member of the Disciplinary Committee in relation to the matter in question shall be eligible to be a Tribunal Member;
- (c) The Tribunal Members may be members or non-members of FS or of the FS Exco.
- (d) The FS Exco may establish a standing panel (to be known as the Disciplinary Tribunals Panel) of persons who are willing to serve on Disciplinary Tribunals. No person may be on both the DC Panel and the Disciplinary Tribunals Panel at the same time.

5.13.1.3 As soon as the Tribunal has been set up as above, all parties to the hearing shall be informed in writing of the names of its chairman and members.

5.13.1.4 The Disciplinary Committee shall have the right at any time to substitute one or more Tribunal Member(s) if such member(s) are indisposed at the relevant time or times or unable or unwilling to continue to act.

5.13.2 Powers of Disciplinary Tribunal

- 5.13.2.1 The Tribunal shall be fully empowered to consider the complaint or report and decide the merits of the arguments according to the facts and, if it finds that an offence or offences has/have been committed, to apply such penalties as it thinks fit.
- 5.13.2.2 The Tribunal shall determine the date on which any penalty shall become effective.
- 5.13.2.3 The chairman of the Tribunal shall cause sufficient notes of the proceedings before the Tribunal to be made for the purpose of the record and an appeal, if any. The notes shall be signed by the chairman.
- 5.13.2.4 If the Tribunal concludes that
- (a) the subject matter of the complaint or report does not constitute an offence, or
 - (b) the complaint or report was lodged outside any stipulated time limit (as extended, if applicable, under Regulation 5.12.4.7), or
 - (c) the complaint or report is for some other reason technically invalid, or
 - (d) the complaint or report was made frivolously, vexatiously or maliciously,
- the Tribunal may dismiss the matter.

5.14 Procedure Before the Disciplinary Tribunal.

5.14.1 On a complaint

- 5.14.1.1 At least 20 Working Days before the start of the hearing before the Disciplinary Tribunal, the FS Secretary shall give notice to the chairman of the Disciplinary Committee, and by registered post to the accused, of the date, time and place of the hearing.
- 5.14.1.2 No later than 10 Working Days (subject to clause 5.14.1.3) before the hearing, the complainant and the accused shall send to the FS Secretary-General (or to such other person as the chairman of the Tribunal may have previously specified in writing) all the documents and the evidence on which they intend to base their complaint/defence as well as the names of the witnesses whom they intend to call, together with a summary of their evidence. The recipient shall immediately send a copy to the other party.
- 5.14.1.3 The Tribunal shall have power to extend the time limit mentioned in Regulation 5.14.1.2 where it deems appropriate to do so in view of the complexity of the matter, the volume of evidence, or any other relevant factor.
- 5.14.1.4 The complainant, the accused and any witnesses called in proof or in rebuttal of the complaint respectively shall have the right to give evidence either orally or in writing. Oral evidence should where practicable be given in person at the hearing. However, the Tribunal may permit evidence to be given over the telephone during the hearing, if:
- (a) a telephone with a loudspeaker/microphone is used so that all present at the hearing are able to hear the evidence of the person giving it (the "Telephone Witness");
 - (b) the Telephone Witness clearly identifies himself before giving evidence; and
 - (d) the chairman of the Tribunal (or some other person authorised by the chairman) informs the Telephone Witness, before he gives evidence, of the names of those present at the hearing and of such details of the hearing as the chairman of the Tribunal deems appropriate.
- 5.14.1.5 Each of the complainant and the accused shall have the right to question the other party and his witnesses, and the Tribunal shall have the right to question both parties and their witnesses, if such persons are present at the hearing or in telephone communication with the hearing.

5.14.1.6 The accused and/or any person(s) on behalf of the accused may make representations (either in writing or in person) to the Tribunal with a view to mitigating any penalty to be imposed by the Tribunal.

5.14.1.7 The witness(es) shall not be present at the hearing until their turn to testify, and the chairman of the Tribunal may if he thinks fit require all witnesses, or any particular witnesses, to be kept separate from each other during all or any part of the proceedings.

5.14.2 On a report

The FS Representative shall be entitled to present the report to the Tribunal. In all other respects, the above provisions relating to the procedure on a complaint shall apply, as nearly as may be, to the procedure on a report. For this purpose, where the context so admits, references in these Regulations to "the complainant" shall be deemed to be references to the FS Representative.

