



**PROPOSALS FOR**

**2012 AFF ANNUAL GENERAL MEETING**

**SUNDAY 20<sup>TH</sup> MAY 2012**

**AUSTRALIAN FENCING FEDERATION**  
**PROPOSALS FOR 2010 AFF ANNUAL GENERAL MEETING**

**MEETING DATE:** 20 May 2012

**AGENDA ITEM:** 1

**PROPOSAL TITLE:** AFF CONSTITUTION REVIEW

**PROPOSER:** AFF Executive

**RECOMMENDATION**

That the AFF initiate a review and update of its Constitution, in accordance with the Australian Sports Commission Sports Governance Principles, and that a draft of a proposed Constitution be presented for consideration to the next AFF General Meeting.

**RATIONALE**

The AFF's current Constitution was last significantly revised in the late 1980's.

At that time the AFF Constitution was revised to streamline decision-making by establishing an Executive with a four year term, to be advised by Commissions and accountable to AFF General Meetings of the AFF's members/owners i.e. the State Associations.

Much has changed since that time in terms of best practice sports governance and management.

This best practice is summarised in the attached document from the Australian Sports Commission.

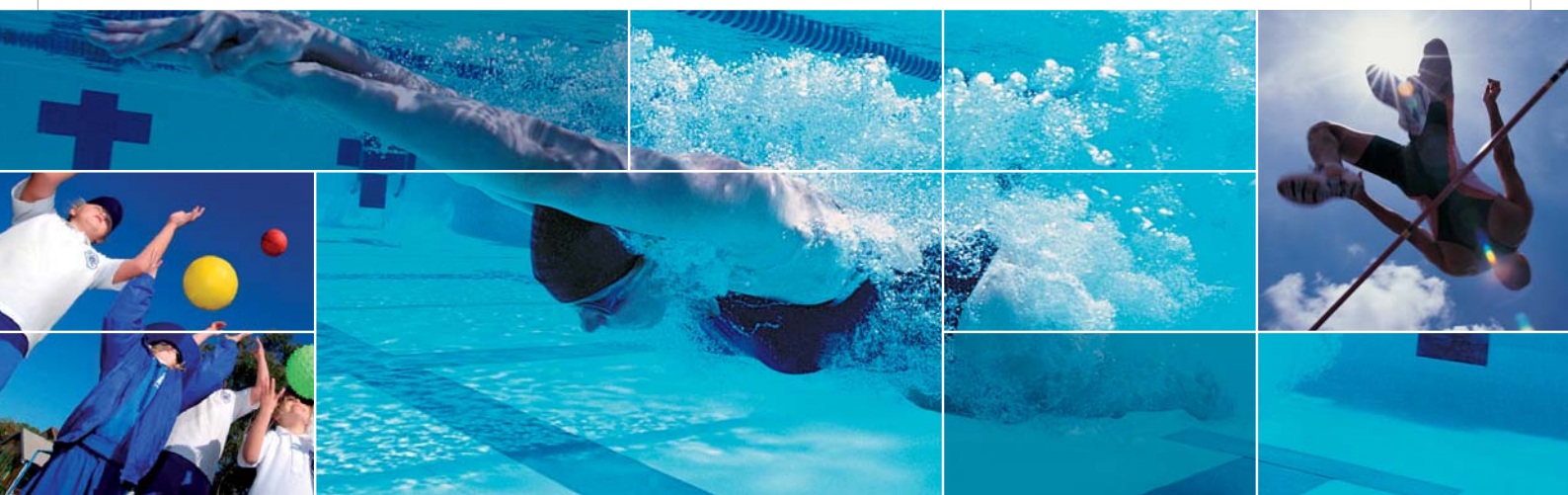
It is proposed that the Australian Sports Commission Sports Governance Principles be adopted as the basis upon which the AFF's current Constitution be reviewed and updated.



Australian Government  
Australian Sports Commission

# Australian Sports Commission

## Sports Governance Principles



March 2012

The Australian Sports Commission is the Australian Government agency that develops, supports and invests in sport at all levels. It was established in 1985 and operates under the *Australian Sports Commission Act 1989*. The Commission's national leadership role is achieved through four operational areas: the Australian Institute of Sport; Sports Development; Government Relations, Communications and Research; and Corporate Operations. The Australian Sports Commission forms part of the Department of Regional Australia, Local Government, Arts and Sport portfolio.

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## INTRODUCTION

The Australian Sports Commission (ASC) is the Australian Government's statutory authority responsible for developing and funding Australian sport. As such, the ASC is responsible for the government's funding to Australia's national sporting organisations to develop sporting excellence and increase participation in sport. It is important, therefore, that the ASC has a clearly stated position with respect to the governance of national sporting organisations to which the ASC provides taxpayer monies.

The sporting landscape in Australia is enriched and delivered through the countless hours of service and support provided by volunteers. Volunteer boards, committees and administrators in particular carry extra responsibilities and burdens associated with the complex legal and regulatory environment within which they must operate. The contribution and commitment to ensuring Australia has a quality environment where people can participate and strive for success is of immeasurable value to the community.

## PURPOSE

The purpose of these guidelines is to:

- > assist members of boards, chief executive officers and managers of sporting organisations to develop, implement and maintain a robust system of governance that fits the particular circumstances of their sport
- > provide the mechanisms for an entity to establish and maintain an ethical culture through a committed self-regulatory approach
- > provide members and stakeholders with benchmarks against which to gauge the entity's performance.

## ACCOUNTABILITY

The size, complexity and operations of sporting organisations differ, so to optimise individual performance, flexibility must be allowed in the structures and systems that are adopted. This flexibility must be balanced against accountability, contestability and transparency. There is an obligation for all sporting organisations to explain to stakeholders if any alternative approach to the best-practice principles is adopted (the 'if not, why not' obligation).

## GOVERNANCE

Governance is the system by which organisations are directed and managed. It influences how the objectives of the organisation are set and achieved, spells out the rules and procedures for making organisational decisions and determines the means of optimising and monitoring performance, including how risk is monitored and assessed.

The ASC recognises that effective sports governance requires leadership, integrity and good judgment. Additionally, effective governance will ensure more effective decision-making, with the organisation demonstrating transparency, accountability and responsibility in the activities undertaken and resources expended.

It is commonly accepted that governance structures have a significant impact on the performance of sporting organisations. Poor governance has a variety of causes, including director inexperience, conflicts of interest, failure to manage risk, inadequate or inappropriate financial controls, and generally poor internal business systems and reporting. Ineffective governance practices not only impact on the sport where they are present, but also undermine confidence in the Australian sports industry as a whole.

Governance concerns three key issues:

- > how an organisation develops strategic goals and direction
- > how the board of an organisation monitors the performance of the organisation to ensure it achieves these strategic goals, has effective systems in place and complies with its legal and regulatory obligations
- > ensuring that the board acts in the best interests of the members.

The Sports Governance Principles of Best Practice advocate strengthening structures that support good leadership and decision-making, and ensure sound and effective governance.

In keeping with best practice in Australian corporate governance, this paper contains guidelines within which the ASC believes a sporting organisation's board members should operate and enact their role. The resource takes the form of six major principles:

- > Principle 1: Board composition, roles and powers
- > Principle 2: Board processes
- > Principle 3: Governance systems
- > Principle 4: Board reporting and performance
- > Principle 5: Stakeholder relationship and reporting
- > Principle 6: Ethical and responsible decision-making.



# PRINCIPLE 1: BOARD COMPOSITION, ROLES AND POWERS

Different sporting organisations operate under different governance structures. While not advocating the adoption of any single model, the ASC does advocate that each structure should be clearly documented with a clear delineation of the roles, responsibilities and powers of the board, management and each body involved. Further, there should be no overlap in the powers of any two bodies or individuals in a governance structure.

The organisation's framework of governance should:

- > enable strategic guidance of the entity
- > ensure the effective monitoring of management by the board
- > clarify the respective roles, responsibilities and powers of the board and management
- > define the board's accountability to the entity
- > ensure a balance of authority so that no single individual has unfettered powers.

**Principle 1.1:** That management powers be formalised, disclosed and placed in a board which has the power to exercise all the powers of the organisation, except those powers that the Act or Constitution requires to be exercised in general meeting.

## **Commentary and guidance**

The ASC does not endorse a governance structure featuring both a board and another body, whereby this other body (usually called a council) assumes some board functions.

The nature of matters reserved to the board and delegated to management will necessarily depend on the size and complexity of the organisation, and be influenced by its tradition and culture and the skills of directors and managers.

**Principle 1.2:** That national sporting organisations be incorporated as a company limited by guarantee under the *Corporations Act 2001* (Cth).

## **Commentary and guidance**

It must also be noted that, regardless of the Act (Corporations or Associations) under which the organisation is incorporated, if a national sporting organisation carries on business in a state other than that in which it is incorporated, it is required to be registered under the *Corporations Act* as a registrable Australian body. This registration imposes additional administrative requirements on the organisation.

While there can be arguments for the adoption of various legal structures, and there are limitations and benefits attached to each, the ASC encourages national sporting organisations to adopt a company limited by guarantee organisational structure.

The more comprehensive legislation entailed within the *Corporations Act 2001* (Cth) provides for a very robust and structured platform for the operation of organisations and provides clarity in areas otherwise silent within the *Association Incorporation Act* (particularly in the context of internal management and corporate governance).

In addition, changes to the Corporations Act in 2010 have created a system of tiers based on revenue. For sporting organisations that fall within the lower tiers, the reporting requirements have been made less onerous than they were previously.

Similarly, some states have amended their Association Incorporation Act to introduce tiered reporting requirements that encourage larger state sporting organisations to convert to a company limited by guarantee structure.

The key governance role of the organisation under each of the Acts rests with the board of directors, who must act in accordance with the requirements of the relevant Act, within other federal and state laws, and the constitution of the incorporated body.

**Principle 1.3:** That the incorporated body has a constitution, which embodies the following key sections:

- > interpretation — objects and powers
- > members — membership and meetings of members (general meetings)
- > the board — powers (including delegations), election and appointment of directors, other roles (chief executive officer and secretary) and meetings of the board
- > reporting, recording and execution of company documents
- > accounts
- > auditors
- > indemnity and insurance of directors
- > winding up.

**Commentary and guidance**

The constitution should be written in a clear, unambiguous and succinct manner. It should not be overburdened with items that would be better served to be detailed in the organisation's by-laws or policies. These are usually items that can be expected to be changed and updated from time to time. In these circumstances the board should, through by-law and policy development, be empowered to oversee and manage the issues.

The constitution should set out that the members' powers are to elect/dismiss the board, approve/amend the constitution, and accept the financial accounts.

**Principle 1.4:** That the members of an organisation should elect the majority of the board of directors. In addition, any issue on which a vote is taken, whether at a Board or General Meeting, should require a majority of votes for any proposal to be passed.

**Commentary and guidance**

Each sporting organisation should detail how people and/or organisations may become the members of them. The constitution of the incorporated body will state the voting power of each member in this regard.

The ASC advocates that a 'one state one vote' voting system be applied to federated sporting structures. While a proportional voting system is an option, it is not recommended. Large member bodies should never be able to dominate the direction of an organisation.

In a unitary structure, the ASC advocates a 'one member one vote' voting system be applied. States may retain input through the creation of advisory councils that advise the board on issues relevant to that particular state, without having any formal powers.

Where a board is made up of appointed and elected directors, it is recommended that at least a majority of the board membership is elected by the members. In addition, it is also advocated that votes taken at board or general meetings should be passed by a majority of directors/members and not be subject to a casting vote. This principle is based on the premise that if a majority cannot agree on an issue then the issue should be forfeited.

**Principle 1.5:** That the governance structure should feature a clear separation of powers and responsibilities between the board and the chief executive officer and their staff.

**Commentary and guidance**

This clarity of powers and responsibilities must also apply to the various board and management committees. It follows the principle that ‘directors direct, and managers manage’.

The governance structure should also recognise that individual directors, the chief executive officer (or similar), their staff, board committees and management meetings hold no authority to act on behalf of the organisation by virtue of their position alone. All authority rests with the board, which may delegate authority to any person or committee.

Each such delegation should be clearly documented in a delegations manual or similar. Normally there will be significant delegations to the chief executive officer. In their capacity as directors, directors have no individual authority to participate in the day-to-day management of the entity, unless authority is explicitly delegated by the board.

**Principle 1.6:** That the chairman/president should be selected by the board.

**Commentary and guidance**

While some sporting organisations may decide to refer to their chairman as their president, the role should be the same. The chairman is the chairman of the board, not the chairman of the organisation.

The leader of the organisation is the board itself, which acts collectively in the best interests of the organisation as a whole to govern on behalf of the members. They appoint and work closely with the chief executive officer, who manages the operations of the organisation and (in most instances) acts as the organisation’s public figurehead.

The chairman facilitates discussion among, and provides leadership to, the board. As the first among equals, it is important that the chairman have the respect and confidence of their fellow directors. As such the board should select their own leader.

Some sporting organisations have retained a member-elected president despite introducing a board-elected chairman. In such instances the president will typically hold certain responsibilities with their position and act as a public figurehead for the organisation.

The ASC does not support this situation, as it creates an unnecessary duplication of powers. The roles and responsibilities typically reserved for the president can be readily performed by either the chairman or the chief executive officer.

**Principle 1.7:** That the board should:

- > confirm the broad strategic directions of the organisation
- > appoint, dismiss, direct, support professional development for, evaluate the performance and determine the remuneration of, the chief executive officer
- > approve, monitor and be accountable for the financial and non-financial performance of the organisation, including setting fees
- > ensure an effective system of internal controls exists and is operating as expected, and that policies on key issues are in place and appropriate and that these can be applied effectively and legally to those participants or persons for whom they are intended
- > develop a clearly articulated and effective grievance procedure

- > ensure financial and non-financial risks are appropriately identified and managed
- > ensure the organisation complies with all relevant laws, codes of conduct and appropriate standards of behaviour
- > provide an avenue for key stakeholder input into the strategic direction of the organisation
- > ensure director, board and chairman performance evaluation and professional development occurs regularly.

#### **Commentary and guidance**

The board's primary responsibility is one of trusteeship on behalf of its stakeholders, ensuring that the legal entity, the organisation, remains viable and effective in the present and for the future.

The board's role includes determining the organisation's strategic direction, core values and ethical framework, as well as key objectives and performance measures. A key critical component of this role is the board's ultimate authority and responsibility for financial operations and budgeting to ensure the achievement of strategic objectives.

Another key role is developing appropriate policy. There should be two levels of policy making; board level policy and operational policy. Board level policy should include:

- > strategic policies defining the outcomes sought from all operational effort
- > governing process policies defining the board's own operating practices
- > board/chief executive relationship policies defining the nature of the board's relationship with the chief executive (or management)
- > operational limitations policies defining the limits of the chief executive's freedom to act.

Operational policy should be developed by the chief executive.

Where a sporting organisation does not have a chief executive officer or equivalent position, either paid or unpaid, management and operational tasks may be delegated to a range of people, including board members or committees. In this case, directors must ensure that they separate their strategic board roles and responsibilities from their individual operational responsibilities. This can be achieved by separating board meetings from management meetings.

To continually improve, performance evaluation should be systematic and occur at least bi-annually. The result of performance evaluation should be tied in to professional development opportunities provided to the board.

**Principle 1.8:** That each board should be structured to reflect the complex operating environment facing the modern sporting organisation. Normally, it is envisaged that a board will:

- > comprise between five and nine directors
- > have a sufficient blend of expertise, skills and diversity necessary to effectively carry out its role
- > have all directors being independent, regardless of whether they are elected or appointed
- > have the ability to make a limited number of external appointments to the board to fill skills gaps
- > institute a staggered rotation system for board members with a maximum term in office to encourage board renewal while retaining corporate memory
- > be broadly reflective of the organisation's key stakeholders, but not at the expense of the board's skills mix and the organisation's objectives.

### **Commentary and guidance**

The number of directors on a board should reflect the size and level of activity of the organisation.

As such, the ASC advocates a board with the necessary skills to carry out its governance role rather than a representative board.

Independent directors are those that are not appointed to represent any constituent body, are not employed by or have a significant business relationship with the organisation, do not hold any other material office within the organisational structure and have no material conflict of interest as a result of being appointed director.

In relation to traditional federal sporting structures, the holding of state-level positions would be seen to be a material conflict of interest if held at the same time as national-level positions.

In unitary sporting structures, where there is only one organisational entity with a direct relationship to individual members and/or their clubs, club-level positions may create a similar level of conflict to that of the state level in the federal structure. Similarly, sporting organisations whose operations are predominantly of a business-owner nature should avoid situations where the owners of those businesses are also the key decision-makers of the organisation, where those decisions will have a material effect on the outcomes of those businesses, perceived or actual.

Examples of material conflicts are: presidents of member bodies, representatives of select groups (for example, umpires) and chief executive officers or senior staff.

When directors do represent a constituency, they are bound by their legal responsibility to represent the organisation as a whole.

External appointments (appointed directors) are appointments to the board that have not been elected by the constitutional members and are at the discretion of the existing board.

Appointed directors are an effective means of filling identified skills gaps on the board, and can bring skilled individuals into the organisation from outside the traditional membership.

An external appointment should be used for a limited term (usually two or three years) to fill skill and expertise gaps on the board. After such time that director may stand for election to the board should they wish to continue to serve as a director.

An effective board has a proper understanding of, and competence to deal with, the current and emerging issues of the business and can effectively review and challenge the performance of management and exercise independent judgment.

The creation of a nomination sub-committee can assist the board in developing a broad range of skills and diversity among its directors (see Principle 3.9).

**Principle 1.9:** That national sporting organisations and their member bodies have aligned objects and purpose to ensure effective and efficient achievement of sport outcomes.

### **Commentary and guidance**

To achieve effective outcomes for the sport it is essential, particularly in a federated model, that national and member bodies have aligned objects and purpose. It is critical that member bodies within a sport operate as if they were one body working towards the same outcome to deliver effective products and services to its members and stakeholders. Member bodies should have aligned constitutions with aligned objects.

The sport should have a single strategic plan that drives the overarching objectives, which are delivered consistently and effectively by the member bodies. The sport's strategic plan should form the basis of all local implementation outcomes and be developed with input and agreement from all stakeholders.

**Principle 1.10:** That where two or more bodies are amalgamating, an interim board arrangement occurs in order for all parties to be confident about the future direction and priorities of the amalgamated body.

**Commentary and guidance**

In the interim arrangement, the board of the new organisation would include equal representation drawn from the boards of the amalgamating bodies or representatives nominated by each of the amalgamating groups' interests. This should be independently chaired.

This interim arrangement would operate for a finite period of time, at the end of which a new board structure as outlined in Principle 1.7 should be adopted.

The ASC encourages like organisations to look into the benefits of amalgamation to ensure that sustained competitiveness, efficiencies and economies of scale are achieved to provide enhanced outcomes for the sport's members and participants.

**Principle 1.11:** That the board outline the role of individual directors/board members, including (at a minimum):

- > the fiduciary duty of directors to act in the interests of the members as a whole and not to represent individual constituents. Thus, once elected, the board should have the ability to operate independently in the interests of the organisation as a whole, free from undue influence
- > the legal duties of individual directors, including the requirement of directors to:
  - act in good faith and for a proper purpose
  - exercise due care and diligence
  - ensure the organisation does not continue to carry on its business while insolvent
  - meet the requirements of various other federal and state laws that directly impact on the organisation
- > a code of conduct or policy specifying the behaviour expected of directors (see Principle 6)
- > a conflict of interest provision that specifies:
  - a director must disclose actual/potential conflicts of interest
  - the process for disclosure of real or potential conflicts of interest
  - a process that governs a director's involvement in any decisions with which they have a conflict of interest
  - the requirement for a register of ongoing interest to provide a record of all potential conflicts
  - a director should not hold any other official or corresponding administrative position within the organisation at any level that creates a material conflict of interest. This is to ensure no actual or perceived conflicts of interest
- > maintaining a register of related party transactions
- > the responsibilities of directors for completing an induction program, undertaking continuing professional development as well as engagement in ongoing performance assessment (see Principle 4).

**Commentary and guidance**

The role of a director of an organisation is one of the key components of the governance framework to ensure the accountability, transparency and contestability of the direction, performance and conformance of the organisation.

It is critical that new directors are appropriately inducted to the board and the organisation and that they understand their roles within the organisation.

In relation to a director's conflict of interest, a director should not hold any official position at state, regional or club level, or corresponding administrative position, that provides a material conflict of interest which is actual or perceived and that all endeavours to avoid this should be pursued (see Principle 1.7).

Directors should have appropriate personal qualities such as loyalty, honesty, the courage to ask tough questions and should exhibit high ethical standards. As a minimum, directors should embrace fairness, respect, responsibility and safety as key guiding principles of ethical behaviour within their organisation.

**Principle 1.12:** That the roles of key positions in the governance system are documented and understood. Normally these positions should include:

- > board
  - chair/president
  - directors
  - company secretary
  - chairs of board committees
- > management
  - chief executive officer.

**Commentary and guidance**

A letter of appointment should be provided to each of the above positions upon commencement, outlining the responsibilities and expectations associated with the role.

As it is expected that national sporting organisations will form a company limited by guarantee structure, then it will be necessary to appoint a company secretary to provide for the legal compliance requirements under company law.

**Principle 1.13:** That the chief executive officer will not normally be a director of the board. This enables and supports a clear separation of power between the board and management.

**Commentary and guidance**

The ASC suggests it is good practice to ensure that a distinction between management and board membership occurs and that the chief executive officer of the organisation should not necessarily be a member of the board. However, in this circumstance it is also good practice to ensure the chief executive officer is aware of, and present at, board meetings to provide information and advice to the board on the operations of the organisation and to understand the direction provided by the board.

In the event that a chief executive officer is a director, however, the ASC suggests there should be clear policies in place to ensure the distinction between management and the board exists. The organisation should have clear mechanisms in place that, as a minimum, prohibit the chief executive officer from:

- > being involved in remuneration decisions continuing as a director beyond their appointment as chief executive holding the position of chair.

## PRINCIPLE 2: BOARD PROCESSES

Each board should agree to and document a clear set of governance policies and processes to facilitate effective governance. These processes should reflect best practice and be subject to regular review.

An effective board meeting should have the following attributes:

- > a capable chair, with meetings held regularly and attended by appropriate personnel
- > board papers for every item provided in advance so directors are informed and well prepared
- > clear, timely and accurate recording of decision-making and communication of outcomes to stakeholders.

**Principle 2.1:** That the board should document its meeting process. Normally this will include:

- > legal requirements
- > decision-making approach (consensus versus voting) and voting rights of attendees
- > protocol/s for meeting conduct and director behaviour
- > logistical details such as meeting frequency, meeting location, timing of meetings, attendees, etc.

### **Commentary and guidance**

The legal requirements in regard to meetings incorporate such items as the official number required to make a quorum, the amount of notice required for calling a meeting and other such requirements as specified in the organisation's constitution.

The frequency of meetings will depend on the size of the organisation and the internal and external circumstances, including any specific issues the organisation needs to deal with at any given time. A sporting organisation board should meet no less than six times per year and often as regularly as monthly. The schedule of dates for board and committee meetings should be agreed in advance.

**Principle 2.2:** That the board should prepare an agenda for each meeting. In addition, the board should agree how the agenda will be developed and the items for regular inclusion.

### **Commentary and guidance**

The governance policy should outline the process for establishing the agenda for each board meeting. It is essential that the board ensures meetings adhere to pre-agreed time frames and that adequate time is given to each agenda item. It is also essential that the board ensures agenda items are linked to the strategic objectives of the organisation and that there is an alignment between the reporting from management and the key performance indicators that have been approved by the board.

**Principle 2.3:** That board meetings should have appropriate documentation. This means issues submitted to the board should be in an appropriate and agreed form (a board paper) and be circulated sufficiently in advance of the meeting. The board should similarly maintain a clear record of decisions made through an appropriate and agreed minuting process.

### **Commentary and guidance**

The governance policy should determine timing with regard to receiving board papers in advance, and where appropriate the length, format and detail required in the board papers.

Minutes should be an accurate record of discussions held and should be distributed in a timely manner, usually within a week of the meeting. These should be agreed by the board and outcomes communicated to stakeholders, again in a timely manner.



**Principle 2.4:** That the board should be provided with all relevant information on an issue to enable proper execution of directors' duties. The board, or any individual board member, should also have the right to request, through the chief executive officer, any additional information from management if required (see Principle 4).

***Commentary and guidance***

The governance policy should state the circumstance when and how board members should go about accessing external or additional information in relation to board papers. For example, a director may wish to receive additional financial reports to enable them to effectively carry out their duties.

**Principle 2.5:** That the board should plan its key annual activities and develop a corresponding board calendar/work plan.

***Commentary and guidance***

The board calendar/work plan should include major annual activities for the board agenda, such as budget approval, strategy review, chief executive officer evaluation and annual general meeting.

The board should also develop an annual board plan that sets key performance criteria for the coming year that tie in with the strategic objectives of the organisation.

**Principle 2.6:** That the board and each committee established by the board should have terms of reference or a charter. The terms of reference or charter should include, at a minimum:

- > board/committee purpose
- > authority delegated to the board/committee
- > board/committee composition, including the appointment of a chair
- > reporting requirements
- > delineation of the role of the board/committee and the role of management.

***Commentary and guidance***

Board committees allow directors to give closer attention to important issues facing the organisation than is possible for the full board. Board committees are an effective way to distribute the work between the directors and allow more detailed consideration of specific matters.

The number of board committees, size and mix, will vary from organisation to organisation depending on its size, complexity and the challenges it faces. Sporting organisations should consider the need to have board committees. Examples of board committees are audit and risk, nomination and remuneration, selection, and technical. The function and importance of the audit committee are considered later in these guidelines.

Not all committees need to report directly to the board; some committees such as selection and technical committees can report through senior management and the chief executive officer.

Committees should exist for a specific purpose and not merely because they always have.

## PRINCIPLE 3: GOVERNANCE SYSTEMS

The board is ultimately responsible for the success of the organisation it governs. Each board should clearly define its role in discharging this responsibility.

An effective organisation should have the following systems:

- > a strategic planning framework identifying core organisational values, goals and performance management indicators
- > clearly documented board/management interaction, including appropriate delegations and authority of all parties
- > a thorough process for identifying and monitoring legal, compliance and risk management requirements
- > a thorough system of audit, including internal and external processes
- > a performance management system to provide evidence and ensure monitoring of legal compliance and performance against plans.

**Principle 3.1:** That the board should determine the process by which it oversees and develops the strategic direction, key objectives and performance measures as well as core values and ethical framework for the organisation.

### **Commentary and guidance**

It is important that a board regularly reviews its strategic priorities to ensure it maintains its competitive advantage and is clear about on what it wants management to focus. The board's agenda should reflect the strategic objectives of the organisation (see Principle 2.2)

The ASC considers it important that all key stakeholders are consulted through the strategic planning framework to ensure future strategies address the most pressing issues within the industry.

**Principle 3.2:** That the board should develop a protocol outlining expectations for board–management interactions. This will normally include:

- > expectations regarding the use of a board member's networks/contacts
- > expectations regarding provision of advice to the chief executive officer and management
- > a protocol for individual directors to acquire all information required for decision-making and control (see Principle 4).

### **Commentary and guidance**

The relationship between management and the board is critical and must be supported by a clear segregation of responsibilities. At all times the board must be in control, however management must be accountable, operate with delegated authorities, have appropriate levels of skills, and perform against the established key performance indicators.

Directors should not approach management directly, but rather should channel all additional information requests through the chair and chief executive officer, unless specifically approved within the protocols.

**Principle 3.3:** That the board should have in place an effective and efficient monitoring and evaluation system. This will include financial and non-financial monitoring. In particular, each board should monitor outcomes of the implementation of the strategies as the basis for the evaluation of overall performance and reporting to members (see Principle 5).

***Commentary and guidance***

It is essential that the performance indicators are clear and concise and, more importantly, can actually be measured, are aligned to strategic objectives, and comprise both lead and lag indicators where possible.

It is also imperative that an organisation understand where they currently stand in relation to key performance indicators so a comparison can be achieved between past, current and future result targets.

**Principle 3.4:** That the board should have in place an effective risk management strategy and process. This will require the board to take actions to identify key risks facing the organisation and ensure that risk management strategies are developed and actioned. The risk management system should comply with the Australian Risk Management Standard HB 246:2010.

***Commentary and guidance***

It is essential that an organisation regularly reviews its risk exposure across all facets of the organisation.

An organisation should establish its risk appetite and assess risk in line with this.

In line with HB 246:2010, an organisation should review the likelihood and impact of all possible incidents and assess the actions required to minimise, avoid or eliminate potential risks. An organisation should ensure it also assesses the opportunities forgone as part of its risk assessment and evaluation process, as risk is not only a negative element; the opportunity cost of not doing activities should also be considered.

In addition, some events or activities often need a specific and comprehensive risk assessment to be done (for example, the hosting of a large sporting event). In this situation a business case should be developed as part of normal risk management processes to assess the impact and potential outcomes, negative or positive, of such an event.

**Principle 3.5:** That the board should implement an effective compliance system. It is recommended that this system comply with Australian Standard AS3806:2006 and require, at a minimum, that:

- > the organisation complies with all relevant statutes, regulations and other requirements placed on it by external bodies
- > effective internal controls exist and there is full and accurate reporting to the board in all areas of compliance
- > the organisation is financially secure and is able to meet all its financial obligations when they fall due, in the normal process of business.

**Principle 3.6:** That the board should develop and document a regular (annual/six-monthly) performance review process for the chief executive officer.

***Commentary and guidance***

While the detail of the performance review may be undertaken by the nomination and remuneration committee or another board committee, at some point in the process all directors should have an opportunity to review and comment on chief executive officer performance.

The performance indicators for the chief executive officer should be clearly linked to the strategic goals and objectives set by the board and should be measurable. In addition the chief executive officer should have performance measures linked to staff performance and key stakeholder relationships.

**Principle 3.7:** That the board must ensure an effective audit system and process is in place. The audit process may include internal and external processes and systems.

***Commentary and guidance***

An effective audit process should ensure there are adequate controls and systems in place to alert management and the board to potential risks associated with the operation of the sport.

Given the heavy financial focus on audit processes, management and board directors should have basic financial literacy that enables them to understand and actively challenge information presented.

**Principle 3.8:** That the board should establish an audit committee and that its role be set out by formal charter/terms of reference.

***Commentary and guidance***

The existence of an audit committee is recognised as an important feature of good corporate governance. The committee should be structured with at least three people who should be financially literate, and include at least one who has financial expertise (that is, a qualified accountant). The audit committee should only comprise persons who are not directly involved in the management of the organisation; however, the chief executive officer and chief financial officer or equivalent should have standing invitations to provide clarification where necessary.

The chair of the audit committee should be independent from the chair of the board.

The audit committee should take prime responsibility for, but not be limited to:

- > reviewing the organisation's annual financial accounts and recommending them to the board for approval
- > overseeing the relationship, appointment and work of external and internal auditors
- > reviewing compliance-related matters
- > overseeing the organisation's risk management framework
- > regularly reviewing the organisation's ongoing financial accounts, systems and delegations.

The audit committee charter should clearly set out the committee's role, responsibilities, composition, structure and membership requirements. The committee should be given the necessary power and resources to meet its charter. This includes rights of access to management, and to auditors without management being present, and rights to seek explanations and additional information.

If approved by the board, an audit committee can extend their mandate beyond purely financial and audit matters to include compliance and risk management as areas of focus.

**Principle 3.9:** That the board should establish a nomination committee and that its role be set out by formal charter/terms of reference.

***Commentary and guidance***

The existence of a nomination committee is recognised as an important feature of good corporate governance. It is important that boards are comprised of members with a variety of skills and experience, and who act in the best interests of the organisation as a whole.

The committee should be structured with at least three people and may be a combination of directors and external appointments. The nomination committee should only comprise persons who are not directly involved in the management of the organisation; however, the chief executive officer and human resources manager or equivalent should have standing invitations to provide clarification where necessary.

The chair of the nomination committee should be independent from the chair of the board.

The nomination committee should take prime responsibility for, but not be limited to:

- > reviewing the board's skill mix and identifying gaps
- > identifying potential directors for appointment to the board or to be put forward as preferred nominations for elections
- > reviewing director nominations and providing the members with the board's preferred nominees based on needs identified in the skill gap analysis

The nomination committee charter should clearly set out the committee's role, responsibilities, composition, structure and membership requirements. The committee should be given the necessary power and resources to meet its charter.

**Principle 3.10:** That since ultimate decision-making power rests with the board, the board should clearly document all delegations of authority to the chief executive officer and other individuals, committees or groups. This document, or delegations register, should be regularly reviewed and updated. It should be the subject of a formal board resolution.

***Commentary and guidance***

To ensure the delegations document is not limiting and restrictive on the operations of the organisation, it is often better to articulate the limits of management authority as opposed to trying to articulate every possible approval item. This approach will provide a framework in which management can operate, without unnecessarily burdening the board with items management should clearly deal with.

## PRINCIPLE 4: BOARD REPORTING AND PERFORMANCE

Each organisation should have a comprehensive reporting and performance management system in place to ensure organisational effectiveness and efficiency. It is essential that directors are provided with timely and accurate financial accounts to ensure effective decision-making can occur.

In addition, the board should review the directors' individual and collective performance, including the effectiveness of the chair, to ensure they are discharging their responsibilities against that of the stated objectives. Ensure a board and individual director development program is in place, including mechanisms to respond to non-performing directors.

An effective system of reporting and performance management should include:

- > comprehensive and complete financial accounts
- > review and consideration of the accounts by an audit committee
- > ensuring the independence of the organisation's external auditors
- > directors and board committee members being knowledgeable, well-briefed and informed, having access to the appropriate information or advice when required, and being provided with the opportunity for continuous improvement and education
- > a board and director performance evaluation system
- > an alignment between key performance indicators and the strategic objectives as outlined in the organisation's strategic and operational plans.

**Principle 4.1:** That the board should ensure its officers and directors have appropriate insurance cover.

### **Commentary and guidance**

It is essential that all directors and officers in an organisation have the appropriate liability and indemnity cover no matter what the purpose or structure of the organisation (for example, not for profit), as once an organisation starts incurring debts and liabilities, directors are potentially liable to provide for any losses incurred.

**Principle 4.2:** That the board should ensure all new directors undergo an appropriate induction process.

### **Commentary and guidance**

The induction process should ensure all directors have:

- > an appropriate level of knowledge of the industry in which the organisation operates
- > a clear understanding of an organisation's business operations
- > a clear understanding of the organisation's financial circumstances
- > a clear understanding of the organisation's strategy and direction
- > a clear understanding of what is expected of the director in their role, including legal responsibilities
- > a high-level knowledge of the business risks that may affect the organisation's success
- > access to relevant background information.

Management should provide a briefing session to all new directors once they have had time to assess the information just listed. This will allow them to address any concerns or queries they may have regarding the organisation.

In addition, each new director should receive:

- > a letter of appointment outlining the role and expectations in their role
- > a copy of the directors and officers insurance
- > a copy of the constitution, board charter, governance policies, strategic plan and any other key governance documents

Continuous education and professional development programs should be made available to directors as necessary.

**Principle 4.3:** That the board should ensure that a director can access independent professional advice if required and that this is appropriately protected with a deed of access or similar.

***Commentary and guidance***

Board directors and board committee members should be entitled to obtain independent professional or other advice at a cost to the entity on predefined terms. These rights should be documented and provided to directors and committee members.

Board directors and board committee members should be entitled to obtain certain resources and information from the entity. These rights should be documented in the deed of access or similar document.

**Principle 4.4:** That the board should receive timely reports that are presented regularly (preferably monthly), including:

- > accurate financial statements, that comprise:
  - profit and loss statement
  - balance sheet
  - cash flow statement
  - written report regarding material variances from budget
  - budget versus actual report on a month and year-to-date basis as well as identifying the full-year budget
  - listing of all major outstanding debtors and creditors
  - bank reconciliation (including bank account evidence).
- > performance reporting against the organisation's strategic objectives.

*\*\*Commentary and guidance*

The organisation should have a one-year fully costed operational plan, as well as having a more strategic 3–5 year financial plan that should link the financial objectives of the organisation with that of its strategic objectives.

It is critical that all directors understand and take their financial responsibility on the board seriously by ensuring they are able to comprehend and challenge the financial information presented to them by management.

It is critical that the board has detailed knowledge of the financial health of an organisation, as it is illegal for an organisation to trade while insolvent and the directors could be held personally responsible.

The board should receive performance reporting, inclusive of lead and lag indicators against its strategic objectives, that allows the board to monitor its performance on an ongoing basis.

**Principle 4.5:** That the full board of directors should annually meet and be debriefed by the external auditor on the state of the financial position and systems within the organisation and any issues identified throughout the audit process.

***Commentary and guidance***

To ensure that each director can fully extinguish their fiduciary responsibilities, it is good practice that the full board meets with the external auditor annually to discuss the findings of the audit and any identified issues that may have arisen from the audit.

This open and frank discussion allows individual directors the opportunity to receive further clarification of any particular issues to ensure they fully understand the financial operations and health of the organisation.

**Principle 4.6:** That the board should regularly review and assess its own performance and the performance of individual directors, including that of the chair and its committees.

***Commentary and guidance***

Done well, board assessment can be an extremely productive process. A robust and successful assessment process will give the board:

- > a balanced view of its performance, identifying the positive aspects of the board's operation and areas for improvement
- > a benchmark against which the board can assess its collective and individual progress and performance over time
- > a basis to establish agreed performance objectives for the board.

The process should include mechanisms such as external facilitators, assessment questionnaires, confidential non-attribution interviews and a workshop of the findings. Additionally, 360-degree feedback from the likes of management and key stakeholders enhances the comprehensiveness of any program. An effective program should also include separate assessments of individual directors' performance and that of the chair.



## PRINCIPLE 5: STAKEHOLDER RELATIONSHIP AND REPORTING

The board should ensure it exercises leadership, integrity and good judgment, always acting in the best interests of the organisation as a whole, demonstrating transparency, accountability and responsibility to its members and stakeholders.

An effective organisation should ensure its members and key stakeholders are:

- > consulted and involved in the development of the sport's strategic plan
- > supportive of, and actively involved in, achieving the outcomes of the national plan
- > well-informed and actively participating at its general meetings
- > regularly provided with timely and accurate disclosures on all material matters regarding the governance and performance of the organisation.

**Principle 5.1:** That the board should strive to ascertain the interests, aspirations and requirements of members and create responses to these in the form of a national strategic plan with alignment between this and member plans.

### ***Commentary and guidance***

Existing boards should canvass the interests, aspirations and requirements of key members. The board should have in place a process that reports and receives feedback from members.

All members should embrace the strategic plan of the sport and should work towards the achievement of its outcomes. In federated organisational structures it is essential that member bodies are working towards a unified strategic document and are held accountable for their outcomes.

**Principle 5.2:** That members of an organisation should have the ability to remove board members (or a board as a whole) and change the constitution, should they see fit, in accordance with applicable legislation.

### ***Commentary and guidance***

It is a guiding principle of law that members must have the right to remove the board and change the constitution as they see fit, as they are ultimately the owners of the organisation.

There may be circumstances where certain arrangements are in place that restrict the members' capacity to make change, however these should only be temporary measures in periods of instability and ultimate power should always return to the members.

**Principle 5.3:** That board directors should have no voting rights at general meetings.

### ***Commentary and guidance***

Where the membership of an organisation comprises other organisations, clubs or groups of individuals, board directors should not be eligible to vote at general meetings or annual general meetings. This ensures a clear separation between the 'owners' and the 'governors' of the organisation.

**Principle 5.4:** That the board should provide members and key stakeholders with a comprehensive annual report outlining how they fulfilled the governance roles, achieved strategic objectives and aspirations of the organisation, and sufficient financial information so that members can make a judgment as to how effectively the board is fulfilling its role.

***Commentary and guidance***

The system of governance should ensure that timely and accurate disclosures are made on all material matters regarding the organisation, including governance, financial situation and performance.

It is not appropriate that these reporting documents are delayed. It is the board's responsibility to ensure the appropriate legal time frames are met.

Disclosure should include, but not be limited to, material information on:

- > any legally required information as per the relevant Act
- > the financial operating results
- > the entity's strategic objectives and goals
- > members of the board and key management personnel, including board conflict of interest declarations
- > material foreseeable risks
- > material issues regarding employees and other stakeholders
- > governance structures and policies.

## PRINCIPLE 6: ETHICAL AND RESPONSIBLE DECISION-MAKING

Each board should ensure and actively promote ethical behaviour and decision-making within their organisation. Good corporate governance ultimately requires people with integrity and leadership to ensure that the reputation of an organisation is managed, protected and enhanced.

A culture of integrity and ethical behaviour is characterised by:

- > an effective code of conduct
- > quality decision-making processes
- > people of the highest integrity and ethical standards
- > an intent to put the organisation ahead of individual gains.

**Principle 6.1:** That the board establish a code of conduct to guide directors, the chief executive officer and other senior management as to:

- > the practices necessary to maintain confidence in the organisation's integrity
- > the responsibility and accountability of individuals for reporting and investigating reports of unethical practices.

### **Commentary and guidance**

The code of conduct should set out ethical and behavioural expectations for both directors and employees. It is critical that the board and senior management demonstrate, through their words and actions, absolute commitment to the code and stakeholders in its execution.

Adherence to the code should be periodically evaluated and action taken, where necessary.

**Principle 6.2:** That the board ensure key decisions and actions are based on a thorough review of all available information and are assessed against the organisation's risk management framework and strategic objectives and that these are documented.

### **Commentary and guidance**

When organisations embrace opportunities to expand or promote the sport, they should assess the opportunities against the risk framework and key strategic objectives of the organisation.

There should be evidence of an evaluation of the benefits and risks prior to any key decision being taken by management or the board.

**Principle 6.3:** That the board ensure a business case is developed for each major project or significant event/activity prior to the organisation committing resources and that the worst-case scenario has been evaluated and can be mitigated/managed by the organisation.

### **Commentary and guidance**

The development of a business case allows sporting organisations to embrace opportunities to expand or promote the sport through a major event/activity by assessing the ability of the organisation to sustain a worst-case scenario loss.

Given that most sporting organisations have very limited available resources, the assessment of risk and opportunities is critical to the long-term viability of the organisation.

To not develop business cases for major projects and events potentially leads to poor decision-making and lack of awareness of the various scenarios that may play out, hence all major events/activities should be fully costed and assessed for variations from budgeted figures prior to the organisation committing scarce resources.

## GLOSSARY

**Appointed director** — a person who is on the board of directors of an organisation by virtue of being appointed by the board for a set period of time.

**Board** — the official group of people (directors) empowered through the constitution to oversee the running of an organisation.

**Company limited by guarantee** — a company formed on the principle of having the liability of its members limited to the respective amounts that the members undertake to contribute to the property of the company if it is wound up.

**Deed of access** — a formal instrument for companies to enter into agreements with their directors relating to access to documents, rights of indemnity and insurance.

**Director** — a person who is on the board of directors of an organisation either by being elected or appointed to the board.

**Elected director** — a person who is on the board of directors of an organisation by virtue of being elected by the members of the organisation.

**Independent director** — a person who has no direct links, perceived or real, to any official position within the organisation or its directly related member bodies.

**Legal compliance** — adherence to the various laws and statutes that govern the operations of the organisation by virtue of the activities that it is involved in.

**Material variances** — a variance that by virtue of its size or impact, would materially change the result or outcomes for an organisation had it not been adjusted.

**Members** — those persons, clubs or associations, that by virtue of fulfilling the conditions stated in the constitution, belong to or 'own' the said sporting body.

**National sporting organisation** — the organisation recognised by government and the majority of playing participants as the national representative for that sport.

**Organisation** — a collection of persons, clubs or associations registered as an incorporated association or company limited by guarantee.





**AUSTRALIAN FENCING FEDERATION**  
**PROPOSALS FOR 2010 AFF ANNUAL GENERAL MEETING**

**MEETING DATE:** 20 May 2012

**AGENDA ITEM:** 2

**PROPOSAL TITLE:** PUBLICATION OF AFF GENERAL MEETING MINUTES

**PROPOSER:** Fencing Victoria

**RECOMMENDATION**

That the AFF publish, on their official website, the proposals to and minutes of all General Meetings and Annual General Meetings within 30 days of their presentation to said meetings.