5.14.3 General

5.14.3.1 The chairman of the Tribunal shall have overall control of the conduct of the Tribunal, including (without limitation) the power:

- to hear the submissions of the parties in whatever order he chooses,
- to exclude any person creating a disturbance,
- to order that a further investigation be carried out and, in that event, to reconvene the hearing when the further investigation is complete,
- to limit the proceedings to deal only with the appropriate penalty (if any), where the accused makes an admission of the offence(s) after the Tribunal has been appointed,
- to make provision for evidence to be given, and/or questions to be asked, under Regulations 5.14.1.4 and 5.14.1.5 by means of electronic communication other than the telephone.

5.14.3.2 The President of FS, or such person as he may appoint, shall instruct the FS Secretary-General, or someone else, to prepare any case that FS wishes to make or support for presentation to the Tribunal.

5.14.3.3 All hearings before the Tribunal shall be held in private.

5.14.3.4 All parties shall withdraw whilst the Tribunal considers its decision.

5.14.3.5 Decisions shall be by a majority vote. The chairman shall have a casting vote in the event of equality of votes. The individual votes of the Tribunal members shall remain confidential.

5.14.3.6 The decision of the Tribunal shall be made at or as soon as practicable after the hearing. It shall be final and binding, subject to the right of appeal.

5.14.3.7 The FS Secretary-General shall send a copy of the decision, including details of the penalty imposed (where applicable) to the complainant/initiator of the report, the FS Representative and the accused by registered letter as soon as practicable. At the same time, a copy shall be sent to the President of FS. Where applicable, the FS Secretary-General shall at the same time draw to the attention of any person who may have the right to appeal: the right of appeal, the permitted grounds of appeal and the time limits for appeal under these Regulations.

5.14.3.8 If known, the accused party's Affiliated Club shall be informed of the decision of the Tribunal.

5.14.4 Publicity

5.14.4.1 All penalties imposed and cautions given by a Disciplinary Body shall in the case of an admission of guilt by the accused and in the case of a conviction be reported

- (i) on the FS Notice Board within 7 working days of the conviction, and
- (ii) on the FS Website within 7 working days of the conviction, and

(ii) at the next following AGM of FS.

5.14.4.2 Where the accused person is found not guilty, the accused person may choose (such choice to be notified in writing to the FS Secretary-General) whether or not the result of the hearing is to be reported on the notice board, website or to such AGM.

5.14.4.3 If the accused fails to notify such choice before the dates mentioned in 5.14.4.1(i) and (ii), or before the date of the AGM (as applicable), then the accused shall be deemed not to require such disclosure.

5.15 Appeals

5.15.1 Grounds for appeal

5.15.1.1 Either the accused, or the complainant under a complaint, or in the case of sub-paragraph (a) only FS, may appeal: -

- (a) against the decision of a Tribunal on the ground that material new evidence has come to light which could not reasonably have been produced at the Tribunal; or
- (b) against the decision of a Tribunal, or the decision of the Disciplinary Committee as to penalty under Regulation 5.12.4.2 (a), on the ground that the Tribunal or the proceedings of the Disciplinary Committee (as applicable) was/were not conducted in accordance with these Regulations and the position of the appellant was materially adversely affected thereby; or
- (c) against the decision of a Tribunal, or the decision of the Disciplinary Committee as to penalty (as applicable), on the ground that the decision was based on the misinterpretation or mis-application of FS' Memorandums or Articles of Association, Constitution, these Regulations, the Rules for Competitions or any other relevant rules and Regulations.

5.15.1.2 The accused only may appeal against any suspension imposed under Regulation 5.12.4.6 and against any other penalty imposed;

5.15.1.3 The complainant or FS (but not the accused) may appeal against the decision of the Disciplinary Committee or of a Tribunal to dismiss the matter under Regulation 5.12.4.2 (c) or Regulation 5.13.2.4 (as applicable).

5.15.1.4 A person against whom costs have been awarded under Regulation 5.19 may appeal against the decision to award costs and/or against the amount awarded.

5.15.2 Conditions of Appeal

No appeal shall be entertained unless it is notified in writing to the FS Secretary-General within 15 Working Days (subject to Regulation 5.12.4.7) from the date of receipt of FS' letter to the appellant notifying him of the decision of the Disciplinary Tribunal or Disciplinary Committee (as applicable), or, in the case of an appeal on the basis of material new evidence, within 15 Working Days (subject to Regulation 5.12.4.7) of the accused becoming aware of such new evidence, and every appeal must:

5.15.2.1 state whether the appeal is against the conviction and/or the penalty imposed, and

5.15.2.2 set out in detail the grounds of the appeal.

5.15.3 Valid Appeal

In the event of an appeal being validly made:

5.15.3.1 the Disciplinary Committee shall set up an Appeal Tribunal, provided that, in the case of an appeal on the basis of new evidence, the Disciplinary Committee shall only be obliged to set up an Appeal

Tribunal if the Disciplinary Committee is satisfied that the new evidence is material; and for that purpose the Disciplinary Committee shall have the same powers and duties as under Regulation 5.12 so far as applicable; and

5.15.3.2 both parties shall be given written notice of the appeal and (in the case of the party who is not the appellant) of the grounds of the appeal by registered post sent as soon as reasonably possible after receipt of the notice of appeal by the FS Secretary-General, and both parties shall be informed of the date, time and place of the hearing not less than 20 Working Days before the date of the hearing.

5.15.4 Composition of the Appeal Tribunal

5.15.4.1 The Appeal Tribunal shall consist of not less than three members, none of whom need be a member of the FS Exco or of FS. The Disciplinary Committee shall appoint one of the members of the Appeal Tribunal as chairman.

5.15.4.2 The FS Exco may establish a standing panel (to be known as the Disciplinary Appeals Panel) of persons who are willing to serve on Disciplinary Appeal Tribunals. No person may be on both the DC Panel and the Disciplinary Appeals Panel at the same time, but any person may be on both the Disciplinary Tribunals Panel and the Disciplinary Appeals Panel at the same time (without prejudice to Regulation 5.15.5).

5.15.5 Exclusions

No one who was party to the complaint or report, who took part in the organisation of the competition or of the event concerned, who was a witness to or a participant in the incident concerned, who has an interest in the outcome of the proceedings, or any relationship or connection with the accused which would make it inappropriate for him to serve on the Appeal Tribunal, or who was a member of the Disciplinary Tribunal or, where applicable, of the Disciplinary Committee which made the decision as to penalty, shall be eligible to be a member of the Appeal Tribunal

5.15.6 Substitution of Members of the Appeal Tribunal

The Disciplinary Committee shall have the right at any time to substitute one or more Appeal Tribunal Member(s) if such member(s) become indisposed at the relevant time or times or unable or unwilling to continue to act.

5.15.7 Function of the Appeal Tribunal

It is the function of the Appeal Tribunal to hear the appeal and matters relevant thereto but not to re-hear the case.

5.15.8 Procedure before the Appeal Tribunal

Subject to Regulation 5.15.7, the provisions of Regulation 5.14 (Procedure before the Disciplinary Tribunal) shall apply, as nearly as may be, to the procedure before the Appeal Tribunal.

5.15.9 Appeal Against Penalty

In the event of an appeal against the penalty, the Appeal Tribunal may either reduce, confirm or increase the penalty.

5.15.10 Enforcement of Penalty during Appeal

5.15.10.1 Except as provided in Regulation 5.15.10.2, no penalty imposed by the Disciplinary Committee or the Disciplinary Tribunal shall be enforced until

(a) the time for making an appeal has expired without any appeal being made, or

(b) the accused has notified the FS Secretary-General in writing that he does not intend to make any appeal, or

(c) if an appeal is made, the penalty has been upheld (whether in its original form or reduced or increased) or imposed by the Appeal Tribunal (whichever happens first).

5.15.10.2 In the event of an appeal against a suspension imposed under Regulation 5.12.4.6, the suspension shall continue in effect unless and until it is quashed by the Appeal Tribunal.

5.15.11 Decisions by the Appeal Tribunal

The decision of the Appeal Tribunal shall be final and binding.

5.15.12 Dissemination of the Decision

As soon as practicable after a decision is reached by the Appeal Tribunal, the appellant shall be notified in writing of the decision, and a copy of such notification shall be sent to the other party and to the President of FS.

5.16 Remissions

5.16.1 Ban or Expulsion

In the case of a ban or expulsion the accused may apply to FS for remission of all or part of the ban, or the rescinding of the expulsion, as follows:

- (a) In the case of a ban for a limited period, the application may be made after the expiry of not less than two-thirds of the period of the ban (unless the FS Exco decides to permit an earlier application).
- (b) In the case of a ban for an indefinite period, the application may be made at any time after the expiry of one year from the date on which the ban came into effect, provided that the accused has complied with any condition imposed under Regulation 5.8.4 (b).
- (c) In the case of an expulsion, the application may be made after the expiry of not less than 7 years from the date on which the expulsion came into effect.
- (d) Following each occasion on which an application under (a) or (b) above is rejected, a further application may be made not less than one year after the date of refusal (unless the FS Exco decides to permit an earlier application).
- (e) Following each occasion on which an application under (c) above is rejected, the accused may apply again after a further period of not less than 7 years has elapsed (unless the FS Exco decides to permit an earlier application).