**RATIONALE**

The AFF Constitution allows that “Registered fencers and invited guests of the Federation may attend general meetings but shall not take part in the proceedings unless requested by direct invitation of the President”. However, there is no easy mechanism to review minutes and proposals made to the AFF at either the General Meeting or the Annual General Meeting.

This has been highlighted in recent history where discovery and review of meeting minutes and documents was difficult and in some cases incomplete due to the lack of a central repository of such information.

It falls under “Good Governance” that accessible records are available to all interested parties and that these records are complete. The establishment of a central location on the AFF website (possibly under the “Document and Policies” section) would add transparency to the AFF processes and provide a simple mechanism to make such information generally available to those fencers who do not exercise their right to attend the meetings in person. It should be for the AFF rather than the affiliated associations to distribute to ensure proper version control and accuracy – i.e. one version of the truth.

The requirement of 30 days allows sufficient time to publish to the website, considering that the documents have already been prepared electronically and distributed to the association and delegates prior to the meeting being held.

**AUSTRALIAN FENCING FEDERATION**  
**PROPOSALS FOR 2010 AFF ANNUAL GENERAL MEETING**

**MEETING DATE:** 20 May 2012

**AGENDA ITEM:** 3

**PROPOSAL TITLE:** TEMPORARY SUSPENSION OF AFT MEMBERSHIP

**PROPOSER:** Fencing Victoria

**RECOMMENDATION**

That calls for nomination and contract renewals for AFT membership be temporarily suspended, while the results and conclusions of the current review of the AFF High Performance Plan & Australian Fencing Team are distributed to member states for consideration, comment, review or modification.

**RATIONALE**

Current policies relating to AFT membership and national selection have been the subject of controversy and debate in recent weeks. Specifically, fencers' dissatisfaction with current policies has been brought to light with the team selection for the 2012 Cadet and Junior World Championships, for which the current selection policy has excluded the equal No.1 ranked Cadet and No. 2 ranked Junior in favour of lower ranked AFT members. This is not the first, but certainly the most widely discussed example of the implications of current policies and a likely precursor to future selection controversies if current issues are not addressed.

This is not the place to argue the rights and wrongs of the many complex issues involved in the AFF's selection and development policies, but there can be little doubt that the current policies are controversial and unpopular with the athletes and that there is widespread concern they will result in something less than the strongest possible teams being selected for international events.

Fencing Victoria believes that the current AFF High Performance, Development and Selection policies and their related communications are having unintended, but damaging consequences for our sport, particularly with those fencers who aspire to reach its elite levels. Rather than the AFT being something to aspire to, it is a subject of contempt for many fencers and we risk a rift developing between AFT and non-AFT members.

We therefore propose that the impact of the AFT on development, national selection and the role of the National Weapons Coaches must be urgently reviewed and debated to ensure their stated objectives are achieved and to resolve current issues which threaten to damage the sport and discourage its athletes.

Regardless of where the AFF and member states sit on this issue, we propose that while it is resolved, a temporary suspension of calls for nominations and contract renewals is both common sense and good governance and is in the best interest of the sport.



**AUSTRALIAN FENCING FEDERATION**  
**PROPOSALS FOR 2010 AFF ANNUAL GENERAL MEETING**

**MEETING DATE:** 20 May, 2012

**AGENDA ITEM:** 4

**PROPOSAL TITLE:** CHANGES TO AFF SELECTION POLICY

**PROPOSER:** AFF High Performance Program Commission, Selection Commission  
and Operations Director

**RECOMMENDATION**

That the attached AFF Selection Policy be adopted and applied where the respective call for nominations has a closing date after Sunday 20 May, 2012.

**RATIONALE**

The AFF's High Performance Program Commission, Selection Commission, and Operations Director have completed reviews of the existing AFF Selection Policy, in addition to inviting feedback from the Fencing community in relation to the current High Performance Program.

The attached Selection Policy is the consolidation of the changes recommended, which in summary involve:

- Changes to the selection criteria for the Australian Fencing Team
- Introduction of a complementary Australian Fencing Squad
- Recognition of a new Under-23 category
- Recognition of other international events
- Simplification of some aspects of selection
- Overall clean-up and corrections to the Policy document

The implementation of this Policy from calls from nominations dated after the AGM will mean that the Australian Fencing Team and Australian Fencing Squad Cadets and Juniors would be selected using the new Policy.



## Preamble to the AFF Selection System

This preamble to the AFF Selection System outlines the philosophy on which the Selection System is based. This preamble is provided by way of background only, does not form part of the Selection System and is not intended to affect the interpretation of the Selection System, which is to be interpreted on its face and without reference to extrinsic material.

The AFF has adopted the concept of an Australian Fencing Team (AFT) and a complementary Australian Fencing Squad (AFS) comprising athletes engaged in the AFF High Performance Program. Membership of the AFT or AFS does NOT guarantee selection to represent Australia at any particular fencing competition. This document outlines the selection criteria for AFT and AFS membership and participation in the AFF High Performance Program, as well as the selection criteria for Australian representation at international fencing competitions.

Elite sport is inherently about excellence. The right to represent Australia at the Olympic Games and the World Championships (open and age) represents the pinnacle of elite sport, and as such is a privilege to be earned; however, it is the mission of the AFF to qualify full teams for these events. The Selection System sets out the minimum criteria that must be satisfied in order for a fencer to be eligible for selection for various events (excluding the Olympic Games, which are covered by a separate qualification and selection system). Fencers are encouraged to view selection as merely the first step in the process of achieving the performance goals they have set themselves, rather than an end in itself.

In light of the restrictions that apply to selection for the Olympic Games and World Championships, the AFF aims to provide fencers with a range of opportunities to represent Australia in other international and regional events, subject to the restrictions imposed by the competition organisers (for example, in relation to number of competitors, obligations to provide referees etc.). The expectation is that fencers who attain selection for these events will use them to develop and improve and that such events will also provide a pathway for the very best to demonstrate that they are ready to take the next step and ultimately represent Australia at the World Championships (both age and open) and the Olympic Games.

For all competitions to which it applies, the Selection System specifies the criteria that fencers must satisfy to be eligible for selection. The role of the Selection Panel is to apply the rules that are set out in the Selection System and to exercise the minimal discretions expressly conferred upon the Panel therein. The Selection System has been intentionally structured so as to provide the Selection Panel with minimal discretion, in order to meet the desires expressed by fencers for clearly defined, objective results-based selection criteria. Accordingly, the Selection System has been structured so as to minimise the role of selective judgements.

The AFF encourages athletes to work together with their coaches and support team in developing a detailed training and competition plan for achieving their performance goals. It is recommended that fencers' plans include a range of short-term and medium-term goals which need to be achieved in order to reach the fencers' longer-term objectives. These goals should be specific, measurable and realistic, and incorporate appropriate timeframes. The design and implementation of training and competition plans requires continual reassessment and updating to ensure that the goals remain appropriate and consistent with the results achieved along the way.

AFF resources that are available in setting up such a training and competition plan include:

- the "Pathways for Success" document (which refers specifically to Junior and Cadet Development) and is available on the AFF website.
- the opportunity to consult with the AFF National and Assistant National Coaches, members of the High Performance Program Committee, and the Selection Panel, who can offer the benefit of their knowledge and experience to fencers seeking to identify an appropriate competition pathway which will enable them to achieve their maximum potential.
- the AFF Selection System itself, which sets out the criteria which must be satisfied to be eligible for selection for various competitions. All fencers and coaches are urged to make themselves thoroughly familiar with the requirements of the Selection System so that they can plan their competition program so as to maximise the fencer's ability to achieve selection for the competitions which they wish to attend as part of their competition plan.

The AFF Selection System (which follows) has evolved over many years to enable the AFF to select, in the most efficient, equitable and transparent manner possible, the representatives for each event who are most likely to achieve the best results for themselves and for Australian Fencing. Understanding this System is an essential step for each athlete seeking to achieve their personal Fencing goals.

As noted above, the Selection Panel is available to assist fencers as appropriate in pursuing their high performance goals. The Panel can be contacted via [selection@commissions.ausfencing.org](mailto:selection@commissions.ausfencing.org)

DRAFT



# Australian Fencing Federation Selection System (May 2012)

## 1. THE SELECTION PANEL

- 1.1 There shall be a panel of five selectors, who shall comprise the 'Selection Panel'.
- 1.2 There shall be no more than two selectors from any one state or territory.
- 1.3 The selectors shall be selected at an annual general meeting of members.
- 1.4 The period of office shall be the period of four consecutive annual general meetings.
- 1.5 Each selector must be present at two thirds of the annual selection tournaments within Australia. Failure to attend more than two consecutive tournaments without approval from the Australian Fencing Federation (AFF) Executive shall result in dismissal and a casual vacancy shall exist.
- 1.6 Casual vacancies shall be filled by a postal vote of members. The term of those so elected shall be the duration of the term of the existing selectors.
- 1.7 The selectors shall not themselves be eligible for selection.
- 1.8 The selectors will elect a chairperson who will report to the AFF as specified or requested.
- 1.9 The High Performance Administration Manager, or the equivalent person whose responsibility it is to administer the AFT and AFS, will be an *ex officio* non-voting additional member of the Selection Panel, but will not be a selector under the provisions of 1.1 – 1.8 above.

## 2. THE FENCERS

- 2.1 Fencers wishing to be considered for selection must comply with all the requirements laid down by the AFF in any call for nominations. If the controlling body of a particular event imposes conditions beyond the control of the AFF, those conditions will be implemented without the AFF necessarily making any nominated fencers aware of those conditions.
- 2.2 Any fencer who nominates for a particular competition must make themselves available for both individual and team events, and if selected for an event and then subsequently declines selection may be liable to censure and penalty as specified from time to time by the AFF.
- 2.3 Any fines, penalties, fees or charges imposed by the FIE or the competition organisers that are incurred as a result of the actions of a fencer or group of fencers (including nomination under this Selection Policy) will be payable by that fencer or group of fencers.
- 2.4 As one of the conditions of selection, all fencers selected shall comply with all conditions set out in any call for nominations.

### **Formal Communication Between Fencers and the Selection Panel**

- 2.5 If a fencer is a minor, all formal correspondence must be made by their legal guardian.
- 2.6 All formal correspondence between fencers and the Selection Panel must be made IN WRITING (post or email) and addressed to the Chair of the AFF Selection Panel or to the Secretary General of the AFF (in which case it must be clearly identified as being directed to the Selection Panel).
- 2.7 All such incoming formal correspondence will be distributed to each member of the Selection Panel.
- 2.8 A formal reply will be sent to the fencer (or their guardian) in the form of a written or email response. Such a response will be identified as having come from the Selection Panel.
- 2.9 No other form of communication (verbal, oral, or written communications with any members of the Panel, including the Chair) will have any official status or recognition as representing the views or decisions of the Selection Panel.

### 3. ADMINISTRATIVE

- 3.1 Within one month of the completion of each of the AFF Annual Selection Tournaments, the Selection Panel must provide the Secretary General with a ranking list of Fencers.
- 3.2 The Selection Panel shall be advised of any conditions relating to numbers of entries or special conditions that apply to a tournament for which selection is being made.
- 3.3 The Selection Panel alone will select the fencers for any team or individual competition; their selections will be forwarded to the AFF Executive for ratification.
- 3.4 Any appeals pertaining to selection must be made according to the processes outlined in the AFF Appeals Procedure.
- 3.5 Amendments to any part of this selection system, other than at a general meeting of the Federation, must be passed by a majority of the AFF Members who are eligible to vote at a General Meeting in a postal ballot.
- 3.6 All amendments to the selection system come into force immediately upon acceptance under section 3.5. If the amendments include changes to Appendix A, any points previously awarded will not be altered; points awarded for any competition subsequent to acceptance of the amendments will be made using the amended form of Appendix A.
- 3.7 Selection for any events that are not explicitly covered in the AFF Selection System will have specific selection criteria published for that event.
- 3.8 This policy supersedes and replaces all previous versions of the Selection Policy.
- 3.9 In this document, the following abbreviations and terms are used:
  - “AFT” – the Australian Fencing Team
  - “AFS” – the Australian Fencing Squad
  - “AFF” – the Australian Fencing Federation, Inc.
  - “FIE” – the Federation Internationale d’Escrime
  - “Team Pre-Selection” – where the Event host organisers require notification of the members of any Team event at the time that entries to the Event are submitted by the AFF.
- 3.10 In all Team competitions, or competitions where a Team is selected, the manager, coach or team captain, as designated by the AFF Executive, will select which of the team members will be used in each team match, the order in which they fence, and their substitution within any particular match.
- 3.11 The qualification, nomination and selection criteria for the Olympic Games Individual and Team events are not determined by the AFF, and are published separately.
- 3.12 In this document, a reference to a Level of an event refers to the events and levels found in Appendix H.
- 3.13 Except where otherwise provided for in this Policy, a fencer may only nominate for a single weapon at an Event or a place in the AFT or AFS.

## 4. PROCESS OF RANKING AND SELECTION

### CADET

#### **AFF Cadet Ranking List**

- C4.1 The Selection Panel will maintain the AFF 'Cadet Ranking List'. Points will be awarded for: -
- C4.1.1 Any individual Junior or Open competitions for which FIE world cup points are awarded (with the exception of FIE Satellite Events), and the World Cadet Championships.
  - C4.1.2 The Australian National Championships
  - C4.1.3 AFF Circuit #1
  - C4.1.4 AFF Circuit #2
  - C4.1.5 AFF Circuit #3
  - C4.1.6 The Australian Under-23 Championships
  - C4.1.7 The Australian Junior Championships
  - C4.1.8 The Australian Cadet Championships
  - C4.1.9 The Oceania Open Championships (only when held outside Australia)
  - C4.1.10 The Oceania Under-23 Championships (only when held outside Australia)
  - C4.1.11 The Oceania Junior Championships (only when held outside Australia)
  - C4.1.12 The Oceania Cadet Championships (only when held outside Australia)
  - C4.1.13 Other International Competitions from a list approved by the AFF Executive from time to time
  - C4.1.14 Other International Competitions assessed by the Selection Panel on special application
  - C4.1.15 Commonwealth Under-23 Championship
  - C4.1.16 Commonwealth Junior Championship
  - C4.1.17 Commonwealth Cadet Championship
  - C4.1.18 Asian Under-23 Zone Championship
  - C4.1.19 Asian Junior Zone Championship
  - C4.1.20 Asian Cadet Zone Championship
- C4.2 The points awarded for competitions are listed in Appendix A. The points are specific to each weapon, and cannot be combined.
- C4.3 Points awarded for FIE and Other International competitions under C4.1.1 and C4.1.13 – C4.1.20 lapse after they are held in the next season or if not held in the next season after 12 months. However, if any particular FIE or Other International Competition occurs twice in a 12 month period, only the more recent result will be listed. Points awarded for results from the most recent Cadet, Junior, Under-23 and Open World Championships will be included, irrespective of whether they fall in the previous 12 months or not.
- C4.4 The points awarded in categories C4.1.2 – C4.1.8 will expire on a rolling basis. The most recent Australian Championships (C4.1.2 – C4.1.8) and the most recent Oceania Championships held outside Australia (C4.1.9 – C4.1.12) will be listed. In the event that one of the AFF Competitions (C4.1.2 – C4.1.8) is not held in a particular season, the points accrued in that competition in the previous season lapse 12 months after it was last held. In the event that any of the Oceania Championships (C4.1.9 – C4.1.12) is not held in a particular season, or

if the corresponding Championships are held in Australia, the points accrued in that competition in the previous season lapse after the event is held in Australia or 12 months after it was last held.

- C4.5 Fencers may apply to the Selection Panel for assessment of a Level E Competition for the award of points on the “Cadet Ranking List”, by providing information relating to the Competition. The Selection Panel will then make an assessment in relation to other Competitions in Appendix A, and may decide to award a number of ranking points, in their absolute discretion.
- C4.5.1 For events that have already taken place, the information that must be supplied to the Selection Panel within one month after the completion of the Competition is, at a minimum, the location and timing of the Competition, the fencer’s final position in the Competition, the format of the Competition, the number of fencers in the Competition, the number of Fencers promoting to the direct elimination round of the Competition, and the contact details for the body responsible for hosting the Competition.
- C4.5.2 For events that have not already taken place, the information that must be supplied to the Selection Panel at least one month prior to the completion of the Competition is, at a minimum, the location and timing of the Competition, and (if known) the expected format of the Competition, the expected approximate number of fencers in the Competition, the expected approximate number of Fencers promoting to the direct elimination round of the Competition, and the contact details for the body responsible for hosting the Competition.
- C4.6 A ‘Cadet Point Aggregate’ will be calculated for each fencer, comprising the sum of the four highest points earned in the competitions specified in C4.1.
- C4.7 The Cadet Ranking List will be compiled based on the Cadet Point Aggregate for each fencer.
- C4.8 In the case of equality of the Cadet Point Aggregate among nominees for Cadet events and places, the Selection Panel shall decide the priority of those fencers at their absolute discretion.
- C4.9 In exceptional circumstances, and only for Level E Events, the Selection Panel may, at their absolute discretion, select a fencer in more than one weapon in a Cadet event for which their AFF Cadet Ranking justifies selection.

#### **Selection Criteria for Cadet places in the AFT**

- C4.10 The AFF Executive will call for nominations for the AFT, from fencers who satisfy the FIE eligibility requirements (including age and nationality) for the next Cadet World Championships, in the first week following the Cadet World Championships each year.
- C4.11 No fencer shall be selected as a member of the AFT unless, (in addition to the other requirements listed in the selection system), they have also satisfied the performance threshold outlined in Appendix C in each of their nominated events in at least one of the competitions listed in C4.1.1 – C4.1.5 in the 12 months prior to the date on which the AFT is selected.
- C4.12 No fencer shall be selected as a member of the AFT if their Cadet Point Aggregate in the weapon for which they are seeking selection is less than the threshold specified in Appendix G at the time designated by the Selection Panel.
- C4.13 In each weapon, the number of nominees as provided for in Appendix G (or such number as determined by the AFF Executive from time to time) who have obtained the highest Cadet Point Aggregate in that weapon shall be selected.

- C4.14 Fencers who are resident overseas can apply to the Selection Panel for exemption from the requirements of C4.11 – C4.13. Upon submission of all the results they wish to have considered the Selection Panel will consider their results and award them notional points on the “Cadet Ranking List”. Their nomination will then be considered solely according to C4.12.
- C4.15 In the event that there are any additional places available once C4.10 – C4.14 have been exhausted, members of the AFS will be invited to nominate for the AFT. Such nominees will be selected according to C4.13 – C4.14.
- C4.16 Casual vacancies may be filled throughout the year by application of C4.10 – C4.15.

#### **Selection Criteria for Cadet places in the AFS**

- C4.17 The AFF Executive will call for nominations for the AFS, from fencers who satisfy the FIE eligibility requirements (including age and nationality) for the next Cadet World Championships, in the first week following the Cadet World Championships each year.
- C4.18 No fencer shall be selected as a member of the AFS unless, (in addition to the other requirements listed in the selection system), they have also satisfied the performance threshold outlined in Appendix C in each of their nominated events in at least one of the competitions listed in C4.1.1 – C4.1.5 in the 12 months prior to the date on which the AFS is selected.
- C4.19 No fencer shall be selected as a member of the AFS if their Cadet Point Aggregate in the weapon for which they are seeking selection is less than the threshold specified in Appendix G at the time designated by the Selection Panel.
- C4.20 In each weapon, the number of nominees as provided for in Appendix G (or such number as determined by the AFF Executive from time to time) who have obtained the highest Cadet Point Aggregate in that weapon shall be selected.
- C4.21 Fencers who are resident overseas can apply to the Selection Panel for exemption from the requirements of C4.18 – C4.20. Upon submission of all the results they wish to have considered the Selection Panel will consider their results and award them notional points on the “Cadet Ranking List”. Their nomination will then be considered solely according to C4.19.
- C4.22 In the event that there are any additional places available once C4.17 – C4.21 have been exhausted, if possible these additional places will be filled by the Selectors at their absolute discretion.
- C4.23 Casual vacancies may be filled throughout the year by application of C4.17 – C4.22.

#### **Selection Criteria for Australian Representation at Cadet Level A and B Events**

- C4.24 In each weapon, the members of the AFT with the highest Cadet Point Aggregate who nominate will be selected, in order of ranking on the Cadet Ranking List.

#### **Selection Criteria for Australian Representation at Cadet Level C and D Events**

- C4.25 In each weapon, selection shall be made:
- C4.25.1 Firstly, from members the AFT with the highest Cadet Point Aggregate who nominate, in order of ranking on the Cadet Ranking List;
  - C4.25.2 Secondly, from members of the AFS with the highest Cadet Point Aggregate who nominate, in order of ranking on the Cadet Ranking List.

#### **Selection Criteria for Australian Representation at Cadet Level E Events**

- C4.26 In each weapon, selection shall be made:



- C4.26.1 Firstly, from members of the AFT with the highest Cadet Point Aggregate who nominate, in order of ranking on the Cadet Ranking List;
- C4.26.2 Secondly, from members of the AFS with the highest Cadet Point Aggregate who nominate, in order of ranking on the Cadet Ranking List;
- C4.26.3 Thirdly, from among the remaining nominees on the basis of the AFF Cadet Ranking List, except where the Selection Panel considers that exceptional circumstances, results or potential warrant the inclusion of a particular fencer.

#### **Selection Criteria for Cadet Team Events Held in Conjunction with Cadet Individual Events**

- C4.27 If three or more fencers have been selected to compete in the Cadet individual event in the same weapon, an Australian team may be entered in the corresponding Team event.
- C4.28 The Team will be selected from the fencers selected for the Cadet individual event in that weapon.
- C4.29 If Team Pre-Selection is required, the Selection Panel will apply C4.26.
- C4.30 If Team Pre-Selection is not required:
  - C4.30.1 The Selection Panel will apply C4.25 in the first instance.
  - C4.30.2 The rankings of the fencers in the individual Event in that weapon will be used to select any additional fencers in the Team.
  - C4.30.3 If two fencers are tied for the fourth place in the team based on their results in the individual event, the fencer with the higher ranking on the AFF Cadet Ranking List in that weapon will be selected.
  - C4.30.4 If the Team event precedes the individual event, the Selection Panel will apply C4.25 and select the fencers for the other places in the team at their absolute discretion.