5.16.2 Procedure for Application or Remission

Any such application shall be communicated in writing to the President of FS and shall be decided by the FS Exco whose decision shall be final. The Exco may, as it thinks fit, make enquiries, request information and/or request the attendance of persons at a hearing.

5.16.3 Powers of the Exco

The Exco may remit either the whole or part of the remainder of a ban, and (as applicable) may rescind an expulsion entirely, or convert it into a ban for a limited or unlimited period and subject to such conditions (if any) as the Exco may think fit.

5.17 Minors

5.17.1 For the purpose of these Regulations, minors are defined as persons who are under 18 years of age on the date on which any matter mentioned in Regulation 5.17.2 falls to be dealt with.

5.17.2 If the accused is a minor, a parent or legal guardian shall, if their address is known to FS (and FS shall if necessary make reasonable efforts to discover such address), be notified in writing of the complaint or matter to be investigated at the same time as the accused and such parent or guardian shall:

- (a) receive copies of all communications sent to the accused party; and
- (b) have the right to act on behalf of the accused; and

- (c) have the same rights as the accused to be present and be heard at such disciplinary hearings (including appeals) as relate to the accused.

5.17.3 If the accused is a minor but the address of a parent or legal guardian is not known to FS and cannot be discovered by reasonable efforts and within a reasonable time, then the Disciplinary Committee shall appoint a responsible adult to be the guardian of the accused for the purposes of the disciplinary proceedings.

5.18 Proceedings to be Conducted with Reasonable Expedition

5.18.1 All proceedings under these Regulations shall be conducted with all reasonable expedition (without prejudice to any specific time limits imposed by these Regulations).

5.18.2 If any person concerned with any proceedings under these Regulations believes that they are not being conducted with all reasonable expedition, that person may in writing notify the Chairman of the Disciplinary Committee of his concern, and following receipt of such notification it shall be the duty of the Chairman of the Disciplinary Committee to take all such steps as are within his power to ensure that the proceedings are conducted with such expedition.

5.18.3 If any person concerned with any proceedings under these Regulations believes that the Chairman of the Disciplinary Committee is not performing his duty under Regulation 5.18.2 with all reasonable expedition, that person may in writing notify the President of FS of his concern, and following receipt of such notification it shall be the duty of the President to ensure that the proceedings are conducted with such expedition.

5.19 Cost and Expenses

5.19.1 In the case of a complaint or report which is determined by any Disciplinary Body to be wholly or partly frivolous, vexatious or malicious, the Disciplinary Body may require the complainant or (in the case of a report) the initiator of the report and/or FS to pay all or part of any reasonable and proper legal and other costs and expenses incurred by the accused, any witnesses for the accused, or (in relation to a complaint) FS, whether the complaint is withdrawn or not.

5.19.2 Where any Disciplinary Body determines that all or any part of the defence put forward by an accused is frivolous, vexatious or malicious, the Disciplinary Body may require the accused to pay all or part of any reasonable and proper legal and other costs and expenses incurred by the complainant, the person who submitted the report, any witnesses for the prosecution, or FS, whether the complaint is withdrawn or not.

5.19.3 Except as provided in Regulations 5.19.1 and 5.19.2, no Disciplinary Body shall have power to make any order for payment of costs or expenses by any party.

- (a) A costs order under Regulation 5.19.1 or 5.19.2 may be made either after an application by the complainant, the initiator of the report/FS or the accused or by any Disciplinary Body of its own volition.
- (b) If a costs order is being considered by any Disciplinary Body, the party in whose favour an order might be made shall be invited by the Disciplinary Body to indicate both the basis on which that party feels an order should be made and the amount of that costs order.
- (c) The party against whom a costs order is being considered shall, if present, be afforded the opportunity to make representations both with regard to whether any costs order should be made and, if so, the amount of that costs order.
- (d) The Disciplinary Body is entitled to take all relevant factors into consideration in determining whether to make a costs order under Regulation 5.19.1 or 5.19.2 and if so, the amount of any

such order.

5.20 Notices

Notices to be sent by FS to any persons under these Regulations shall be deemed to have been served if sent to them at their address (if any) as provided by their Affiliated Clubs, failing which to their last known address, failing which to the Representative of their Affiliated Clubs.

5.21 Waivers and Variations

5.21.1 Any Disciplinary Body shall have power to vary, or to waive any breach of, the procedural requirements of these Regulations where in its view the result of such variation or waiver would not be unjust to any party.

5.21.2 Regulation 5.14 (Procedure before the Disciplinary Tribunal) may be changed by the Disciplinary Committee from time to time and any such changes shall be made known through the website and notice board, but they shall not apply to any disciplinary proceedings current at the date of the Disciplinary Committee's decision to make the change.