#### **Special Selection Criteria for Cadet Age Category AFT members who have been selected for non-Cadet AFT places**

- C4.31 If a Cadet age category fencer holding a non-Cadet AFT place re-nominates for that same age category of non-Cadet AFT place and is not selected, they may apply to remain on the AFT holding a Cadet place until the next call for nominations for the Cadet places on the AFT.
- C4.32 The Selection Panel shall decide the selection of those fencers who apply under C4.31 at their absolute discretion.
- C4.33 Any fencers selected under C4.31 – C4.32 will be additional to the quota of Cadet places available on the AFT.

**AFF Junior Ranking List**

- J4.1 The Selection Panel will maintain the AFF 'Junior Ranking List'. Points will be awarded for: -
- J4.1.1 Any individual Junior or Open competitions for which FIE world cup points are awarded (with the exception of FIE Satellite Events).
  - J4.1.2 The Australian National Championships
  - J4.1.3 AFF Circuit #1
  - J4.1.4 AFF Circuit #2
  - J4.1.5 AFF Circuit #3
  - J4.1.6 The Australian Under-23 Championships
  - J4.1.7 The Australian Junior Championships
  - J4.1.8 The Oceania Open Championships (only when held outside Australia)
  - J4.1.9 The Oceania Under-23 Championships (only when held outside Australia)
  - J4.1.10 The Oceania Junior Championships (only when held outside Australia)
  - J4.1.11 Other International Competitions from a list approved by the AFF Executive from time to time.
  - J4.1.12 Other International Competitions assessed by the Selection Panel on special application
  - J4.1.13 Commonwealth Under-23 Championship
  - J4.1.14 Commonwealth Junior Championship
  - J4.1.15 Asian Under-23 Zone Championship
  - J4.1.16 Asian Junior Zone Championship
- J4.2 The points awarded for competitions are listed in Appendix A. The points are specific to each weapon, and cannot be combined.
- J4.3 Points awarded for FIE and Other International competitions under J4.1.1, J4.1.11 – J4.1.16 lapse after they are held in the next season or if not held in the next season after 12 months. However, if any particular FIE or Other International Competition occurs twice in a 12 month period, only the more recent result will be listed. Points awarded for results from the most recent Junior and Open World Championships will be included, irrespective of whether they fall in the previous 12 months or not.
- J4.4 The points awarded in categories J4.1.2 – J4.1.7 will expire on a rolling basis. The most recent AFF Competitions (J4.1.2 – J4.1.7), and the most recent Oceania Championships held outside Australia (J4.1.8 – J4.1.10) will be listed. In the event that one of the AFF Competitions (J4.1.2 – J4.1.7) is not held in a particular season, the points accrued in that competition in the previous season lapse 12 months after it was last held. In the event that either of the Oceania Championships (J4.1.8 – J4.1.10) is not held in a particular season, or if the corresponding Oceania Championships are held in Australia, the points accrued in that competition in the previous season lapse after the event is held in Australia or 12 months after it was last held.
- J4.5 Fencers may apply to the Selection Panel for assessment of a Level E Competition for the award of points on the "Junior Ranking List", by providing information relating to the Competition. The Selection Panel will then make an assessment in relation to other Competitions in Appendix A, and may decide to award a number of ranking points, in their absolute discretion.

- J4.5.1 For events that have already taken place, the information that must be supplied to the Selection Panel within one month after the completion of the Competition is, at a minimum, the location and timing of the Competition, the fencer's final position in the Competition, the format of the Competition, the number of fencers in the Competition, the number of Fencers promoting to the direct elimination round of the Competition, and the contact details for the body responsible for hosting the Competition.
- J4.5.2 For events that have not already taken place, the information that must be supplied to the Selection Panel at least one month prior to the completion of the Competition is, at a minimum, the location and timing of the Competition, and (if known) the expected format of the Competition, the expected approximate number of fencers in the Competition, the expected approximate number of Fencers promoting to the direct elimination round of the Competition, and the contact details for the body responsible for hosting the Competition.
- J4.6 A 'Junior Point Aggregate' will be calculated for each fencer, comprising the sum of the four highest points earned in the competitions specified in J4.1.
- J4.7 The Junior Ranking List will be compiled based on the Junior Point Aggregate for each fencer.
- J4.8 In the case of equality of the Junior Point Aggregate among nominees for Junior events and places, the Selection Panel shall decide the priority of those fencers at their absolute discretion.
- J4.9 In exceptional circumstances, and only for Level E Events, the Selection Panel may, at their absolute discretion, select a fencer in more than one weapon in a Junior event for which their AFF Junior Ranking justifies selection.

#### **Selection Criteria for Junior places in the AFT**

- J4.10 The AFF Executive will call for nominations for the AFT, from fencers who satisfy the FIE eligibility requirements (including age and nationality) for the next Junior World Championships, in the first week following the Junior World Championships each year.
- J4.11 No fencer shall be selected as a member of the AFT unless, (in addition to the other requirements listed in the selection system), they have also satisfied the performance threshold outlined in Appendix D in each of their nominated events in at least one of the competitions listed in J4.1.1 – J4.1.5 in the 12 months prior to the date on which the AFT is selected.
- J4.12 No fencer shall be selected as a member of the AFT if their Junior Point Aggregate in the weapon for which they are seeking selection is less than the threshold specified in Appendix G at the time designated by the Selection Panel.
- J4.13 In each weapon, the number of nominees as provided for in Appendix G (or such number as determined by the AFF Executive from time to time) who have obtained the highest Junior Point Aggregate in that weapon shall be selected.
- J4.14 Fencers who are resident overseas can apply to the Selection Panel for exemption from the requirements of J4.11 – J4.13. Upon submission of all the results they wish to have considered the Selection Panel will consider their results and award them notional points on the "Junior Ranking List". Their nomination will then be considered solely according to J4.12.
- J4.15 In the event that there are any additional places available once J4.10 – J4.14 have been exhausted, members of the AFS will be invited to nominate for the AFT. Such nominees will be selected according to J4.13 – J4.14.
- J4.16 Casual vacancies may be filled throughout the year by application of J4.10 – J4.15.

### **Selection Criteria for Junior places in the AFS**

- J4.17 The AFF Executive will call for nominations for the AFS, from fencers who satisfy the FIE eligibility requirements (including age and nationality) for the next Junior World Championships, in the first week following the Junior World Championships each year.
- J4.18 No fencer shall be selected as a member of the AFS unless, (in addition to the other requirements listed in the selection system), they have also satisfied the performance threshold outlined in Appendix D in each of their nominated events in at least one of the competitions listed in J4.1.1 – J4.1.5 in the 12 months prior to the date on which the AFS is selected.
- J4.19 No fencer shall be selected as a member of the AFS if their Junior Point Aggregate in the weapon for which they are seeking selection is less than the threshold specified in Appendix G at the time designated by the Selection Panel.
- J4.20 In each weapon, the number of nominees as provided for in Appendix G (or such number as determined by the AFF Executive from time to time) who have obtained the highest Junior Point Aggregate in that weapon shall be selected.
- J4.21 Fencers who are resident overseas can apply to the Selection Panel for exemption from the requirements of J4.18 – J4.20. Upon submission of all the results they wish to have considered the Selection Panel will consider their results and award them notional points on the “Junior Ranking List”. Their nomination will then be considered solely according to J4.19.
- J4.22 In the event that there are any additional places available once J4.17 – J4.21 have been exhausted, if possible these additional places will be filled by the Selectors at their absolute discretion.
- J4.23 Casual vacancies may be filled throughout the year by application of J4.17 – J4.22.

### **Selection Criteria for Australian Representation at Junior Level A and B Events**

- J4.24 In each weapon, the members of the AFT with the highest Junior Point Aggregate who nominate will be selected, in order of ranking on the Junior Ranking List.

### **Selection Criteria for Australian Representation at Junior Level C and D Events**

- J4.25 In each weapon, selection shall be made from those fencers who nominate:
  - J4.25.1 Firstly, from members of the AFT whose Junior Point Aggregate is not less than the threshold specified in Appendix G for the Junior AFT, or from members of the Junior AFT, in order of ranking on the Junior Ranking List;
  - J4.25.2 Secondly, from members of the AFS whose Junior Point Aggregate is not less than the threshold specified in Appendix G for the Junior AFS, or from members of the Junior AFS, in order of ranking on the Junior Ranking List;
  - J4.25.3 Thirdly, from any other members of the AFT or AFS, in order of ranking on the Junior Ranking List.

### **Additional Qualification & Selection Criteria for FIE Junior World Cup Competitions**

- J4.26 For all FIE Junior World Cup competitions that a fencer wishes to contest, and where the AFF does not undertake a call for nominations, the fencer must nominate by completing the World Cup Nomination Form (Appendix B), and sending it to the Chair of the AFF Selection Panel, at least 30 days prior to the competition date.
- J4.27 The number of fencers that may be selected by applying J4.25 will be the limit set down by the FIE without incurring a fine for supplying insufficient referees. In the event that there are additional places available, any additional fencers are willing to pay the cost of any FIE fine or

AFF costs associated with a late entry, then the Selection Panel will make further selections by applying J4.25.

- J4.28 In the event that there are additional nominees who have not been selected as a result of J4.27 and who are willing to share the cost of any FIE fines or AFF costs associated with the provision of referees for the competition as a result of any further selections made, then the Selection Panel will make those further selections by applying J4.25.

#### **Selection Criteria for Australian Representation at Junior Level E Events**

- J4.29 In each weapon, selection shall be made from those fencers who nominate:
- J4.29.1 Firstly, from members of the AFT whose Junior Point Aggregate is not less than the threshold specified in Appendix G for the Junior AFT, or from members of the Junior AFT, in order of ranking on the Junior Ranking List;
  - J4.29.2 Secondly, from members of the AFS whose Junior Point Aggregate is not less than the threshold specified in Appendix G for the Junior AFS, or from members of the Junior AFS, in order of ranking on the Junior Ranking List;
  - J4.29.3 Thirdly, from among the remaining nominees on the basis of the AFF Junior Ranking List, except where the Selection Panel considers that exceptional circumstances, results or potential warrant the inclusion of a particular fencer.

#### **Special Selection Criteria for Junior Team Events Held in Conjunction with Junior Individual Events**

- J4.30 Subject to J4.33, if three or more fencers have been selected to compete in the Junior individual event in the same weapon, an Australian team may be entered in the corresponding Team event.
- J4.31 Subject to J4.32 and J4.33, the Team will be selected from the fencers selected for the Junior individual event in that weapon.
- J4.32 If a team has been entered, and there are only three Junior fencers available, and the corresponding Cadet Event is being held at the same event, the Selection Panel may, at its absolute discretion, select a Cadet fencer who has been selected to compete in the Cadet individual event in that weapon to complete the team. This Cadet fencer will not be eligible to compete in the Junior individual event unless they have satisfied all the criteria required for selection to compete in the Junior individual event in that weapon.
- J4.33 If only two fencers have been selected to compete in a Junior individual event in the same weapon, and the corresponding Cadet Event is being held at the same event, the Selection Panel may, at its absolute discretion, select up to two Cadet fencers who have been selected to compete in the Cadet individual event in that weapon to complete a team. These Cadet fencers will not be eligible to compete in the Junior individual event unless they have satisfied all the criteria required for selection to compete in the Junior individual event in that weapon.
- J4.34 If Team Pre-Selection is required, the Selection Panel will apply J4.29.
- J4.35 If Team Pre-Selection is not required:
- J4.35.1 The Selection Panel will apply J4.25 in the first instance.
  - J4.35.2 The rankings of the fencers in the individual Event in that weapon will be used to select any additional fencers in the Team.
  - J4.35.3 If two fencers are tied for the fourth place in the team based on their results in the individual event, the fencer with the higher ranking on the AFF Junior Ranking List in that weapon will be selected.

J4.35.4 If the Team event precedes the individual event, the Selection Panel will apply J4.25 and select the fencers for the other places in the team at their absolute discretion.

**Special Selection Criteria for Junior Age Category AFT members who have been selected for non-Junior AFT places**

- J4.36 If a Junior age category fencer holding a non-Junior AFT place re-nominates for that same age category of non-Junior AFT place and is not selected, they may apply to remain on the AFT holding a Junior place until the next call for nominations for the Junior places on the AFT.
- J4.37 The Selection Panel shall decide the selection of those fencers who apply under J4.36 at their absolute discretion.
- J4.38 Any fencers selected under J4.36 – J4.37 will be additional to the quota of Junior places available on the AFT.

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**AFF Under-23 Ranking List**

- U4.1 The Selection Panel will maintain the AFF 'Under-23 Ranking List'. Points will be awarded for: -
- U4.1.1 Any individual Under-23 or Open competitions for which FIE world cup points are awarded (with the exception of FIE Satellite Events).
  - U4.1.2 The Australian National Championships
  - U4.1.3 AFF Circuit #1
  - U4.1.4 AFF Circuit #2
  - U4.1.5 AFF Circuit #3
  - U4.1.6 The Australian Under-23 Championships
  - U4.1.7 The Oceania Open Championships (only when held outside Australia)
  - U4.1.8 The Oceania Under-23 Championships (only when held outside Australia)
  - U4.1.9 Other International Competitions from a list approved by the AFF Executive from time to time.
  - U4.1.10 Other International Competitions assessed by the Selection Panel on special application
  - U4.1.11 Commonwealth Open Championships
  - U4.1.12 Commonwealth Under-23 Championships
  - U4.1.13 Asian Open Zone Championships
  - U4.1.14 Asian Under-23 Zone Championships
- U4.2 The points awarded for competitions are listed in Appendix A. The points are specific to each weapon, and cannot be combined.
- U4.3 Points awarded for FIE and Other International competitions under U4.1.1, U4.1.9 – U4.1.14 lapse after they are held in the next season or if not held in the next season after 12 months. However, if any particular FIE or Other International Competition occurs twice in a 12 month period, only the more recent result will be listed. Points awarded for results from the most recent Under-23 and Open World Championships will be included, irrespective of whether they fall in the previous 12 months or not.
- U4.4 The points awarded in categories U4.1.2 – U4.1.6 will expire on a rolling basis. The most recent AFF Competitions (U4.1.2 – U4.1.6), and the most recent Oceania Championships held outside Australia (U4.1.7 – U4.1.8) will be listed. In the event that one of the AFF Competitions (U4.1.2 – U4.1.6) is not held in a particular season, the points accrued in that competition in the previous season lapse 12 months after it was last held. In the event that any of the Oceania Championships (U4.1.7 – U4.1.8) is not held in a particular season, or if the corresponding Oceania Championships are held in Australia, the points accrued in that competition in the previous season lapse after the event is held in Australia or 12 months after it was last held.
- U4.5 Fencers may apply to the Selection Panel for assessment of a Level E Competition for the award of points on the "Under-23 Ranking List", by providing information relating to the Competition. The Selection Panel will then make an assessment in relation to other Competitions in Appendix A, and may decide to award a number of ranking points, in their absolute discretion.
- U4.5.1 For events that have already taken place, the information that must be supplied to the Selection Panel within one month after the completion of the Competition is, at

a minimum, the location and timing of the Competition, the fencer's final position in the Competition, the format of the Competition, the number of fencers in the Competition, the number of Fencers promoting to the direct elimination round of the Competition, and the contact details for the body responsible for hosting the Competition.

- U4.5.2 For events that have not already taken place, the information that must be supplied to the Selection Panel at least one month prior to the completion of the Competition is, at a minimum, the location and timing of the Competition, and (if known) the expected format of the Competition, the expected approximate number of fencers in the Competition, the expected approximate number of Fencers promoting to the direct elimination round of the Competition, and the contact details for the body responsible for hosting the Competition.
- U4.6 An 'Under-23 Point Aggregate' will be calculated for each fencer, comprising the sum of the four highest points earned in the competitions specified in U4.1.
- U4.7 The Under-23 Ranking List will be compiled based on the Under-23 Point Aggregate for each fencer.
- U4.8 In the case of equality of the Under-23 Point Aggregate among nominees for Under-23 events and places, the Selection Panel shall decide the priority of those fencers at their absolute discretion.
- U4.9 In exceptional circumstances, and only for Level E Events, the Selection Panel may, at their absolute discretion, select a fencer in more than one weapon in an Under-23 event for which their AFF Under-23 Ranking justifies selection.

#### **Selection Criteria for Under-23 places in the AFT**

- U4.10 The AFF Executive will call for nominations for the AFT, from fencers who satisfy the FIE eligibility requirements (including age and nationality) for the next Under-23 World Championships, in the first week following the Under-23 World Championships each year. In the event that no Under-23 World Championships are held, then the eligibility requirements are those relevant for the next Under-23 Asian Zone Championships, and the nominations will be called for in the week following the Under-23 Asian Zone Championships.
- U4.11 No fencer shall be selected as a member of the AFT unless, (in addition to the other requirements listed in the selection system), they have also satisfied the performance threshold outlined in Appendix E in each of their nominated events in at least one of the competitions listed in U4.1.1 – U4.1.5 in the 12 months prior to the date on which the AFT is selected.
- U4.12 No fencer shall be selected as a member of the AFT if their Under-23 Point Aggregate in the weapon for which they are seeking selection is less than the threshold specified in Appendix G at the time designated by the Selection Panel.
- U4.13 In each weapon, the number of nominees as provided for in Appendix G (or such number as determined by the AFF Executive from time to time) who have obtained the highest Under-23 Point Aggregate in that weapon shall be selected.
- U4.14 Fencers who are resident overseas can apply to the Selection Panel for exemption from the requirements of U4.11 – U4.13. Upon submission of all the results they wish to have considered the Selection Panel will consider their results and award them notional points on the "Under-23 Ranking List". Their nomination will then be considered solely according to the provisions set out in U4.12.



- U4.15 In the event that there are any additional places available once U4.10 – U4.14 have been exhausted, members of the AFS will be invited to nominate for the AFT. Such nominees will be selected according to U4.13 – U4.14.
- U4.16 Casual vacancies may be filled throughout the year by application of U4.10 – U4.15.

#### **Selection Criteria for Under-23 places in the AFS**

- U4.17 The AFF Executive will call for nominations for the AFS, from fencers who satisfy the FIE eligibility requirements (including age and nationality) for the next Under-23 World Championships, in the first week following the Under-23 World Championships each year. In the event that no Under-23 World Championships are held, then the eligibility requirements are those relevant for the next Under-23 Asian Zone Championships, and the nominations will be called for in the week following the Under-23 Asian Zone Championships.
- U4.18 No fencer shall be selected as a member of the AFS unless, (in addition to the other requirements listed in the selection system), they have also satisfied the performance threshold outlined in Appendix E in each of their nominated events in at least one of the competitions listed in U4.1.1 – U4.1.5 in the 12 months prior to the date on which the AFS is selected.
- U4.19 No fencer shall be selected as a member of the AFS if their Under-23 Point Aggregate in the weapon for which they are seeking selection is less than the threshold specified in Appendix G at the time designated by the Selection Panel.
- U4.20 In each weapon, the number of nominees as provided for in Appendix G (or such number as determined by the AFF Executive from time to time) who have obtained the highest Under-23 Point Aggregate in that weapon shall be selected.
- U4.21 Fencers who are resident overseas can apply to the Selection Panel for exemption from the requirements of U4.18 – U4.20. Upon submission of all the results they wish to have considered the Selection Panel will consider their results and award them notional points on the “Under-23 Ranking List”. Their nomination will then be considered solely according to U4.19.
- U4.22 In the event that there are any additional places available once U4.17 – U4.21 have been exhausted, if possible these additional places will be filled by the Selectors at their absolute discretion.
- U4.23 Casual vacancies may be filled throughout the year by application of U4.17 – U4.22.

#### **Selection Criteria for Australian Representation at Under-23 Level A and B Events**

- U4.24 In each weapon, the members of the AFT with the highest Under-23 Point Aggregate who nominate will be selected, in order of ranking on the Under-23 Ranking List.

#### **Selection Criteria for Australian Representation at Under-23 Level C and D Events**

- U4.25 In each weapon, selection shall be made from those fencers who nominate:
- U4.25.1 Firstly, from members of the AFT whose Under-23 Point Aggregate is not less than the threshold specified in Appendix G for the Under-23 AFT, or from members of the Under-23 AFT, in order of ranking on the Under-23 Ranking List;
- U4.25.2 Secondly, from members of the AFS whose Under-23 Point Aggregate is not less than the threshold specified in Appendix G for the Under-23 AFS, or from members of the Under-23 AFS, in order of ranking on the Under-23 Ranking List.

### **Additional Qualification & Selection Criteria for FIE Under-23 World Cup Competitions**

- U4.26 For all FIE Under-23 World Cup competitions that a fencer wishes to contest, and where the AFF does not undertake a call for nominations, the fencer must nominate by completing the World Cup Nomination Form (Appendix B), and sending it to the Chair of the AFF Selection Panel, at least 30 days prior to the competition date.
- U4.27 The number of fencers that may be selected by applying U4.25 will be the limit set down by the FIE without incurring a fine for supplying insufficient referees. In the event that there are additional places available, any additional fencers are willing to pay the cost of any FIE fine or AFF costs associated with a late entry, then the Selection Panel will make further selections by applying U4.25.
- U4.28 In the event that there are additional nominees who have not been selected as a result of U4.27 and who are willing to share the cost of any FIE fines or AFF costs associated with the provision of referees for the competition as a result of any further selections made, then the Selection Panel will make those further selections by applying U4.25.

### **Selection Criteria for Australian Representation at Under-23 Level E Events**

- U4.29 In each weapon, selection shall be made from those fencers who nominate:
- U4.29.1 Firstly, from members of the AFT whose Under-23 Point Aggregate is not less than the threshold specified in Appendix G for the Under-23 AFT, or from members of the Under-23 AFT, in order of ranking on the Under-23 Ranking List;
- U4.29.2 Secondly, from members of the AFS whose Under-23 Point Aggregate is not less than the threshold specified in Appendix G for the Under-23 AFS, or from members of the Under-23 AFS, in order of ranking on the Under-23 Ranking List;
- U4.29.3 Thirdly, from among the remaining nominees on the basis of the AFF Under-23 Ranking List, except where the Selection Panel considers that exceptional circumstances, results or potential warrant the inclusion of a particular fencer.

### **Special Selection Criteria for Under-23 Team Events Held in Conjunction with Under-23 Individual Events**

- U4.30 If three or more fencers have been selected to compete in the Under-23 individual event in the same weapon, an Australian team may be entered in the corresponding Team event.
- U4.31 The Team will be selected from the fencers selected for the Under-23 individual event in that weapon.
- U4.32 If Team Pre-Selection is required, the Selection Panel will apply U4.29.
- U4.33 If Team Pre-Selection is not required:
- U4.33.1 The Selection Panel will apply U4.25 in the first instance.
- U4.33.2 The rankings of the fencers in the individual Event in that weapon will be used to select any additional fencers in the Team.
- U4.33.3 If two fencers are tied for the fourth place in the team based on their results in the individual event, the fencer with the higher ranking on the AFF Under-23 Ranking List in that weapon will be selected.
- U4.33.4 If the Team event precedes the individual event, the Selection Panel will apply U4.25 and select the fencers for the other places in the team at their absolute discretion.

**Special Selection Criteria for Under-23 Age Category AFT members who have been selected for non-Under-23 AFT places**

- U4.34 If an Under-23 age category fencer holding a non-Under-23 AFT place re-nominates for that same age category of non-Under-23 AFT place and is not selected, they may apply to remain on the AFT holding an Under-23 place until the next call for nominations for the Under-23 places on the AFT.
- U4.35 The Selection Panel shall decide the selection of those fencers who apply under U4.34 at their absolute discretion.
- U4.36 Any fencers selected under U4.34 – U4.35 will be additional to the quota of Under-23 places available on the AFT.

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**AFF Open Ranking List**

- O4.1 The Selection Panel will maintain the AFF 'Open Ranking List'. Points will be awarded for:
- O4.1.1 Any individual competitions which count for FIE open world ranking (with the exception of FIE Satellite Events).
  - O4.1.2 The Australian National Championships
  - O4.1.3 AFF Circuit #1
  - O4.1.4 AFF Circuit #2
  - O4.1.5 AFF Circuit #3
  - O4.1.6 The Oceania Open Championships (only when held outside Australia)
  - O4.1.7 Other International Competitions from a list approved by the AFF Executive from time to time
  - O4.1.8 Other International Competitions assessed by the Selection Panel on special application
  - O4.1.9 Commonwealth Open Championships
  - O4.1.10 Asian Open Zone Championships
- O4.2 For each season, the Selection Panel will specify four or more FIE World Cup Competitions in each weapon ('designated world cups'). The competitions will be named within 14 days of the calendar being ratified and published by the FIE. These competitions, together with the previous year's World Championships, will be known as the 'designated competitions'. (In those years when no World Championship is contested in a weapon because it is contested as part of the Olympic Games, the Olympic Games will be treated as the World Championship event in that weapon).
- O4.3 The points awarded for competitions are listed in Appendix A. The points are specific to each weapon, and cannot be combined.
- O4.4 Points awarded for FIE and Other International competitions under O4.1.1 and O4.1.7 – O4.1.10 lapse after they are held in the next season or if not held in the next season after 12 months. However, if any particular FIE or Other International Competition occurs twice in a 12 month period, only the more recent result will be listed. Points awarded for results from the most recent Open World Championships will be included, irrespective of whether they fall in the previous 12 months or not. (In those years when no World Championships is contested in a weapon because it is contested as part of the Olympic Games, the result achieved in the Olympic Games will be treated as if it were the World Championship event in that weapon for that year).
- O4.5 The points awarded in categories O4.1.2 – O4.1.5 will expire on a rolling basis. The four most recent AFF Competitions (O4.1.2 – O4.1.5), and the most recent Oceania Open Championships held outside Australia (O4.1.6) will be listed. In the event that one of these four AFF Competitions is not held in a particular season, the points accrued in that competition in the previous season lapse 12 months after it was last held. In the event that the Oceania Open Championships is not held in a particular season, or if the Oceania Open Championships are held in Australia, the points accrued in that competition in the previous season lapse after it is held in Australia or 12 months after it was last held.
- O4.6 Fencers may apply to the Selection Panel for assessment of a Level E Competition for the award of points on the "Open Ranking List", by providing information relating to the Competition. The Selection Panel will then make an assessment in relation to other

Competitions in Appendix A, and may decide to award a number of ranking points, in their absolute discretion.

O4.6.1 For events that have already taken place, the information that must be supplied to the Selection Panel within one month after the completion of the Competition is, at a minimum, the location and timing of the Competition, the fencer's final position in the Competition, the format of the Competition, the number of fencers in the Competition, the number of Fencers promoting to the direct elimination round of the Competition, and the contact details for the body responsible for hosting the Competition.

O4.6.2 For events that have not already taken place, the information that must be supplied to the Selection Panel at least one month prior to the completion of the Competition is, at a minimum, the location and timing of the Competition, and (if known) the expected format of the Competition, the expected approximate number of fencers in the Competition, the expected approximate number of Fencers promoting to the direct elimination round of the Competition, and the contact details for the body responsible for hosting the Competition.

O4.7 An 'Open Point Aggregate' will be calculated for each fencer, comprising the sum of the three highest points earned in the competitions specified in O4.1.

O4.8 The Open Ranking List will be compiled based on the Open Point Aggregate for each fencer.

O4.9 In the case of equality of the Open Point Aggregate among nominees for Open events and places, the Selection Panel shall decide the priority of those fencers at their absolute discretion.

#### **Selection Criteria for Open places in the AFT**

O4.10 The AFF Executive will call for nominations for the AFT, from fencers who satisfy the FIE eligibility requirements (including age and nationality) for the next Open World Championships, in the first week following the Open World Championships each year.

O4.11 No fencer shall be selected as a member of the AFT unless, (in addition to the other requirements listed in the selection system), they have also satisfied the performance threshold outlined in Appendix F in each of their nominated events in at least one of the competitions listed in O4.1.1 – O4.1.5 in the 12 months prior to the date on which the AFT is selected.

O4.12 No fencer shall be selected as a member of the AFT if their Open Point Aggregate in the weapon for which they are seeking selection is less than the threshold specified in Appendix G at the time designated by the Selection Panel.

O4.13 In each weapon, the number of nominees as provided for in Appendix G (or such number as determined by the AFF Executive from time to time) who have obtained the highest Open Point Aggregate in that weapon shall be selected.

O4.14 Fencers who are resident overseas can apply to the Selection Panel for exemption from the requirements of O4.11 – O4.13. Upon submission of all the results they wish to have considered the Selection Panel will consider their results and award them notional points on the "Ranking List". Their nomination will then be considered solely according to O4.12.

O4.15 In the event that there are any additional places available once O4.10 – O4.14 have been exhausted, members of the AFS will be invited to nominate for the AFT. Such nominees will be selected according to O4.13 – O4.14.

O4.16 Casual vacancies maybe filled through the year by application of O4.10 – O4.15.

#### **Selection Criteria for Open places in the AFS**

- O4.17 The AFF Executive will call for nominations for the AFS, from fencers who satisfy the FIE eligibility requirements (including age and nationality) for the next Open World Championships, in the first week following the Open World Championships each year.
- O4.18 No fencer shall be selected as a member of the AFS unless, (in addition to the other requirements listed in the selection system), they have also satisfied the performance threshold outlined in Appendix F in each of their nominated events in at least one of the competitions listed in O4.1.1 – O4.1.5 in the 12 months prior to the date on which the AFS is selected.
- O4.19 No fencer shall be selected as a member of the AFS if their Open Point Aggregate in the weapon for which they are seeking selection is less than the threshold specified in Appendix G at the time designated by the Selection Panel.
- O4.20 In each weapon, the number of nominees as provided for in Appendix G (or such number as determined by the AFF Executive from time to time) who have obtained the highest Open Point Aggregate in that weapon shall be selected.
- O4.21 Fencers who are resident overseas can apply to the Selection Panel for exemption from the requirements of O4.18 – O4.20. Upon submission of all the results they wish to have considered the Selection Panel will consider their results and award them notional points on the “Open Ranking List”. Their nomination will then be considered solely according to O4.19.
- O4.22 In the event that there are any additional places available once O4.17 – O4.21 have been exhausted, if possible these additional places will be filled by the Selectors at their absolute discretion.
- O4.23 Casual vacancies may be filled throughout the year by application of O4.17 – O4.22.

#### **Selection Criteria for Australian Representation at Open Level A and B Events**

- O4.24 In each weapon, the members of the AFT with the highest Open Point Aggregate who nominate will be selected, in order of ranking on the Open Ranking List.

#### **Selection Criteria for Australian Representation at Open Level C and D Events**

- O4.25 In each weapon, selection shall be made from those fencers who nominate:
- O4.25.1 Firstly, from members of the AFT whose Open Point Aggregate is not less than the threshold specified in Appendix G for the Open AFT, or from members of the Open AFT, in order of ranking on the Open Ranking List;
  - O4.25.2 Secondly, from members of the AFS whose Open Point Aggregate is not less than the threshold specified in Appendix G for the Open AFS, or from members of the Open AFS, in order of ranking on the Open Ranking List.

#### **Additional Qualification & Selection Criteria for FIE Open World Cup Competitions**

- O4.26 For all FIE Open World Cup competitions that a fencer wishes to contest, and where the AFF does not undertake a call for nominations, the fencer must nominate by completing the World Cup Nomination Form (Appendix B), and sending it to the Chair of the AFF Selection Panel, at least 30 days prior to the competition date.
- O4.27 The number of fencers that may be selected by applying O4.25 will be the limit set down by the FIE without incurring a fine for supplying insufficient referees. In the event that there are additional places available, any additional fencers are willing to pay the cost of any FIE fine or AFF costs associated with a late entry, then the Selection Panel will make further selections by applying O4.25.

- O4.28 In the event that there are additional nominees who have not been selected as a result of O4.27 and who are willing to share the cost of any FIE fines or AFF costs associated with the provision of referees for the competition as a result of any further selections made, then the Selection Panel will make those further selections by applying O4.25.

#### **Selection Criteria for Australian Representation at Open Level E Events**

- O4.29 In each weapon, selection shall be made from those fencers who nominate:
- O4.29.1 Firstly, from members of the AFT whose Open Point Aggregate is not less than the threshold specified in Appendix G for the Open AFT, or from members of the Open AFT, in order of ranking on the Open Ranking List;
  - O4.29.2 Secondly, from members of the AFS whose Open Point Aggregate is not less than the threshold specified in Appendix G for the Open AFS, or from members of the Open AFS, in order of ranking on the Open Ranking List;
  - O4.29.3 Thirdly, from among the remaining nominees on the basis of the AFF Open Ranking List, except where the Selection Panel considers that exceptional circumstances, results or potential warrant the inclusion of a particular fencer.

#### **Special Selection Criteria for Open Team Events Held in Conjunction with Open Individual Events**

- O4.30 If three or more fencers have been selected to compete in the Open individual event in the same weapon, an Australian team may be entered in the corresponding Team event.
- O4.31 The Team will be selected from the fencers selected for the Open individual event in that weapon.
- O4.32 If Team Pre-Selection is required, the AFF Selection Panel will apply O4.29.
- O4.33 If Team Pre-Selection is not required:
- O4.33.1 The Selection Panel will apply O4.25 in the first instance.
  - O4.33.2 The rankings of the fencers in the individual Event in that weapon will be used to select any additional fencers in the Team.
  - O4.33.3 If two fencers are tied for the fourth place in the team based on their results in the individual event, the fencer with the higher ranking on the AFF Open Ranking List in that weapon will be selected.
  - O4.33.4 If the Team event precedes the individual event, the Selection Panel will apply O4.25 and select the fencers for the other places in the team at their absolute discretion.

**AFF Veteran Ranking List**

- V4.1 The Selection Panel will maintain the AFF 'Veteran Ranking List'. Points will be awarded for:
- V4.1.1 Any individual competitions which count for FIE open world ranking (with the exception of FIE Satellite Events), and the World Veteran Championships.
  - V4.1.2 The Australian National Championships Open and Veteran Events
  - V4.1.3 AFF Circuit #1 Open and Veteran Events
  - V4.1.4 AFF Circuit #2 Open and Veteran Events
  - V4.1.5 AFF Circuit #3 Open and Veteran Events
  - V4.1.6 The Oceania Open Championships (only when held outside Australia)
  - V4.1.7 The Oceania Veteran Championships (only when held outside Australia)
  - V4.1.8 Other International Competitions from a list approved by the AFF Executive from time to time
  - V4.1.9 Other International Competitions assessed by the Selection Panel on special application
  - V4.1.10 Commonwealth Open Championships
  - V4.1.11 Commonwealth Veteran Championships
  - V4.1.12 Asian Open Zone Championships
- V4.2 The points awarded for competitions are listed in Appendix A. The points are specific to each weapon, and cannot be combined.
- V4.3 Points awarded for FIE competitions and Other International competitions under V4.1.1 and V4.1.8 – V4.1.12 lapse after they are held in the next season or if not held in the next season after 12 months. However, if any particular FIE Competition occurs twice in a 12 month period, only the more recent result will be listed. Points awarded for results from the most recent Veteran and Open World Championships will be included, irrespective of whether they fall in the previous 12 months or not.
- V4.4 The points awarded in categories V4.1.2 – V4.1.5 will expire on a rolling basis. The eight most recent AFF Competitions (V4.1.2 – V4.1.5) and the most recent Oceania Open and Oceania Veteran Championships held outside Australia (V4.1.6 and V4.1.7 respectively) will be listed. In the event that one of these four AFF Open or Veteran Competitions is not held in a particular season, the points accrued in that competition in the previous season lapse 12 months after it was last held. In the event that either of the Oceania Championships (V4.1.6 or V4.1.7) is not held in a particular season, or if the corresponding Oceania Championships are held in Australia, the points accrued in that competition in the previous season lapse after it is held in Australia or 12 months after it was last held.
- V4.5 Fencers may apply to the Selection Panel for assessment of a Level E Competition for the award of points on the "Veterans Ranking List", by providing information relating to the Competition. The Selection Panel will then make an assessment in relation to other Competitions in Appendix A, and may decide to award a number of ranking points, in their absolute discretion.



- V4.5.1 For events that have already taken place, the information that must be supplied to the Selection Panel within one month after the completion of the Competition is, at a minimum, the location and timing of the Competition, the fencer's final position in the Competition, the format of the Competition, the number of fencers in the Competition, the number of Fencers promoting to the direct elimination round of the Competition, and the contact details for the body responsible for hosting the Competition.
- V4.5.2 For events that have not already taken place, the information that must be supplied to the Selection Panel at least one month prior to the completion of the Competition is, at a minimum, the location and timing of the Competition, and (if known) the expected format of the Competition, the expected approximate number of fencers in the Competition, the expected approximate number of Fencers promoting to the direct elimination round of the Competition, and the contact details for the body responsible for hosting the Competition.
- V4.6 A 'Veteran Point Aggregate' will be calculated for each fencer, comprising the sum of the three highest points earned in the competitions specified in V4.1, but no more than two non-veteran events can be included in this aggregate.
- V4.7 The Veteran Ranking List will be compiled based on the Veteran Point Aggregate for each fencer.
- V4.8 In the case of equality of the Veteran Point Aggregate among nominees for Veteran events and places, the Selection Panel shall decide the priority of those fencers at their absolute discretion.
- V4.9 In exceptional circumstances, the Selection Panel may, at their absolute discretion, select a fencer in more than one weapon in a Veteran event for which their AFF Veteran Ranking justifies selection.

#### **Selection Criteria for Australian Veteran Representation**

- V4.10 Selection shall be made on the basis of the AFF Veteran Ranking List, except where the Selection Panel considers that exceptional circumstances, results or potential warrant the inclusion of a particular fencer.

#### **Selection Criteria for Team Events (other than Veteran World Championships)**

- V4.11 In each weapon, subject to any particular restrictions of age, of those who nominate for selection, the two fencers with the highest points aggregate on the AFF Veteran Ranking List in that weapon will be selected for the team, provided that they are ranked in the top eight places on points aggregate on the AFF Veteran Ranking List in that weapon.
- V4.12 The rankings of the fencers in the individual event in the Tournament, if all age categories compete in a single event, in that weapon will be used to select the additional fencers in the team. If two fencers are tied for the last place in the team based on their results in the individual event, the fencer with the higher points aggregate on the AFF Veteran Ranking List in that weapon will be selected.

- V4.13 If the team event precedes the individual event, or the age categories do not compete in a single event, the Selection Panel will apply V4.11 and select the fencers for the other places in the team at their absolute discretion.

#### **Selection Criteria for Veteran places in the AFT**

- V4.14 The AFF Executive will call for nominations for the AFT, from fencers who satisfy the eligibility requirements (including age and nationality) for the next Veteran World or Commonwealth Championships, in the first week following the Veteran World Championships each year.
- V4.15 In each weapon, number of nominees as provided for in Appendix G (or such number as determined by the AFF Executive from time to time) who have obtained the highest Veteran Point Aggregate in that weapon shall be selected.
- V4.16 Fencers who are resident overseas can apply to the Selection Panel for exemption from the requirements of V4.15. Upon submission of all the results they wish to have considered the Selection Panel will consider their results and award them notional points on the “Veteran Ranking List”. Their nomination will then be considered according to the provisions set out in V4.14 – V4.15.
- V4.17 In the event that there are any additional places available once V4.14 – V4.16 have been exhausted, Veterans in the 40 to 49 age category who have obtained the highest Veteran point aggregate in that weapon shall be selected. In the further event that there are any additional places available, members of the AFS will be invited to nominate for the AFT. Such nominees will be selected according to V4.15 – V4.16.
- V4.18 Casual vacancies may be filled throughout the year by application of V4.14 – V4.17.

#### **Selection Criteria for Veteran places in the AFS**

- V4.19 The AFF Executive will call for nominations for the AFS, from fencers who satisfy the eligibility requirements (including age and nationality) for the next Veteran World or Commonwealth Championships, in the first week following the Veteran World Championships each year.
- V4.20 In each weapon, the number of nominees as provided for in Appendix G (or such number as determined by the AFF Executive from time to time) who have obtained the highest Veteran Point Aggregate in that weapon shall be selected.
- V4.21 Fencers who are resident overseas can apply to the Selection Panel for exemption from the requirements of V4.20. Upon submission of all the results they wish to have considered the Selection Panel will consider their results and award them notional points on the “Veteran Ranking List”. Their nomination will then be considered according to the provisions set out in V4.19 – V4.22.
- V4.22 In the event that there are any additional places available once V4.19 – V4.21 have been exhausted, if possible these additional places will be filled by the Selectors at their absolute discretion.
- V4.23 Casual vacancies may be filled throughout the year by application of V4.19 – V4.22.

## Appendix A: Open Points

|               | Australian Open<br>Champs | Oceania Open<br>Champs (held<br>outside Australia)<br>§ | AFF Circuit<br>#1, #2, #3 | Designated Open<br>World Cups¶ | Non-Designated<br>Open World Cups;<br>Asian Zone<br>Champs¶;<br>Commonwealth<br>Open Champs§ | Open World<br>Champs |
|---------------|---------------------------|---|---------------------------|--------------------------------|--|----------------------|
| <b>1</b>      | 24                        | 24  | 20                        | 160                            | 80   | 400                  |
| <b>2</b>      | 20                        | 20  | 17                        | 140                            | 70   | 300                  |
| <b>3=</b>     | 17                        | 17  | 14                        | 120                            | 60   | 220                  |
| <b>5-8</b>    | 14                        | 14  | 11                        | 100                            | 50   | 150                  |
| <b>9-16</b>   | 9                         | 9   | 7                         | 80                             | 40   | 100                  |
| <b>17-32</b>  | 4                         | 4   | 3                         | 40                             | 20*  | 50                   |
| <b>33-64</b>  | 2                         | 2   | 2                         | 20                             | 10*  | 30                   |
| <b>65-96</b>  | 1                         | 1   | 1                         | 15                             | 8*   | -                    |
| <b>&gt;96</b> | -                         | -   | -                         | 10                             | 5*   |                      |

'Designated Open World Cups' are defined in O4.2. If the FIE awards no points for a result (e.g. incomplete tableau or low numbers), the AFF also awards zero points for that result; Grand Prix events do not carry any premium; FIE satellite competitions earn zero points.

In those years when no World Championship is contested in a weapon because it is contested as part of the Olympic Games, the Olympic Games will be treated as the World Championship event in that weapon.

§ The following scaling factors will be applied based on number of fencers competing: >48 (100%); 33-48 (75%); 17-32 (50%); 5-16 (25%); 1-4 (0%).

¶ The following scaling factors will be applied based on number of fencers earning FIE points: >48 (100%); 33-48 (75%); 17-32 (50%); 9-16 (25%).

\* For World Cups or Asian Zone or Commonwealth Championships held within Australia a scaling factor of 80% will be applied for this result

## Appendix A: Veteran Points

|       | Australian Open Champs§ (and Oceania Open Champs held outside Australia #) | Australian Veteran Champs (and Oceania Veteran Champs held outside Australia ‡) | AFF Circuit #1, #2, #3§ | AFF Circuit #1, #2, #3 Veteran Events | Designated Open World Cups¶ | Non-Designated Open World Cups; Asian Zone Champs¶; Commonwealth Open Champs§ | Commonwealth Veteran Champs§ | Open World Champs | Veteran World Champs# |
|-------|--|---|-------------------------|---------------------------------------|-----------------------------|---|------------------------------|-------------------|-----------------------|
| 1     | 240  | 60  | 200                     | 50                                    | 1600                        | 800   | 100                          | 4000              | 500                   |
| 2     | 200  | 40  | 172                     | 30                                    | 1400                        | 700   | 70                           | 3000              | 300                   |
| 3=    | 168  | 30  | 140                     | 20                                    | 1200                        | 600   | 55                           | 2200              | 200                   |
| 5-8   | 140  | 15  | 112                     | 10                                    | 1000                        | 500   | 35                           | 1500              | 100                   |
| 9-16  | 92   | 7   | 72                      | 5                                     | 800                         | 400   | 20                           | 1000              | 50                    |
| 17-32 | 40   | 3   | 32                      | 3                                     | 400                         | 200*  | 8                            | 500               | 20                    |
| 33-64 | 24   | 2   | 20                      | 2                                     | 200                         | 100*  | 4                            | 300               | 10                    |
| 65-96 | 12   | 1   | 8                       | 1                                     | 100                         | 50*   | 2                            | -                 | -                     |
| >96   | 6  | -   | 4                       | -                                     | -                           | -   | 1                            |                   |                       |

'Designated World Cups' are defined in O4.2. If the FIE awards no points for a result (e.g. incomplete tableau or low numbers), the AFF also awards zero points for that result; Grand Prix events do not carry any premium; FIE satellite competitions earn zero points.