5.22 Interpretation

In these Regulations:

- 5.22.1 references to the masculine gender shall include the feminine;
- 5.22.2 where the context so admits, the term "person" shall mean any individual, club or other body or entity, whether incorporated or not;
- 5.22.3 "Working Day" means any day from Monday to Friday inclusive, except for days which are Public holidays in Singapore;
- 5.22.4 "Disciplinary Body" means the Disciplinary Committee, the Disciplinary Tribunal or the Appeal Tribunal, as the context admits or requires.

6 SAFETY GUIDELINES

6.1 General

These Guidelines for all age groups are issued by Fencing Singapore to ensure that Fencing remains one of the safest sports. Please study them carefully and always follow them.

Almost all serious fencing injuries are caused by broken blades, so please pay particular attention to section 6.2.8.

FS has decided to formalise certain minimum safety standards for fencing clothing.

Fencers should apply these Guidelines to themselves and to anyone with whom they are fencing. If your opponent's blade is soft, for example, you are the one that may suffer if it breaks.

Children.

Children under the age of 14 should normally fence with weapon blades of size 3 or less, such as they would be required to use in competitions for their age. This will enhance their safety, comfort and enjoyment of our sport.

Coaches/instructors have a special responsibility for safety during training and should especially study Regulation 6.3 and Appendix B. They should also give very careful consideration to the circumstances in which they are prepared to instruct pupils who are not wearing full protective clothing.

Referees are the guardians of safety in competitions. They have the authority to prevent the use of unsafe equipment and to penalise dangerous play. It is in the best interests of the fencers and the sport that they should always do so.

These Guidelines have been drawn up in accordance with contemporary Rules for Competitions. In the event of these rules changing and laying down more rigorous safety requirements, the requirements of the rules will naturally override the Guidelines.

Accidents and injuries are rare in fencing. If everyone were to follow these guidelines all the time, they would be even rarer.

6.2 Accident Prevention – Fencer’s Responsibility

Fencers are responsible for ensuring that their personal equipment is in a safe condition, and in particular that it conforms to the following requirements:-

6.2.1 Masks

Fencers are strongly recommended to wear masks with 100mm bibs and conforming to the minimum safety standard of 350N. No attempt should be made to repair the steel mesh of a mask; if the mask is weak or damaged, it should be thrown away.

Masks should be checked for the following defects:

- (i) Weakness due to rusting.
- (ii) Softness, holes or excessive deformation from the original shape.
- (iii) The bib not properly attached or curling up.
- (iv) Gaps at the side or under the chin.
- (v) Poor means of retention on the head, making the mask liable to come off. To reduce the risk, it is strongly recommended that every fencer wears a mask back-strap. A back-strap is mandatory for all FS competitions. Referees can apply to those fencers without back-straps the same penalty as for appearing on the piste with equipment that does not conform with the Rules for Competitions. A back-strap consists of elastic at least 2 inches wide, secured to the mask side mesh at each end, passing UNDER the mask spring piece at the back, and tensioned to keep the mask firmly in place. It must stay fastened and tensioned during fencing.
- (vi) In the case of transparent masks, make sure that the transparent visor is in good condition with no evidence of any cracking and safely secured to its retaining frame. The same 350N minimum safety standards apply to transparent masks as to conventional masks.

6.2.2 Jackets & Breeches

- (i) Jackets should be of the correct length and fastened on the opposite side to the sword arm, or at the back.
- (ii) There should be a minimum of 10cms (4 inches) overlap between breeches and jacket when fencer is on guard.

- (iii) On no account should clothing be used which is damaged, shows visible tears, or has been corroded or weakened by excessive use.
- (iv) Lightweight jackets should not be used and for epee a jacket made of material of over 407 gm per sq m should be used.
- (v) Breeches should be closed below the knee.
- (vi) The strength of Kevlar protection clothing may be reduced if the Wash & Care instructions are not followed.

6.2.3 Plastrons

- (i) A simple under-jacket or T-shirt is not sufficient – 800N plastrons must be worn for all FS competitions.
- (ii) The exception to (i) being if the fencer is wearing an FIE approved 800N Jacket. That being so a plastron still must be worn but need not be 800N.

6.2.4 Socks

Socks should always be covered by the bottom of the breeches, so that no bare skin is showing.

6.2.5 Shoes

Shoes should have a sole that grips the floor, and should be replaced if the soles are worn smooth.

6.2.6 Women's Breast Protectors

It is compulsory for women to wear breast protectors and it is recommended that girls wear breast protectors at least from the age of ten or from the onset of puberty if earlier.