In those years when no World Championship is contested in a weapon because it is contested as part of the Olympic Games, the Olympic Games will be treated as the World Championship event in that weapon.

¶ The following scaling factors will be applied based on number of fencers earning FIE points: >48 (100%); 33-48 (75%); 17-32 (50%); 9-16 (25%).

\* For World Cups or Asian Zone or Commonwealth Championships held within Australia a scaling factor of 80% will be applied for this result

§ The following scaling factors will be applied based on number of fencers in the event: >64 (100%); 33-64 (75%); 17-32 (50%); 9-16 (25%).

# For Oceania Open Champs held outside Australia, in addition to §, the following scaling factor will also be applied based on number of fencers in the event: >48 (100%); 33-48 (75%); 17-32 (50%); 5-16 (25%); 1-4 (0%).

≠ In the event that the FIE awards no points for a competition, AFF points are awarded to fencers who promote to a DE tableau of 64 or smaller. The following scaling factors will be applied based on the number of fencers qualifying for the DE tableau >48 (100%); 33-48 (75%); 17-32 (50%); 5-16 (25%).

‡ For Oceania Veteran Champs held outside Australia, the following scaling factor will be applied based on number of fencers in the event: >48 (100%); 33-48 (75%); 17-32 (50%); 5-16 (25%); 1-4 (0%).

## Appendix A: Under-23 Points

|       | Australian Under-23 Champs<br>(and Oceania Under-23<br>Champs held outside Australia<br>#) | Australian Open Champs (and<br>Oceania Open Champs held<br>outside Australia #) | AFF Circuit<br>#1, #2, #3 | Under-23 World Champs | Under-23 World Cups; | Non Designated Open World<br>Cups; Asian Open Zone<br>Champs¶; Commonwealth<br>Open Champs* | Asian Under-23 Zone<br>Champs§; Commonwealth<br>Under-23 Champs* | Designated Open World Cups<br>¶ | Open World Champs |
|-------|--|---|---------------------------|-----------------------|----------------------|---|--|---------------------------------|-------------------|
| 1     | 20   | 23  | 22                        | 400                   | 160                  | 120   | 120  | 240                             | 600               |
| 2     | 17   | 22  | 19                        | 300                   | 140                  | 105   | 100  | 210                             | 450               |
| 3=    | 14   | 19  | 15                        | 220                   | 120                  | 90  | 80   | 180                             | 330               |
| 5-8   | 11   | 15  | 12                        | 150                   | 100                  | 75  | 60   | 150                             | 260               |
| 9-16  | 6  | 10  | 8                         | 100                   | 80                   | 60  | 30   | 120                             | 175               |
| 17-32 | 3  | 5   | 4                         | 50                    | 40*                  | 30*   | 16*  | 60                              | 75                |
| 33-64 | 1  | 3   | 2                         | 30                    | 20*                  | 15*   | 12*  | 30                              | 45                |
| 65-96 | -  | 1   | 1                         | -                     | 10*                  | 8*  | -  | 15                              | -                 |
| >96   | -  | -   | -                         | -                     | -                    | -   | -  | -                               | -                 |

¶ 'Designated World Cups' are defined in O4.2. If the FIE awards no points for a result (e.g. incomplete tableau or low numbers), the AFF also awards zero points for that result; Grand Prix events do not carry any premium; FIE satellite competitions earn zero points.

In those years when no World Championship is contested in a weapon because it is contested as part of the Olympic Games, the Olympic Games will be treated as the World Championship event in that weapon.

¶ The following scaling factors will be applied based on number of fencers earning FIE points: >48 (100%); 33-48 (75%); 17-32 (50%); 9-16 (25%).

\* For World Cups or Asian Zone or Commonwealth Championships held within Australia a scaling factor of 80% will be applied for this result

§ In the event that the FIE awards no points for a competition, AFF points are awarded to fencers who promote to a DE tableau of 64 or smaller. The following scaling factors will be applied based on the number of fencers qualifying for the DE tableau >48 (100%); 33-48 (75%); 17-32 (50%); 5-16 (25%).

# For Oceania Open and Oceania Under-23 Champs held outside Australia, the following scaling factor will be applied based on number of fencers in the event: >48 (100%); 33-48 (75%); 17-32 (50%); 5-16 (25%); 1-4 (0%).

✱ The following scaling factors will be applied based on number of fencers in the event: >96 (100%); 49-96 (75%); 33-48 (50%); 17-32 (25%), 1-16 (0%).

## Appendix A: Junior Points

|       | Australian Junior Champs (and Oceania Junior Champs held outside Australia #) | Australian Under-23 Champs (and Oceania Under-23 Champs held outside Australia #) | Australian Open Champs (and Oceania Open Champs held outside Australia #) | AFF Circuit #1, #2, #3 | Under-23 World Champs | Junior World Champs | Junior World Cups; Non Designated Open World Cups; Asian Open Zone Champs¶; Commonwealth Open Champs⌘ | Asian Under-23 Zone Champs§; Commonwealth Under-23 Champs⌘ | Asian Junior Zone Champs§; Commonwealth Junior Champs⌘ | Designated Open World Cups ¶ | Open World Champs |
|-------|---|---|---|------------------------|-----------------------|---------------------|---|--|--|------------------------------|-------------------|
| 1     | 20  | 22  | 28  | 25                     | 600                   | 400                 | 160   | 140  | 120  | 320                          | 800               |
| 2     | 17  | 19  | 24  | 21                     | 450                   | 300                 | 140   | 120  | 100  | 280                          | 600               |
| 3=    | 14  | 16  | 21  | 17                     | 330                   | 220                 | 120   | 100  | 80   | 240                          | 440               |
| 5-8   | 11  | 13  | 17  | 13                     | 225                   | 150                 | 100   | 80   | 60   | 200                          | 300               |
| 9-16  | 6   | 7   | 11  | 9                      | 150                   | 100                 | 80  | 55   | 30   | 160                          | 200               |
| 17-32 | 3   | 4   | 7   | 5                      | 75                    | 50                  | 40*   | 28*  | 16*  | 80                           | 100               |
| 33-64 | 2   | 2   | 4   | 3                      | 45                    | 30                  | 20*   | 16*  | 12*  | 40                           | 60                |
| 65-96 | 1   | 1   | 2   | 2                      | -                     | -                   | 10*   | -  | -  | 20                           | -                 |
| >96   | -   | -   | 1   | 1                      | -                     | -                   | -   | -  | -  | -                            | -                 |

¶ Designated World Cups are defined in O4.2. If the FIE awards no points for a result (e.g. incomplete tableau or low numbers), the AFF also awards zero points for that result; Grand Prix events do not carry any premium; FIE satellite competitions earn zero points.

In those years when no World Championship is contested in a weapon because it is contested as part of the Olympic Games, the Olympic Games will be treated as the World Championship event in that weapon.

¶ The following scaling factors will be applied based on number of fencers earning FIE points: >48 (100%); 33-48 (75%); 17-32 (50%); 9-16 (25%).

\* For World Cups or Asian Zone or Commonwealth Championships held within Australia a scaling factor of 80% will be applied for this result

§ In the event that the FIE awards no points for a competition, AFF points are awarded to fencers who promote to a DE tableau of 64 or smaller. The following scaling factors will be applied based on the number of fencers qualifying for the DE tableau >48 (100%); 33-48 (75%); 17-32 (50%); 5-16 (25%).

# For Oceania Open, Under-23 and Junior Champs held outside Australia, the following scaling factor will be applied based on number of fencers in the event: >48 (100%); 33-48 (75%); 17-32 (50%); 5-16 (25%); 1-4 (0%).

⌘ The following scaling factors will be applied based on number of fencers in the event: >96 (100%); 49-96 (75%); 33-48 (50%); 17-32 (25%), 1-16 (0%).

## Appendix A: Cadet Points

|               | Australian U/17 Champs<br>(and Oceania U/17 Champs held<br>outside Australia #) | Australian Jnr & U-23 Champs<br>(and Oceania Jnr & U-23<br>Champs held outside Australia#) | AFF Circuit #1, #2, #3 | Australian Open Champs<br>(and Oceania Open Champs held<br>outside Australia #) | Cadet World Champs§ | Junior World Champs | Under-23 World Champs | Junior World Cups; Non<br>Designated Open World Cups;<br>Asian Open Zone Champs¶;<br>Commonwealth Open Champs⌘ | Asian Under-23 Zone Champs#;<br>Commonwealth Under-23<br>Champs⌘ | Asian Junior Zone Champs#;<br>Commonwealth Junior Champs⌘ | Asian Cadet Zone Champs¶, #;<br>Commonwealth Cadet Champs⌘ | Designated Open World Cups ¶ |
|---------------|---|--|------------------------|---|---------------------|---------------------|-----------------------|--|--|---|--|------------------------------|
| <b>1</b>      | 20  | 23   | 27                     | 30  | 400                 | 600                 | 800                   | 200  | 220  | 160   | 120  | 350                          |
| <b>2</b>      | 17  | 20   | 24                     | 27  | 300                 | 440                 | 600                   | 170  | 140  | 120   | 100  | 300                          |
| <b>3=</b>     | 14  | 17   | 21                     | 24  | 220                 | 300                 | 400                   | 140  | 125  | 100   | 80   | 260                          |
| <b>5-8</b>    | 11  | 14   | 18                     | 21  | 150                 | 200                 | 260                   | 120  | 110  | 80  | 60   | 220                          |
| <b>9-16</b>   | 6   | 9  | 13                     | 15  | 100                 | 120                 | 140                   | 90   | 55   | 40  | 30   | 180                          |
| <b>17-32</b>  | 3   | 5  | 8                      | 10  | 50                  | 80                  | 125                   | 50*  | 25*  | 20*   | 16   | 100                          |
| <b>33-64</b>  | 2   | 3  | 5                      | 6   | 30                  | 50                  | 80                    | 30*  | 21*  | 16*   | 12   | 60                           |
| <b>65-96</b>  | 1   | 1  | 2                      | 3   | -                   | -                   | -                     | 18*  | -  | -   | -  | 30                           |
| <b>&gt;96</b> | -   | -  | 1                      | 1   | -                   | -                   | -                     | -  | -  | -   | -  | -                            |

'Designated World Cups' are defined in O4.2. If the FIE awards no points for a result (e.g. incomplete tableau or low numbers), the AFF also awards zero points for that result; Grand Prix events do not carry any premium; FIE satellite competitions earn zero points. In those years when no World Championship is contested in a weapon because it is contested as part of the Olympic Games, the Olympic Games will be treated as the World Championship event in that weapon.

⌘ In the event that the FIE awards no points for a competition, AFF points are awarded to fencers who promote to a DE tableau of 64 or smaller. The following scaling factors will be applied based on the number of fencers qualifying for the DE tableau >48 (100%); 33-48 (75%); 17-32 (50%); 5-16 (25%).

¶ The following scaling factors will be applied based on number of fencers earning FIE points: >48 (100%); 33-48 (75%); 17-32 (50%); 9-16 (25%). Open World Championships earn 120% of the points that Juniors earn for the Open World Championships.

\* For World Cups or Asian Zone or Commonwealth Championships held within Australia a scaling factor of 80% will be applied for this result.

§ Points for cadet world championships are only awarded to fencers who fence a direct elimination bout in the 64 or higher.

# For Oceania Under 17, Junior, Under-23 and Open Champs held outside Australia, the following scaling factor will be applied based on number of fencers in the event: >48 (100%); 33-48 (75%); 17-32 (50%); 5-16 (25%); 1-4 (0%).

⌘ The following scaling factors will be applied based on number of fencers in the event: >96 (100%); 49-96 (75%); 33-48 (50%); 17-32 (25%), 1-16 (0%).

## Appendix B – WORLD CUP NOMINATION FORM

To nominate for FIE World Cup Competitions, you must complete this form and return it by mail, email or fax to the address below. There is space for three separate competitions on this form.

***You must hold a current FIE licence to compete in any FIE events.***

### Section A – Personal Details

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Section B GOAL SETTING (ONE GOAL FOR EACH COMPETITION):

Place & Date of Competition A:

.....

[ \_ ] 1<sup>st</sup>      [ \_ ] 2<sup>nd</sup>      [ \_ ] 3<sup>rd</sup>

[ \_ ] 5<sup>th</sup> – 8<sup>th</sup>      [ \_ ] 9<sup>th</sup> – 16<sup>th</sup>

[ \_ ] 17<sup>th</sup> – 32<sup>nd</sup>      [ \_ ] 33<sup>rd</sup> – 64<sup>th</sup>

[ \_ ] 65<sup>th</sup> – 96<sup>th</sup>      [ \_ ] 97<sup>th</sup> – 128<sup>th</sup>

**OR**

my goal is \_\_\_\_ victories in my pool

Place & Date of Competition B:

.....

[ \_ ] 1<sup>st</sup>      [ \_ ] 2<sup>nd</sup>      [ \_ ] 3<sup>rd</sup>

[ \_ ] 5<sup>th</sup> – 8<sup>th</sup>      [ \_ ] 9<sup>th</sup> – 16<sup>th</sup>

[ \_ ] 17<sup>th</sup> – 32<sup>nd</sup>      [ \_ ] 33<sup>rd</sup> – 64<sup>th</sup>

[ \_ ] 65<sup>th</sup> – 96<sup>th</sup>      [ \_ ] 97<sup>th</sup> – 128<sup>th</sup>

**OR**

my goal is \_\_\_\_ victories in my pool

Place & Date of Competition C:

.....

[ \_ ] 1<sup>st</sup>      [ \_ ] 2<sup>nd</sup>      [ \_ ] 3<sup>rd</sup>

[ \_ ] 5<sup>th</sup> – 8<sup>th</sup>      [ \_ ] 9<sup>th</sup> – 16<sup>th</sup>

[ \_ ] 17<sup>th</sup> – 32<sup>nd</sup>      [ \_ ] 33<sup>rd</sup> – 64<sup>th</sup>

[ \_ ] 65<sup>th</sup> – 96<sup>th</sup>      [ \_ ] 97<sup>th</sup> – 128<sup>th</sup>

**OR**

my goal is \_\_\_\_ victories in my pool

Return this form by mail or email to:

Chair, AFF Selection Commission

22A Commercial Rd, Prahran, VIC 3181

Email: [peter.osvath@gmail.com](mailto:peter.osvath@gmail.com)



## Appendix C – Cadet Performance Threshold

The performance threshold referred to in C4.11 and C4.18 is satisfied if, in the 12 months prior to the selection date, the cadet has either

- (i) earned AFF points under C4.1.1, or finished in the top 75% of the field in an individual Junior or Open event for which FIE world cup points are awarded, and in which there are >128 starters or in the Junior Asian Championships or in the top 50% of the field in the Asian Cadet Championships.
- (ii) achieved at least one 'Required place to Finish' in one of the competitions C4.1.2 to C4.1.5 according to the formula set out in the table. e.g. if Circuit #3 falls in the previous 12 month period, and there are between thirteen and 24 fencers in the event, the required threshold is a top 8 finish in that event.

| Number of Competitors | Required Place to Finish |
|-----------------------|--------------------------|
| 4-12                  | Top 4                    |
| 13 – 24               | Top 8                    |
| 25 – 48               | Top 16                   |
| >48                   | Top 32                   |

## Appendix D – Junior Performance Threshold

The performance threshold referred to in J4.11 and J4.18 is satisfied if, in the 12 months prior to the selection date, the junior has either

- (i) earned AFF points under J4.1.1, or finished in the top 50% of the field in an individual Junior or Open event for which FIE world cup points are awarded, and in which there are >128 starters or in the Asian Junior Championships.
- (ii) achieved at least one 'Required place to Finish' in one of the competitions J4.1.2 to J4.1.5 according to the formula set out in the table. e.g. if Circuit #3 falls in the previous 12 month period, and there are between thirteen and 24 fencers in the event, the required threshold is a top 8 finish in that event.

| Number of Competitors | Required Place to Finish |
|-----------------------|--------------------------|
| 4-16                  | Top 4                    |
| 17 – 32               | Top 8                    |
| 33 – 64               | Top 16                   |
| >64                   | Top 32                   |

## Appendix E – Under-23 Performance Threshold

The performance threshold referred to in U4.11 and U4.18 is satisfied if, in the 12 months prior to the selection date, the junior has either

- (i) earned AFF points under U4.1.1, or finished in the top 50% of the field in an individual Junior or Open event for which FIE world cup points are awarded, and in which there are >128 starters or in the Asian Junior Championships.
- (ii) achieved at least one 'Required place to Finish' in one of the competitions U4.1.2 to U4.1.5 according to the formula set out in the table. e.g. if Circuit #3 falls in the previous 12 month period, and there are between thirteen and 24 fencers in the event, the required threshold is a top 8 finish in that event.

| Number of Competitors | Required Place to Finish |
|-----------------------|--------------------------|
| 4-16                  | Top 4                    |
| 17 – 32               | Top 8                    |
| 33 – 64               | Top 16                   |
| >64                   | Top 32                   |

## Appendix F – Open Performance Threshold

The performance threshold referred to in O4.11 and O4.18 is satisfied if, in the 12 months prior to the selection date, the athlete has achieved at least one 'Required place to Finish' according to the formula set out in the table. e.g. if Circuit #3 falls in the previous 12 month period, and there are between thirteen and 24 fencers in the event, the required threshold is a top 8 finish in that event.

| Number of Competitors | Required Place to Finish |
|-----------------------|--------------------------|
| 4-16                  | Top 4                    |
| 17 – 32               | Top 8                    |
| > 32                  | Top 16                   |

## Appendix G – AFT and AFS Places

The number of positions available in the AFT and AFS per weapon for each gender is as follows:

| Category | Number of AFT Positions Available | Number of AFS Positions Available |
|----------|-----------------------------------|-----------------------------------|
| Cadet    | 4                                 | 6                                 |
| Junior   | 4                                 | 6                                 |
| Under-23 | 2                                 | 6                                 |
| Open     | 6                                 | 6                                 |
| Veteran  | 2                                 | 6                                 |

The number of ranking points required for a place in the AFT and AFS, or as part of selection to Level C or D or E events, as laid out in the body of this document is as follows:

| Category | Number of Ranking Points Required (AFT)           | Number of Ranking Points Required (AFS)           |
|----------|---|---|
| Cadet    | 25  | 15  |
| Junior   | 35  | 15  |
| Under-23 | 20 (Senior) / 35 (Junior)<br>from previous season | 10 (Senior) / 15 (Junior)<br>from previous season |
| Open     | 35  | 15  |

## Appendix H – Levels of Events

The Level allocation of events is as follows:

| Level | Event(s)   |
|-------|--|
| A     | World Championships  |
| B     | World University Games   |
| C     | Asian Zone Championships   |
| D     | World Cups<br>Commonwealth Championships<br>European Circuit Events  |
| E     | Asian Zone Country National Events (excluding Australia)<br>North American Cups<br>European National Events<br>Oceania Championships<br>New Zealand National Championships |

Where an event is not allocated a level, it falls under section 3.7 of this Selection Policy. Where an event falls under more than one level, it will be allocated the higher of those levels.

**AUSTRALIAN FENCING FEDERATION**  
**PROPOSALS FOR 2010 AFF ANNUAL GENERAL MEETING**

**MEETING DATE:** 20 May 2012

**AGENDA ITEM:** 5

**PROPOSAL TITLE:** NON-VOTING MEMBER OF AFF SELECTION COMMISSION

**PROPOSER:** AFF Executive

**RECOMMENDATION**

That the membership of the selection commission be changed to include the HPM – Operations as a non-voting member of the AFF Selection Commission.

**RATIONALE**

AFT membership is a criteria within the AFF Selection Policy. The AFT HPM – Operations manages the AFT membership data base and would be able to directly advise the selectors on the status of nominees AFT membership.

To avoid any conflict of interest between the roles it is proposed that the AFT HPM – Operations be a non-voting member of the AFF Selection Commission.

**AUSTRALIAN FENCING FEDERATION**  
**PROPOSALS FOR 2010 AFF ANNUAL GENERAL MEETING**

**MEETING DATE:** 20 May 2012

**AGENDA ITEM:** 6

**PROPOSAL TITLE:** NATIONAL DEVELOPMENT PROGRAMME - RIPOSTE

**PROPOSER:** AFF Executive

**RECOMMENDATION**

That the RIPOSTE Development Programme be adopted and implemented by all States from 2012 onwards.

**RATIONALE**

Sports Development is one of the key issues facing Fencing in Australia in the future.

It is vital to the future survival and development of our sport that Fencing focuses on this issue as one of the most important aspects of our operations – it is also becoming increasingly obvious that government funding at both State and National level is becoming increasingly dependent on strong development programs.

The RIPOSTE programme has been developed to introduce a nationally consistent Development Programme and to establish the infrastructure to allow States to approach this important field of work.



# RIPOSTE

Working Paper on a National Development Plan for Australian Fencing

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## 1. RATIONALE

Following a review of the Independent Sport Panel Report (Crawford Report) in 2010, the Australian Federal Government announced through the Australian Sports Commission [ASC] that all Australian sports will need a National Development Program as well as a High Performance Plan. Participation is the underlying focus of the Government's approach to sports like fencing. High Performance is seen by the ASC an integral part of development and therefore any High Performance Plan must be integrated into the overall National Development Plan. The ASC plans to liaise with State Departments of Sport to create a more unified approach to sport. This new approach will have an impact on funding.

For the stakeholders in fencing such as the Australian Fencing Federation [AFF], State Fencing Associations and Clubs, it means the creation of a nationally integrated development plan for Australian fencing to provide a strategic framework to develop the sport in Australia. This document is a working paper towards the creation of such a plan.

The proposed name of the DEVELOPMENT PLAN/PROGRAM is: ***RIPOSTE***

It will help stakeholders:

Recruit fencers, officials, coaches, and volunteers

Implement pathways for fencers and officials /coaches

Preserve numbers of fencers and officials in fencing

Open communication and data collection between all stakeholders

Seek financial independence

Transmit an inter-connected & common approach to the development of fencing

Evaluate the National Development Plan and development programs on a regular basis

## **2. STAKEHOLDERS**

### **2.1 The Fencing Community**

The fencing community in Australia includes the following:

- The AFF
- State Fencing Associations: ACTFA, NSWFA, VFA, SAFA, QFA, and WAFA
- Clubs
- Coaches
- Fencers
- Friends, partners and family of fencers

To effectively implement the RIPOSTE Program and consequent development plans, the fencing community as a whole needs to undertake a coordinated approach and structure to the development of the sport of fencing in Australia.

### **2.2 Other Participants/Stakeholders**

Other participants include:

- The Australian Sports Commission and State Departments responsible for the funding of sport
- The Australian Institute of Sport and State Institutes and Academies
- Sponsors of individual athletes, specific programs or events and the Australian Fencing Team
- International Federations (Oceania Fencing Confederation, Commonwealth Fencing Federation and Federation International d'Escrime)

The benefits of the RIPOSTE Program include:

- Increasing stakeholder satisfaction
- Increasing and maintaining participation
- Increasing skill levels among coaches and officials
- Increasing skill levels for fencers
- Creating new resources to develop fencing
- Improving management practices
- Increasing the sustainability of the sport of fencing
- Providing expanded opportunities for fencers at all levels

### **3. CURRENT SITUATION**

This section looks at the current situation in relation to the sport of fencing in Australia: it is not intended to be precise in detail but merely an overview to make stakeholders consider their current position in areas of development at this time and the issues involved. **If some details are not correct, the stakeholder should not be offended and simply advise the AFF.**

#### **Management and Administration**

The management and administration of fencing in Australia is divided into 4 key levels:

- National Level: Australian Fencing Federation
- State Level: State Fencing Associations (ACTFA, NSWFA, VFA, SAFA, QFA, and WAFA)
- Club Level: there are large, medium and small clubs in each State
- Individual fencing coaches

In general, although there is some cooperation between these various administration bodies, the development of fencing does not have a coordinated development plan and most bodies operate independently of one another. Most states have someone responsible for the development of fencing in their state. Most clubs have someone responsible for recruiting new members. However, there is often some duplication of administrative resources and a limited exchange of ideas.

#### **Membership**

The principal method of affiliation is at a club, state or national level. Although the types of membership vary between fencing organizations, the majority have paid members [senior and junior], associate members and life members.

Although some states have an organized approach to recruiting and keeping new members, the recruitment of new members and keeping them is often ad hoc and dependant on factors such as the availability of qualified coaches or officials to run courses. There is limited follow-up on why people drop out or do not continue fencing.

The benefits of membership vary but include a place to fence, free group lessons and social interaction.

#### **Competitive Structures**

The major competitive structures consist of a series of national competitions and state competitions. In a few states, there are competitions within and between clubs. Some states run school leagues or inter-school competitions. There is also less formal competition at fencing clubs or by coaches organizing bouts between their students.

The competitions are either at Open (adult), Junior (U20), Cadet (U17) and Veteran (40+) levels. Some states also run U15, U13 and U11 Competitions.

#### **Increasing Participation**

The principal programmes for increasing participation are either state-based or club-based. There is no nationally coordinated or planned approach for growing the sport of fencing in Australia.

New fencers are recruited through community taster sessions, school taster sessions, school programmes, and introductory courses at the club level. The promotion of fencing is in many ways ad hoc.

### **Maintaining Participation**

The movement of fencers from the introduction to fencing to ongoing participation has limited planning. There appear to be no designated or coordinated programmes designed to keep new fencers fencing.

### **Developing Coaching and Officials and their Education**

The governing body for accreditation of coaches and officials is the AFF. Both states and clubs can arrange the training programmes to recruit and accredit new coaches and officials.

In some states and clubs, the recruitment of coaches and officials are well coordinated. In many others, it is ad hoc. There is limited coordination or planning at a national level for the recruitment of coaches and officials.

### **Performance and Excellence**

Although there is now a High Performance Plan (HPP), there is no formal process or nationally consistent approach for talent identification. Many states now operate State Squads to promote the growth of new talent but these squads are not formally connected to the HPP. There are very limited partner relationships between states and national/state institutes of sport or sports science/ sports medicine.

### **Facilities**

Apart from one state (Victoria) there are no specialised fencing structured venues in Australia. State bodies or clubs rent space from local councils, schools or universities to obtain designated venues.

### **Information, Publicity, and Promotion**

For publicity and promotion, most clubs or states bodies are reliant on their own devices. Press and media coverage is limited because of the low profile of the sport in Australia. There are some promotional pamphlets.

### **Finance**

In the main, most national, state, and club bodies are reliant on government funding or affiliation or membership fees. Revenue generating methods are very limited. Fundraising techniques are very often at the lower level. All clubs, state bodies, and the national body rely principally on volunteers to meet organizational objectives. There is no nationally coordinated or planned approach to financial matters.

### **External liaison and Communications**

The AFF is currently coordinating and implementing a National Portal to facilitate the communication between fencing stakeholders and to streamline financial transactions for stakeholders.

There has been limited use of such new technologies as *Twitter* and *Facebook* to promote the sport of fencing. As these forms of technology will soon take over as a major form of social interaction, they will need to be fully integrated into any development plan.

#### **4. IMPLEMENTING THE RIPOSTE DEVELOPMENT PROGRAM**

The AFF envisages the following phases will be involved in the implementation of the RIPOSTE Program. These phases would need to be continually revisited and evaluated to ensure that the most effective measures for ensuring development of fencing in Australia are in place.

##### **PHASE 1: Ensure Stakeholder Support**

To ensure the credibility and sustainability of the RIPOSTE Program, it is vital that there be a commitment of all stakeholders and there be evidence of this support at all levels.

Support should be shown in the following ways:

- All states and clubs agree to participate in and contribute to a structured and nationally coordinated approach to development.
- Adoption of the RIPOSTE Program at all levels of fencing within Australia (national, state and club)
- States to complete a Development Checklist to assist in implementation of the RIPOSTE Program
- Ensuring that development is an ongoing priority at all organizational levels
- All states/clubs participate in a dedicated internet link to all levels of fencing [National Portal]
- Use of the RIPOSTE logo and programme wherever practicable

##### **APPENDIX A: AFF Development Checklist**

##### **PHASE 2: Appoint Development Officers**

The AFF will appoint a National Development Manager who will be responsible for coordinating the RIPOSTE Program at the national level. It is envisaged that each state and each club where appropriate will identify or appoint a Development Officer to ensure a coordinated approach to the development, access to resources and support for executing tasks in accordance with the RIPOSTE programme. The initial stages of development will rely on existing funding and the development officers are likely to be volunteers.

At all levels, the relevant Development Officer will play a role in:

- Overseeing the implementation of the RIPOSTE Development Program
- Identifying potential problems and working to resolve these problems
- Assisting in support and negotiations if conflict arises
- Identifying opportunities for development and funding
- Reviewing of the RIPOSTE Development Program and conveying recommendations to the relevant bodies
- Liaising with AFF appointed National Development Officer on RIPOSTE Development Program issues

APPENDIX B [i] Draft Description of National Development Manager Position

APPENDIX B [ii] Draft Description of State Development Officer Position

APPENDIX B [iii] Draft Description of Club Development Officer Position

##### **PHASE 3: Document and Develop the RIPOSTE Program**

Once the relevant Development Officers have been appointed and workshops completed, the National Workshop will begin creating with the documentation required to successfully implement the Program by:

- Finalising Job Descriptions for the relevant Development Officers
- Reviewing and updating the RIPOSTE Program
- Developing a time line with short term goals for the implementation of RIPOSTE
- Circulating the RIPOSTE Program to all relevant stakeholders
- Appointing or identifying Development Officers for all levels
- Creating State and National Development Committees and communication structures
- Developing Handover kits to simplify the process of handing over tasks to new officials at all levels
- Developing a **Resource File** with procedures, successful plans and resources to assist with development projects at all levels of Australian fencing
- Establishing performance measures to evaluate the success of the RIPOSTE Program

## APPENDIX C: AFF RIPOSTE PROGRAM RESOURCE FILE

### **PHASE 4: Budgets and Funding Considerations**

As the RIPOSTE Program will rely on private and government funding, there is a need to develop a budget for implementing the RIPOSTE Program at the national, state and club level and to identify the future needs for funding. The division between national and state funding will need to be identified. As there will be associated administration costs involved with the implementation of the RIPOSTE Program, there needs to be a coordinated budget to identify these costs and through common purchases reduce costs. It is envisaged that the administration costs for development officers will be part of the Federal funding applications. The RIPOSTE Resources Manual would have a section containing funding applications, successful and unsuccessful, and strategies where States or clubs have obtained dedicated venues.

### **PHASE 5: Implementation of the RIPOSTE Program**

The implementation of the structures and procedures outlined in the RIPOSTE Program are essential to the development of fencing in Australia. This Development Commission will provide an implementation schedule for the Program to the AFF Executive for approval.

This schedule needs to include the following:

- Adoption of the Development Officer Job Descriptions
- Receiving ongoing feedback from states about development strategies
- Creation of the Resource File to assist with development projects
- Timeline for implementation of specific development projects at state or national levels
- Timeline for receiving reports from Development Officers and evaluations of development projects
- Regular evaluation of the RIPOSTE Project and guidelines when revisions are required

### **PHASE 6: Promotion of the RIPOSTE Program**

Promotion of the RIPOSTE Program shows commitment of all stakeholders to the development of fencing and will increase awareness and shows how RIPOSTE will be implemented.

Once the RIPOSTE Program has been circulated to relevant stakeholders, it would be expected that organisations at all levels of fencing would actively promote the RIPOSTE Program to their members.

This might include measures such as:

- Displaying the RIPOSTE Program logo at all fencing events
- Publicising specific development strategies undertaken
- Offering incentives to those involved in actively promoting the RIPOSTE Program or specific development strategies

### **PHASE 7: Feedback and Stakeholder Involvement**

Feedback is a two way process. The aims for feedback include:

- Giving feedback to Development Officers on the work that they have undertaken. This is an important part of recognising each person's efforts and involvements.
- Receiving feedback from fencers, coaches, officials and other stakeholders on improvements and future directions. This is an important part of showing that the input of all stakeholders is valued.
- Enhancing the professionalism of the organisations involved in fencing in Australia
- Keeping all stakeholders informed of the development of fencing and its impact
- Encouraging continued involvement by all stakeholders in the development of fencing

Measures to ensure effective feedback procedures include:

- Development of an AFF Commission dedicated to development issues and to gathering and exchanging information in this area. The Commission will consist of the National Development Officer and the State Development Officers.
- Each state could also have a Development Committee made of Club Development Officers and the State Development Officer
- Feedback sessions at state or national level to discuss feedback from coaches, officials, fencers, and/or their parents and provide a better understanding of the needs of clubs, states, officials, coaches, fencers and parents. They can also provide an evaluation of the current status at the various levels within each state
- Opportunities for all members of the fencing community to be involved in the evaluation of specific development strategies and in forums/workshops dedicated to the development of fencing within Australia.
- Easily-accessible methods for anyone to provide feedback through electronic/verbal means to the relevant Development Officers

Specific feedback may be sought on:

- Specific development strategies
- Successful funding programs
- School level fencing organization and competitions
- Association and club social calendar and ideas

### **PHASE 8: Evaluation and Review**

The ongoing evaluation and review of the RIPOSTE Program is essential to the continued development of fencing in Australia.

To ensure that the Program continues to meet the imperatives of development, regular evaluation of all elements would take place in the following ways:

- Development Officers submit reports twice each year to evaluate how they are progressing with their roles.
- Specific development projects are reported by organizers and evaluated to identify successful strategies and areas where improvement could be made

- Feedback gathered from all sources is reviewed regularly and incorporated into the overall National Development Plan
- The Development Commission evaluates the Program in relation to the performance measures identified and provides an annual report to the AFF Executive
- The Resource File is continually updated to ensure successful strategies or projects are disseminated to all
- This working paper is revisited and updated annually to ensure that the National Development Plan remains current and effective

## 5. APPENDIX LIST

### PHASE 1

APPENDIX A: AFF Development Checklist

### PHASE 2

APPENDIX B [i] Draft Description of National Development Officer Position

APPENDIX B [ii] Draft Description of State Development Officer Position

APPENDIX B [iii] Draft Description of Club Development Officer Position

### PHASE 3

APPENDIX C: AFF RIPOSTE Program Resource File (Draft)

### PHASE 4

APPENDIX D: AFF DEVELOPMENT PROJECT BUDGET FORM (To be developed)

### PHASE 5

APPENDIX E: RIPOSTE Project Plan Outline (to be developed)

### PHASE 6

### PHASE 7

### PHASE 8

APPENDIX F: Development Officer Report Form (to be developed)



# APPENDIX A: AFF DEVELOPMENT QUESTIONNAIRE

Recruit fencers, officials, coaches, and volunteers

Implement pathways for fencers and officials /coaches

Preserve numbers of fencers and officials in fencing

Open communication and data collection between all stakeholders

Seek financial independence

Transmit an inter-connected & common approach to the development of fencing

Evaluate the National Development Plan and development programs on a regular basis

| RECRUIT   | Yes | No | Comments |
|---|-----|----|----------|
| ▪ Do you have designated development programme? [please attach]   |     |    |          |
| ▪ Do you have established methods for recruiting new fencers, officials and/or volunteers?                          |     |    |          |
| ▪ Do you have ways of advertising fencing programmes/events?  |     |    |          |
| ▪ Do you run specific “Come and Try” or “Introduction to Fencing” activities?                                       |     |    |          |
| IMPLEMENT   | Yes | No | Comments |
| ▪ Do you have established pathways for enabling fencers to move to higher levels of competition?                    |     |    |          |
| ▪ Do you have ongoing professional development for coaches to enable them to improve their skills/qualifications?   |     |    |          |
| ▪ Do you have ongoing professional development for officials to enable them to improve their skills/qualifications? |     |    |          |
| ▪ Do you provide opportunities to train or mentor volunteers?   |     |    |          |
| PRESERVE  | Yes | No | Comments |

|  |            |           |                 |
|--|------------|-----------|-----------------|
| ▪ Do you have specific strategies for retaining fencers within your organisation?  |            |           |                 |
| ▪ Do you have strategies for retaining coaches and/or officials within your organisation?                                |            |           |                 |
| <b>OPEN</b>  | <b>Yes</b> | <b>No</b> | <b>Comments</b> |
| ▪ Do you have ways of communicating information to your fencers and/or officials?  |            |           |                 |
| ▪ Do you regularly collect information from fencers and/or officials about their involvement in fencing?                 |            |           |                 |
| ▪ Do you have established methods for seeking feedback from members of your organisation?                                |            |           |                 |
| ▪ Do you have established handover procedures for officials within your state?   |            |           |                 |
| <b>SEEK</b>  | <b>Yes</b> | <b>No</b> | <b>Comments</b> |
| ▪ Do you receive regular funding from your State Government?   |            |           |                 |
| ▪ Have you received funding from other grants/applications?  |            |           |                 |
| ▪ Have you attracted sponsors (generally or for specific events)?  |            |           |                 |
| <b>TRANSMIT</b>  | <b>Yes</b> | <b>No</b> | <b>Comments</b> |
| ▪ Do you have a designated Development Officer in your club/state with a specific role description? [Please attach]      |            |           |                 |
| ▪ Have you sought information about development issues from other organisations (e.g. Other State Fencing Associations)? |            |           |                 |
| <b>EVALUATE</b>  | <b>Yes</b> | <b>No</b> | <b>Comments</b> |
| ▪ Do you conduct regular evaluation of your fencing programme or of specific fencing events/projects?                    |            |           |                 |
| ▪ Do you have templates to help with evaluations? [Please attach]  |            |           |                 |

## APPENDIX B [i] DRAFT DESCRIPTION OF NATIONAL DEVELOPMENT OFFICER POSITION

REPORTS TO: AFF Executive (Director of Development)

|   |             |
|---|-------------|
| Number of reports (direct and indirect) | 2 per annum |
|---|-------------|

### Purpose of Role

Lead the National Development Program and develop and implement strategies to achieve sustainable development of fencing in Australia. Whilst this is a management role, not a technical role, the NDM will be required to harness effective operational and technical resources for success.

### Key Areas of Responsibility

- Develop and successfully implement strategies to achieve agreed annual and long-term objectives
- Lead the implementation of recommendations from the RIPOSTE Program, including the creation of a National Development Framework to direct the development progression of fencing, from individual to national level and oversee delivery of the Framework
- Lead and manage the RIPOSTE Program, including direct oversight of the program, and reporting to the AFF Executive
- Develop and sustain effective working relationships with key stakeholders – including State Fencing Associations, clubs, AIS, ASC - to deliver a quality National Development Plan. This includes managing the involvement and alignment of the development of fencing at club, state and federal level
- Facilitate involvement, connection, communication and sharing of ideas between all development officers, officials and other key stakeholders
- Ensure the accountability and reporting requirements of the RIPOSTE Program, AIS and ASC are met, including the setting, reporting and maintaining of annual and four year programs and associated budget, and the preparation and submission of required documentation and reports.
- Provide advice to the AFF Executive on development issues
- Co-ordinate Skype and other meetings of the Development Commission
- Lead and manage the human, financial and physical resources of the RIPOSTE Program in accordance with the policies, principles and practices of the program and the AFF
- Manage the direction and application of sports science, research, sports medicine and coaching education programs consistent with national strategies and outcomes
- Represent AFF at meetings and forums concerned with RIPOSTE Development Program
- Other tasks as directed by the AFF

### Key Outcomes

- Achievement of agreed performance objectives. These will be in line with AFF and State four year performance objectives
- Satisfactory completion of budgeting and reporting requirements set by the AFF for the program;
- Implementation of a comprehensive IT (electronic delivery and learning) solution that improve communication and provide all stakeholders, with the opportunity to manage their own development

### Knowledge, skills and behaviours required

- Strong leadership, managerial, organisational and strategic planning ability
- Sound knowledge of, and demonstrated experience in:
- the management and/or administration in sport development
- the management of programs/projects that involve both internal and external stakeholders
- A qualification relating to sport development, while not a requirement, is desirable;
- High level communication, negotiation, consultation and interpersonal skills, including strong oral and written skills and a proven ability to work with a diverse and complex group of stakeholders, including demonstrated success in managing individual differences, group dynamics and conflict resolution;
- Experience liaising with government and government authorities such as the ASC, AIS and stakeholders such as clubs and state associations, and the development, planning, negotiation and subsequent management of funding proposals;
- A sound knowledge and understanding of electronic media concepts and their teaching and communication potential for the future of sport development
- A knowledge of the factors affecting sport development.
- Understanding of the needs of successful elite athletes and coaches including the role of sports science and sports medicine to achieve performance outcomes;
- Sound financial and administrative skills, including an awareness of Government budgeting and accounting requirements;
- Proven experience in human resource management.
- High levels of energy, motivation and initiative;
- Creative problem solving, sound judgement and decision-making;

### Unique Criteria

This role will require a significant commitment and volunteer time to ensure the success of the programs. There will be a requirement for irregular out-of-hours work, internet communications, and some level of interstate travel.

## APPENDIX B [ii]

### DRAFT DESCRIPTION OF STATE DEVELOPMENT OFFICER POSITION

REPORTS TO: State Fencing Association Board & AFF Development Commission

|   |             |
|---|-------------|
| Number of reports (direct and indirect) | 2 per annum |
|---|-------------|

#### Purpose of Role

Lead the State development program and develop and implement strategies to achieve sustainable development of fencing in that State. Whilst this is a management role, not a technical role, the SDM will be required to harness effective operational and technical resources for success.

#### Key Areas of Responsibility

- Develop and successfully implement strategies to achieve agreed annual and long-term objectives
- Lead the implementation of recommendations from the National RIPOSTE Program, including the adoption of the National Development Plan at a state level to direct the development progression of fencing, from individual to national level and oversee delivery of the NDP
- Lead and manage the RIPOSTE Program in their State, including direct oversight of the program, and reporting to the State Fencing Association and AFF Board
- Develop and sustain effective working relationships with key stakeholders – including other State Fencing Associations, and clubs, their State Institute of Sport, and State Departments of Sport - to deliver a quality component of the national development program. This includes managing the involvement and alignment of the development of fencing at club, state and federal level
- Facilitate involvement, connection, communication and sharing of ideas between all development officers, officials and other key stakeholders
- Ensure the accountability and reporting requirements of the RIPOSTE Program, State Institute of Sport, State Departments of Sport are met, including the setting, reporting and maintaining of annual and four year programs and associated budget, and the preparation and submission of required documentation and reports
- Provide advice to the State Fencing Association and AFF Development Commission
- Attend Skype and other meetings of the AFF Development Commission
- Lead and manage the human, financial and physical resources of the RIPOSTE Program in their State in accordance with the policies, principles and practices of the program and the State Fencing Association and AFF
- Manage the direction and application of sports science, research, sports medicine and coaching education programs consistent with national strategies and outcomes
- Represent State Fencing Association at meetings and forums concerned with RIPOSTE Development Program
- Other tasks as directed by the AFF or State Fencing Association

## APPENDIX B [iii]

### DRAFT DESCRIPTION OF CLUB DEVELOPMENT OFFICER POSITION

REPORTS TO: Club and State Fencing Association Board, AFF Development Commission

|   |             |
|---|-------------|
| Number of reports (direct and indirect) | 1 per annum |
|---|-------------|

#### Purpose of Role

Lead the Club development program and develop and implement strategies to achieve sustainable development of fencing at club level. Whilst this is a management role, not a technical role, the CDO will be required to harness effective operational and technical resources for success.