Women fencers should consider carefully the type of body protection they wear. If conventional protectors do not provide adequate protection they may well be more comfortable using the full front version.

6.2.7 Gloves

The gauntlet should be long enough and firm enough to stretch and remain over the sleeve of the jacket whilst fencing. Gloves should not have any opening other than the one for the body wire; they should be inspected regularly and any holes and tears should be repaired.

6.2.8 Weapons - Blades

6.2.8.1 Broken Blades

Penetration by a broken blade is almost the only cause of serious fencing injuries. One of the most important accident prevention measures is, therefore, to reduce the possibility of a blade breaking during a bout. There are four ways of doing this:

- (i) Never use a blade that shows signs of 'softness' (see Regulation 6.2.8.2 (i) Weapons checking below) or is badly bent.
- (ii) Consider using a blade made out of special steel, such as maraging steel, which on average will last longer than a blade of conventional steel.
- (iii) Never fence against anyone who is using a blade that shows signs of 'softness'.

Referees should eliminate dangerous play by firmly applying the rules.

6.2.8.2 Weapons checking.

Weapons should be regularly checked to ensure they are in a safe usable condition.

- (i) Blades should be observed and tested to see whether any portion is "soft", that is to say whether any portion of the blade bends more than the rest. "Softness" indicates a dangerous weakness that may lead to a break.

A 'soft' portion is indicated when a blade bends into an irregular or uneven curve. A new blade should be tested by placing the point on the floor, depressing the top about six inches and checking that it curves evenly.

If blades are 'soft' or severely bent, they should not be used.

- (ii) If blades develop sharp edges, these should be rounded with an emery cloth; they should never be filed or ground.
- (iii) Sabre blade points should not have become sharp by continual scraping on the piste. The end of the blade must be folded over onto itself or fashioned in one piece to form a button which, viewed end on, must have a square or rectangular section of 4 mm. minimum.
- (iv) The point of a non-electric foil (including a dummy electric foil blade) must be covered with plastic or some other non-metallic material.

6.2.9 Weapons - Guards

Continuous use of a weapon can leave very sharp edges round the guard circumference, which can produce quite severe cuts on the opponent's knee, leg or hand. Such guards should not be used.

6.2.10 FIE Weapon Requirements

The FIE has laid down equipment standards which fencers must observe in order to compete in the Olympic Games, in World Championships and in all 'A' grade/ World Cup-events. Blades must be FIE-stamped, at Foil made of Maraging steel and at Epée of Maraging steel or another type demonstrating comparable characteristics.

6.3 **Accident Prevention During Lessons**

6.3.1 During Lessons

Both individual and class – when weapons are being used the instructor should normally wear full protective clothing, the pupil should normally at a minimum wear the full protective clothing required for those fencing non-electric foil (see chart at the end of these Safety Guidelines).

6.3.2 Adults

Only in the case of pupils aged 18 or older, if the instructor considers that particular circumstances justify less than full protective clothing (see Regulation 6.3.1 above) being worn, they should draw pupils' attention to any accident or injury that could result because full protective clothing is not worn.

6.3.3 Compulsory Items

Furthermore, the following items should always be worn, even if the instructor is giving a lesson to an experienced pupil of 18 years of age or older.

- (i) The instructor should always wear: A mask; a fencing jacket and plastron or a teaching jacket and plastron combined, a glove; and both legs covered.
- (ii) The pupil should always wear: A mask and glove.

6.3.4 Negligence

In law, the instructor will be considered to be negligent if a class member is injured during a class through a cause that is foreseeable. The instructor must ensure that:

- (i) The venue is adequate for the activity.
- (ii) The venue has an adequate first aid kit.
- (iii) The class does not exceed recommended numbers for the available space and the available number of instructors.
- (iv) All fencers are aware of emergency evacuation procedures.
- (v) All fencers have been given a thorough briefing on good safety practices in fencing and been made aware of these FS Safety Guidelines.
- (vi) All fencers have been advised of the correct use of the equipment and the potential dangers of mishandling it. (FOR FURTHER DETAILS SEE APPENDIX B).
- (vii) If there are any fencers in the class who have health problems (e.g asthma, diabetes) which may cause difficulties during training, the instructor should be fully aware of the best way of dealing with this.
- (viii) NEVER under any circumstances leave a class unattended.

6.4 **Accident Prevention in Clubs and at Competitions**

6.4.1 Responsibility

Club officers, instructors and competition organising committees have responsibility for ensuring that the accident prevention precautions in respect of premises are observed. They should also ensure as far as practicable that individual fencers observe their own accident prevention responsibilities, and that the rules to prevent accidents during lessons are observed.

6.4.2 Moving in the Fencing Area

Non-fencers should not normally use the fencing area as a thoroughfare; if this is unavoidable they must take particular care when crossing an area on which fencing is taking place.

6.4.3 Piste-Laying

Due consideration should be given to: the age group; the weapon; the standard of fencing; and a safe position for the referee and for spectators.

The following distances are recommended for competitions:-

- (i) between the edges of adjacent pistes on the side where unattended boxes are placed: not less than 1 metre.
- (ii) between the edges of adjacent pistes on the side used for refereeing: 2.5 metres. If the distance is less, the referee should wear some form of protection, such as a mask or goggles.
- (iii) between any person (e.g. scorers, box operators, spectators) and the edge of the piste: 1.25 metres.
- (iv) total distance between the rear line of two pistes placed end-on: not less than 2 metres.

- (v) at least 2 metres beyond each rear line should remain unobstructed by a wall, chairs, cables, fencing equipment or by anything else which might trip up or obstruct a fencer passing over the back line.

6.4.4 Referees

Competition organisers should ask referees as far as practicable to ensure that these Guidelines are observed, in particular those concerning personal equipment, including a check that proper plastrons are worn, and the recommendation concerning spectators and officials. Checks on competitors' personal equipment, especially blades and masks (using a mask tester - except on stainless steel (ie., FIE) masks, on which they should not be used), are strongly recommended.

6.5 Premises

The following requirements relate to the premises used by fencers and to the fencing area:

- (i) The fencing area should be such that fencers performing all normal fencing movements, however fast, are not in danger of slipping.
- (ii) A length of at least 2 metres beyond each rear line should remain unobstructed by a wall, chairs, cables, fencing equipment, or by anything else which might trip up or obstruct a fencer passing over the back line.
- (iii) Spectators should not be allowed so near the sides of the piste that there is a risk of collision with a fencer who fleches off the piste nor any risk that they may be struck by a weapon, due for instance to a wide parry. Furthermore, spectators should never interfere with the safe positioning of the fight officials.
- (iv) Cables on the ground should be arranged so that they will not trip up fencers or spectators and should be taped down.

6.6 Mains Operated Equipment

- (i) Mains operated equipment should not be used unless it is correctly earthed using a plug with an earth pin.
- (ii) Mains cables must not be placed on top of or under the conductive pistes, or in any other situation where they could be subject to rubbing or pressure.
- (iii) Cases of apparatus should only be opened when disconnected from the supply.
- (iv) A fuse should not be replaced before a qualified electrician or other competent person has found and rectified the fault that caused the fuse to blow.
- (v) Electrical equipment should be used only if it is made by a reputable manufacturer and it should not be modified except by the manufacturer.
- (vi) All mains equipment, including mains leads, should be tested by a qualified electrician or other person qualified to conduct such testing at least yearly.
- (vii) All current regulations regarding the use of mains powered equipment, where it is accessible to the public, must be observed

6.7 Legal Responsibility

- (i) A fencer is generally deemed at Law to accept the ordinary risks involved in fencing. Excluded from this general statement are fencers who come into certain limited categories, notably those Under 18.
- (ii) Examples of ordinary risks that a fencer is deemed to accept are accidents arising from breakage of blades, or from normal bodily contact with an opponent, arising in the normal course of a bout. However, a fencer may possibly be legally liable if he injures an opponent by an action which is illegal under the Rules of fencing or is recklessly violent, or if he or she knowingly uses an unsafe blade.
- (iii) All fencers are strongly recommended to obtain insurance cover by joining an affiliated club of Fencing Singapore. This cover is provided automatically among the benefits of membership.
- (iv) Fencers should avoid any risk of legal liability by fencing within the Rules and ensuring that their equipment is safe.
- (v) The FIE Rules for Competitions make it clear that each fencer is responsible for the safety of his own equipment and that the organisers and referees are not responsible. Organisers of competitions will normally wish to include a clause on entry forms, pool sheets and brochures advertising competitions seeking to exclude liability. A suggested form of words is as follows:

"Each fencer is personally responsible for making sure that his or her clothing and equipment conform to the FIE and Fencing Singapore rules and are in good condition. Neither Fencing Singapore nor the organisers of the competition, nor any official or referee involved in the competition is responsible for these matters, or for any accident, loss or damage to persons or property however caused".
- (vi) The degree of liability that may fall on organisers and referees is unclear. In any event, they should take care to ensure so far as is reasonably possible that the Rules governing safety of equipment and conduct are properly enforced.
- (vii) When fencers under the age of 18 are entering a competition, the entry form should contain provision for it to be signed not only by the competitor but also by a parent or guardian consenting to the fencer taking part in the competition.
- (viii) FS has an indemnity policy against legal liability. The insurers have agreed that all FS registered competitions fall within this policy.

6.8 First Aid Facilities

6.8.1 Club and Competition Premises

Club and competition premises should have at least a basic first aid box available and a named person responsible for making sure it is accessible and re-stocked as necessary. It is recommended that all clubs and event organisers keep a first aid guidebook with the box

6.8.2 Event Organizers

Event organisers using sports centres should be aware of the first aid facilities available and make sure that they are accessible.

Although injuries requiring a qualified first aider are unusual, it is good practice at large competitions to have one available. The event organiser should always check qualifications and liability insurance cover.

6.8.3 Intervention

- (i) The official responsible for any fencing activity should ensure that immediate use of a telephone is available in the event of a significant injury.
- (ii) Remember that the 995 ambulance service will give ongoing advice over the phone if necessary.
- (iii) A doctor has an ethical duty to intervene and do their best. If more than one doctor or paramedic is present, the most appropriately qualified one should obviously take charge.
- (iv) A first-aider appointed for this purpose also has a duty to assist.
- (v) Members of the public are not under a legal duty to intervene in an emergency, however, in the absence of anyone qualified, if they do their best, (as judged by the action of the average person in the street), they are extremely unlikely to get into any trouble. So the average club member should have no concerns about helping a fellow fencer following an injury.
- (vi) Coaches may have a duty of care to intervene, (in the absence of anyone qualified), although this is not clear at the time of writing. Again it is extremely unlikely that a successful claim could be made against them as long as they do not act in a reckless manner.
- (vii) Specific first aid advice is not included in these Guidelines as anyone assisting with an injury should act according to their own level of expertise.

APPENDIX A

Examples of Offences

The following is a list of examples of the types of offences which may be subject to a complaint or report under these Regulations. It is particularly stressed that these are only examples, and the list is not exhaustive; therefore a particular set of facts may constitute an offence even though not mentioned in this list.

- (1) Violation of FS' Articles of Association, Constitution, Rules for Competitions, Equity Statement, Code of Conduct or any other rules, regulations or codes promulgated by the FIE or FS
- (2) Unsportsmanlike conduct
- (3) Brutal behaviour
- (4) Aggressive behaviour - verbal or physical or sexual abuse
- (5) Corruption
- (6) Embezzlement
- (7) False declaration e.g. when entering a competition or as a candidate for an election
- (8) Receipt of a black card during a competition
- (9) Attack on sporting morals or ethics
- (10) Provocation or disorder
- (11) Bringing FS or the sport of fencing into disrepute
- (12) Making false accusations
- (13) Breach of a ban imposed by a Disciplinary Body (as defined in Regulation 5.22.4)
- (14) Non-payment of any fine imposed or costs or expenses awarded by a Disciplinary Body
- (15) Misleading a Disciplinary Body

APPENDIX B

In addition to Regulation 6.3 of the Safety Guidelines:

- (1) Never allow fencers to begin or continue fencing if their clothing or weapon is inappropriate, deficient, incorrectly worn, broken, damaged, weakened by excessive use or otherwise unsafe (see these Safety Guidelines)
- (2) All fencers must carry their weapons by the pommel with the points towards the floor when they are not fencing or practising.
- (3) All fencers must have been taught not to put on their masks using both hands while holding a weapon – they should put the mask on first.
- (4) NEVER give the instruction to begin fencing without checking that all fencers are wearing their masks correctly.
- (5) Specifically, all fencers must have been told to stop fencing immediately if a blade breaks or a point or button falls off.
- (6) The instructor must identify unsafe practices, even if those involved are not under his control. The law recognises that all instructors have a duty of care to ensure that all those who take part in fencing do so without endangering themselves or others.

ADDITIONALLY THE FOLLOWING APPLY SPECIFICALLY FOR CHILDREN'S CLASSES AND HOLIDAY ACTIVITY CENTRE CLASSES:

- (7) There should be no more than 12 fencers in a class with one instructor.
- (8) Never allow fencers to fool around with equipment.
- (9) Always make your fencers aware of the potential hazards of mishandling their weapon. They must agree to use their weapons responsibly before being allowed to take part in the class.
- (10) Always hand out weapons yourself - never allow the fencers to help themselves.
- (11) Ensure all masks are fitted correctly before allowing your fencers to start fencing, and make sure that they know not to remove them before being instructed to do so by you.