#### Key Areas of Responsibility

- Develop and successfully implement strategies to achieve agreed annual and long-term objectives
- Implement recommendations from the RIPOSTE Program at a club level to direct the development progression of fencing, from individual to national level
- Lead and manage the RIPOSTE Program in their club, including direct oversight of the program, and reporting to their club, State Fencing Association and AFF Development Commission
- Develop and sustain effective working relationships with key stakeholders – including other clubs, - to deliver a quality component of the National Development Plan. This includes managing the involvement and alignment of the development of fencing at club, state and federal level
- Facilitate involvement, connection, communication and sharing of ideas between all development officers, officials and other key stakeholders.
- Ensure the accountability and reporting requirements of the RIPOSTE Program, State Institute of Sport, State Departments of Sport are met, including the setting, reporting and maintaining of annual and four year programs and associated budget, and the preparation and submission of required documentation and reports
- Provide advice to the State Fencing Association and AFF Board on development issues
- Lead and manage the human, financial and physical resources of the RIPOSTE Program in their club in accordance with the policies, principles and practices of the program and the State Fencing Association and AFF.
- Manage the direction and application of sports science, research, sports medicine and coaching education programs consistent with national strategies and outcomes
- Represent club at meetings and forums concerned with RIPOSTE Program
- Other tasks as directed by the State Fencing Association or AFF

## APPENDIX C: AFF RIPOSTE PROGRAM RESOURCE FILE

|   |  |  |
|---|--|--|
| CHAPTER 1: RECRUIT  |  |  |
| Ways to recruit fencers, officials, coaches, and enlist volunteers.   |  |  |
| <ol style="list-style-type: none"> <li>1. Methods of recruitment <ul style="list-style-type: none"> <li>• Advertising <ul style="list-style-type: none"> <li>○ Internal: (E-Mail, Website, local papers, word of mouth)</li> <li>○ External: Demonstrations, Local newspaper, word of mouth, schools.</li> </ul> </li> <li>• Common Flyers: National Pamphlet on fencing.</li> <li>• Website</li> <li>• Beginner Courses for new fencers [Clubs]</li> <li>• Common Information booklet</li> <li>• Schools Programme</li> </ul> </li> <li>2. Creation of Fencing Clubs [kit]</li> <li>3. AUSFENCE Program (Learn to Fence)</li> </ol>  |  |  |
| CHAPTER 2: IMPLEMENT  |  |  |
| Ways to provide pathways for fencers and officials /coaches.  |  |  |
| <p>FENCERS</p> <ul style="list-style-type: none"> <li>• Overall Pathway pyramid <ul style="list-style-type: none"> <li>• Beginner to Club</li> <li>• Schools Program</li> <li>• School to Club</li> <li>• Club to State</li> <li>• State to National [includes HPP]</li> <li>• National to International [includes HPP]</li> </ul> </li> <li>• Schools Programme</li> <li>• Australian Fencing Team (AFT)</li> </ul> <p>OFFICIALS</p> <ul style="list-style-type: none"> <li>• Courses for Coaches and Officials</li> <li>• Overall Pathway pyramid</li> <li>• Training &amp; Recruiting Programmes</li> <li>• HPP for officials.</li> <li>• Working with Children Checks</li> </ul> <p>INFRASTRUCTURE</p> <ul style="list-style-type: none"> <li>• Equipment (uniforms, weapons, etc.)</li> <li>• Fencing Venues</li> <li>• Dedicated Fencing Centres</li> </ul> |  |  |

|   |  |  |
|---|--|--|
| CHAPTER 3: PRESERVE   |  |  |
| Ways to retain and keep fencers and officials in fencing.   |  |  |
| <ol style="list-style-type: none"> <li>1. Awards &amp; Acknowledgement <ul style="list-style-type: none"> <li>• Certificates</li> <li>• Gifts or Fee Discounts</li> <li>• Newsletter &amp; Website Articles</li> <li>• Nomination for Club, State and AFF awards</li> <li>• Qualification Badges [levels]</li> </ul> </li> <li>2. Branding <ul style="list-style-type: none"> <li>• Club Badges</li> <li>• State Badges</li> <li>• AFF Badges</li> <li>• Qualification Badges</li> <li>• Clothing/Uniforms</li> </ul> </li> </ol> |  |  |
| CHAPTER 4: OPEN   |  |  |
| Communication & data collection between the stakeholders.   |  |  |
| <ol style="list-style-type: none"> <li>1. National Portal</li> <li>2. Email Distribution Lists</li> <li>3. Electronic Communication and Social Media</li> </ol>   |  |  |
| CHAPTER 5: SEEK   |  |  |
| Ways to seek funding and higher media profile.  |  |  |
| <ol style="list-style-type: none"> <li>1. Funding Templates</li> <li>2. Successful Applications for Funding</li> <li>3. Unsuccessful Applications for Funding</li> </ol>  |  |  |
| CHAPTER 6: TRANSMIT   |  |  |
| Ways to have an inter-connected and common approach to development  |  |  |
| <ol style="list-style-type: none"> <li>1. AFF Development Commission (Structure)</li> <li>2. State Development Committee (Structure)</li> <li>3. National State Development Manager</li> <li>4. State Development Manager</li> <li>5. Club Development Officer</li> </ol>   |  |  |



|   |  |  |
|---|--|--|
| CHAPTER 7: EVALUATE   |  |  |
| Evaluation of the RIPOSTE development plan.   |  |  |
| <ul style="list-style-type: none"> <li>1. Methods of Feedback</li> <li>2. Feedback Form</li> <li>3. Evaluation by AFF Development Commission</li> </ul> |  |  |
| CHAPTER 8: HANDOVER   |  |  |
| <ul style="list-style-type: none"> <li>1. Handover process for new officials</li> <li>2. Material to be handed to new officials</li> </ul>              |  |  |

**AUSTRALIAN FENCING FEDERATION**  
**PROPOSALS FOR 2010 AFF ANNUAL GENERAL MEETING**

**MEETING DATE:** 20 May, 2012

**AGENDA ITEM:** 7

**PROPOSAL TITLE:** UPDATED AFF MEMBER PROTECTION POLICY

**PROPOSER:** AFF Executive

**RECOMMENDATION**

That the attached updated AFF Member Protection Policy be formally adopted.

**RATIONALE**

Sporting organisations have legal obligations in relation to harassment, discrimination and child protection. They also have moral obligations to establish appropriate standards of behaviour and to provide safe and respectful sporting environments.

As a condition of funding, the Australian Sports Commission (ASC) requires national sporting organisations to develop, implement and regularly update policies and procedures that assist sports to comply with the law and improve the sporting environment. The attached ASC statement provides further general background on a Member Protection Policy Template that the ASC has prepared to provide sporting organisations with a model policy.

The template was originally developed in 2001 and was substantially revised in October 2004 and May 2006. It is revised periodically so that it remains a relevant, practical tool that accurately reflects current legislation, organisational needs and relevant emerging issues.

The following table summarises template updates.

| <b>Version</b> | <b>Date reviewed</b> | <b>Content reviewed and purpose</b>  |
|----------------|----------------------|--|
| One            | December 2001        | <ul style="list-style-type: none"><li>• Template developed</li></ul>   |
| Two            | November 2004        | <ul style="list-style-type: none"><li>• Template rewritten to reduce legalese and make it easier for sporting organisations to review and revise their policies</li><li>• Sample codes of conduct, record keeping information and policy position statements on child protection, harassment and sexual relationships developed</li><li>• Child Protection requirements revised to reflect changes to child protection legislation</li><li>• Complaints handling procedures reviewed and expanded to provide sports with more options for managing complaints.</li></ul> |
| Three          | June 2005            | <ul style="list-style-type: none"><li>• QLD Child Protection requirements updated to reflect changes in legislation</li><li>• Information on WA Child Protection requirements added to reflect new legislation</li></ul>   |

|      |           |   |
|------|-----------|---|
| Four | May 2006  | <ul style="list-style-type: none"> <li>• Part B restructured to allow new attachments to be added more</li> <li>• Reference to The Essence of Australian Sport added (2)</li> <li>• Amendments to the Dictionary (discrimination and harassment)</li> <li>• Minor amendment to the Anti-discrimination and harassment Policy Statement (7.2)</li> <li>• Second version of suggested wording for Sexual Relationships Policy Statement added (7.3)</li> <li>• Suggested wording for Pregnancy Policy Statement added (7.4)</li> <li>• Suggested wording for Gender Identity Policy Statement added (7.5)</li> <li>• Ability for sports to include reference to other relevant existing policies (7.6)</li> <li>• QLD and NSW Child Protection attachments updated to reflect changes in legislation (Part B)</li> <li>• Information on SA and VIC Child Protection requirements added to reflect new legislation (Part B)</li> <li>• Minor changes to wording to investigation of child abuse procedures (Part C)</li> </ul> |
| Five | July 2009 | <ul style="list-style-type: none"> <li>• Template modified to provide a national version and an alternative (condensed) club version</li> <li>• Inclusion of clause on taking images of children (6.2)</li> <li>• Reference to cyber bullying included (6.3)</li> <li>• Refinement to wording in all clauses (to provide greater clarity)</li> <li>• Revised and condensed working with children check/child protection attachment (to cover amendments to child protection laws)</li> <li>• General Code of Behaviour removed from core policy (to reduce confusion with Code of Behaviour attachment)</li> <li>• Numbering of attachments re-ordered (Codes of Behaviour moved from attachment D to attachment B)</li> </ul>  |
| Six  | July 2011 | <ul style="list-style-type: none"> <li>• Expanded Position Statement 6.1 Child Protection to reflect legislative amendments at state/territory level yet still remain suitable as a national template.</li> <li>• Additional optional clauses for alcohol (6.7), smoking (6.8), cyber bullying (6.9), social networking (6.10).</li> <li>• PART C Working with Children Child Protection Check Requirements revised and updated</li> <li>• Minor formatting and wording changes throughout.</li> <li>• PART D: Complaint Handling Procedures: Attachment D1 – Step 5 dot point added regarding investigator role.</li> <li>• Additional sentence added to PART B: Codes of Behaviour encouraging NSOs, SSOs, Clubs to obtain signed agreements with respect to MPP and various codes.</li> </ul>  |

The attached AFF Member Protection Policy has been revised on the basis of the revised template provided by the ASC.

## **Member Protection Policy Template**

### **A summary for national sports organisations**

#### ***What is a Member Protection Policy?***

Sporting organisations have legal and moral obligations to provide safe environments. A Member Protection Policy (MPP) is designed to meet these obligations and to maintain responsible behaviour and ethical and informed decision-making within Australian sport. The law appropriately applies high standards to National Sporting Organisations (NSO's), State and Member associations and clubs in relation to unlawful and improper behaviour that may occur within those groups, or at events staged by those organisations, or when those organisations or their members participate in a sporting event. The MPP is designed essentially to deal with conduct that occurs outside the field of sporting play, rather than 'on-field' incidents. The Rules of the sport usually cover on field conduct.

#### ***Who does the policy apply to?***

The MPP applies to employees, board members, committee and sub-committee members, administrators, coaches, officials, support personnel and players/athletes in a paid or voluntary capacity; life members; parents, spectators and sponsors.

#### ***What does it include?***

The MPP informs every one of his or her legal and ethical rights and responsibilities in relation to:

1. ***Child protection***
2. ***Taking of images of children***
3. ***Anti-discrimination and harassment (includes):*** Age; Disability; Family/carer responsibilities; Gender identity/transgender status; Homosexuality and sexual orientation; Irrelevant medical record; Irrelevant criminal record; Political belief/activity; Pregnancy and breastfeeding; Race; Religious belief/activity; Sex or gender; Social origin; Trade union membership/activity
4. ***Sexual Relationships*** *(between coaches and the adult athletes that they coach)*
5. ***Pregnancy***
6. ***Gender identity***
7. ***Alcohol policy***
8. ***Smoking policy***
9. ***Cyber bullying***
10. ***Social networking websites***

#### ***Complaints***

A clear process is set out in the policy for dealing with groups or individuals who engage in any of the behaviour prohibited by the policy. The MPP provides guidance for those with a complaint or concern, those who have had a complaint made against them and, those who have responsibility for handling a complaint. All complaints will be handled based on the principles of procedural fairness (natural justice).

After the concerns have been raised with a person qualified and skilled in considering such complaints, the complainant is then offered a range of options for how the issue can be dealt with. This includes informal discussions, mediation, a formal complaint, an investigation of the conduct of the person(s) being complained about (respondent), and possibly a disciplinary hearing before a Tribunal. A person(s) found guilty of breaching the policy may be sanctioned by a range of measures including from a verbal warning up to expulsion from the sport.

However, the policy ensures that complaints are not arbitrarily dealt with. The process has the following features:

- The process is fair and balanced;
- A Respondent to an allegation is entitled to fully explain or defend her or himself (or themselves) after receiving full information of the improper conduct it is said that they/he/she engaged in;
- Matters are treated confidentially;
- The complainant is given substantial control over the process unless a law has been clearly breached (in which case an appropriate authority needs to be notified);
- Complainants are to be dealt with sensitively;
- Respondents are entitled to the presumption of innocence;
- A fair disciplinary process will occur (in appropriate cases) which ensures an unbiased Tribunal, a full and proper consideration of all relevant facts in a timely manner;
- Rights of appeal where a complainant or respondent is dissatisfied with the outcome of a complaint, investigation or Tribunal hearing.

Underlying the MPP is a range of laws which will vary from state to state. Despite some differences, there are some universal minimum standards that the law applies to persons involved in sporting activities.

This policy provides assurances to parents, children, boards of sporting organisations, sponsors and all others involved in sport that improper conduct will not be tolerated and will be dealt with and punished appropriately. It also encourages any person or group who feels that they may have been subject to improper or unlawful behaviour to come forward and discuss their concerns with the relevant Member Protection Information Officer, CEO or President of their sport.

***Member Protection Information Officer (MPIO)***

Is a person identified within an organisation that has expert knowledge of the MPP and the skills to guide a complainant through the complaints process in accordance with the MPP.

***For more information***

A copy of your sports MPP should be available on your NSOs website or by contacting your State Association or NSO directly. Your State Association should also have the contact details for a MPIO who will be able to explain your options.

***Play By The Rules*** - is a comprehensive resource for NSO's, SSA's and local clubs that provides information and online learning for sport and recreation on how to:

- prevent and deal with discrimination, harassment and child abuse, and
- develop inclusive and welcoming environments for participation.
- <http://www.playbytherules.net.au/>

You can also seek advice from your State or Territory anti-discrimination commission without being obliged to make a formal complaint. If the commission advises you that the problem appears to be harassment within its jurisdiction, you may lodge a formal complaint with the commission.

Depending on the type of complaint you may also approach another external agency such as the police or a lawyer.



## **MEMBER PROTECTION POLICY**

**April 2012**

***Draft Version for 2012 Annual General Meeting***

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Draft Only



## **PREFACE**

This policy has been developed to provide guidelines for the protection of the health, safety and well-being of all Australian Fencing Federation (AFF) members and those who participate in the activities of Australian Fencing Federation, Member Associations and Affiliated Clubs.

The AFF is committed to providing an environment safe for children that is free from harassment and abuse for everyone, and promotes respectful and positive behaviour and values. This policy will provide a code of conduct forming the basis of appropriate and ethical conduct which everyone must abide by. This policy is an essential part of the AFF's proactive and preventative approach to tackling inappropriate behaviour.

As President of the AFF I will work to ensure that everyone in the Australian Fencing community is committed to complying with the policy.

Andrew Ius  
AFF President  
May 2012

Draft Only

## **PART A: AFF MEMBER PROTECTION POLICY**

### **1. Introduction: AFF Statement of Purposes**

The purposes of the Australian Fencing Federation (AFF) are to:

1. promote, encourage and control Fencing as a sport in Australia;
2. ensure the proper and adequate representation of and participation by Australian fencers at Olympic and Commonwealth Games, World, Commonwealth and Oceania Championships and other international Fencing events subject to the rules and statutes of the Federation Internationale d'Esgrime;
3. ensure the proper and adequate representation of the Federation at such meetings where the Federation deems it necessary;
4. govern the conduct and control of Australian Fencing Championships and other tournaments under control of the Federation;
5. affiliate and or maintain affiliation with Federation Internationale d'Esgrime, Australian Olympic Committee and other appropriate sporting bodies and to represent the interests of Australian Fencing thereon;
6. maintain and improve the standard of Fencing in Australia;
7. determine questions relating to Fencing submitted to it by State Associations with regard to international and/or interstate competition;
8. make such rules and by-laws as the Federation may consider necessary to further any one or more of the above objects.

### **2. Purpose of this policy**

This AFF Member Protection Policy ("policy") will work towards maintaining ethical and informed decision-making and responsible behaviours within our sport. It outlines our commitment to a person's right to be treated with respect and dignity and to be safe and protected from abuse.

This policy informs everyone involved in our sport at the national level of his or her legal and ethical rights and responsibilities and the standards of behaviour that are required.

The policy attachments outline the procedures that support our commitment to eliminating discrimination, harassment, child abuse and other forms of inappropriate behaviour from our sport. As part of this commitment, the AFF will take disciplinary action against any person or organisation bound by this policy if they breach it.

This policy has been endorsed by the AFF May 2012 Annual General Meeting. The policy starts on 21<sup>st</sup> May 2012 and will operate until replaced. Copies of the current policy and its attachments can be obtained from the AFF website or by contacting the AFF at [secretary@ausfencing.org](mailto:secretary@ausfencing.org)

*[For information on the rights, responsibilities and requirements for people involved in our sport at the state and club level, please refer to the member protection policies of the relevant state association or club.]*

### **3. Who this Policy Applies To**

This national policy applies to the following people operating at or representing the national level, whether they are in a paid or unpaid/voluntary capacity:

- 3.1 Persons appointed or elected to national boards, committees and sub-committees;
- 3.2 Employees and/or contractors of AFF;
- 3.3 Members of the AFF Executive;

- 3.4 Support personnel appointed or elected to national teams and squads (e.g. managers, physiotherapists, psychologists, masseurs, sport trainers);
- 3.5 National coaches and assistant coaches;
- 3.6 National representative athletes;
- 3.7 National referees, umpires and other officials involved in the regulation of the sport;
- 3.8 Members, including life members of the AFF;
- 3.9 Athletes, coaches, officials and other personnel participating in events and activities, including camps and training sessions, held or sanctioned the AFF;
- 3.10 Any other person including spectators, parents/guardians and sponsors, who or which agrees in writing (whether on a ticket, entry form or otherwise) to be bound by this policy].

This policy also applies to the following associations:

- 3.12 Member associations;
- 3.13 Affiliated clubs and associated organisations.

Member associations are required to adopt and implement this policy and to provide proof to the AFF of the approval of the policy by the relevant board in accordance with its constitution.

Member associations must also undertake to ensure that affiliated Clubs and individual Members are bound by this policy and are made aware of this policy and what it says.

This policy will continue to apply to a person, even after they have stopped their association or employment with AFF, if disciplinary action against that person has commenced.

#### **4. Responsibilities of the Organisation**

The AFF and its member bodies must:

- 4.1 Adopt, implement and comply with this policy;
- 4.2 Make such amendments to its/their Constitution, Rules or Policies necessary for this policy to be enforceable;
- 4.3 Publish, distribute and promote this policy and the consequences of breaches;
- 4.4 Promote and model appropriate standards of behaviour at all times;
- 4.5 Promptly deal with any breaches or complaints made under this policy in a sensitive, fair, timely and confidential manner;
- 4.6 Apply this policy consistently;
- 4.7 Recognise and enforce any penalty imposed under this policy;
- 4.8 Ensure that a copy of this policy is available or accessible to the persons and associations to whom this policy applies;
- 4.9 Use appropriately trained people to receive and manage complaints and allegations [e.g. Member Protection Information Officers (MPIOs)];
- 4.10 Monitor and review this policy at least annually.

#### **5. Individual Responsibilities**

Individuals bound by this policy are responsible for:

- 5.1 Making themselves aware of the policy and complying with its standards of behaviour;
- 5.2 Complying with our screening requirements and any state/territory Working with Children checks;
- 5.3 Placing the safety and welfare of children above other considerations;
- 5.4 Being accountable for their behaviour;
- 5.5 Following the procedures outlined in this policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment or other inappropriate behaviour; and
- 5.6 Complying with any decisions and/or disciplinary measures imposed under this policy.

## **6. Position Statements**

### **6.1 Child Protection**

The AFF is committed to the safety and wellbeing of all children and young people accessing our service. We support the rights of the child and will act without hesitation to ensure a child safe environment is maintained at all times. We also support the rights and wellbeing of our staff and volunteers and encourage their active participation in building and maintaining a secure environment for all participants.

The AFF acknowledges that our staff, members and volunteers provide a valuable contribution to the positive experiences of children involved in our sport. The AFF aims to continue this and to take measures to protect the safety and welfare of children participating in our sport by:

#### **6.1.1: Identify and Analyse Risk of Harm**

The AFF will develop and implement a risk management strategy, which includes a review of existing child protection practices, to determine how child-safe and child-friendly the organisation is and to determine what additional strategies are required to minimise and prevent risk of harm to children because of the action of an employee, volunteer or another person.

#### **6.1.2: Develop Codes of Conduct for Adults and Children**

The AFF will ensure that the organisation has codes of conduct that specify standards of conduct and care when dealing and interacting with children, particularly those in the organisation's care. The organisation will also implement a code of conduct to address appropriate behaviour between children.

The code(s) of conduct will set out professional boundaries, ethical behaviour and unacceptable behaviour. (See Part B)

#### **6.1.3: Choose Suitable Employees and Volunteers**

The AFF will ensure that the organisation takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children (in prescribed positions).

This may be achieved using a range of screening measures. Such measures will aim to minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children.

The AFF will ensure that working with children checks/criminal history assessments are conducted for employees and volunteers working with children, where an assessment is required by law.

If a criminal history report is obtained as part of their screening process, the AFF will ensure that the criminal history information is dealt with in accordance with relevant state requirements. (See Part C)

#### **6.1.4: Support, Train, Supervise and Enhance Performance**

The AFF will ensure that volunteers and employees who work with children or their records have ongoing supervision, support and training such that their performance is developed and enhanced to promote the establishment and maintenance of a child-safe environment.

#### **6.1.5: Empower and Promote the Participation of Children In Decision-Making And Service Development**

The AFF will promote the involvement and participation of children and young people in developing and maintaining child-safe environments.

### **6.1.6: Report and Respond Appropriately To Suspected Abuse and Neglect**

The AFF will ensure that volunteers and employees are able to identify and respond to children at risk of harm.

The AFF will make all volunteers and employees aware of their responsibilities under respective state laws if they have suspicion on reasonable grounds that a child has been or is being abused or neglected. (See Part E)

In addition to any legal obligation, if any person feels another person or organisation bound by this policy is acting inappropriately towards a child or is breaching the code(s) of practice set out they may make an internal complaint. Please refer to our complaints procedure outlined in Attachment [C1] of this policy. This will explain what to do about the behaviour and how the AFF will deal with the problem.

### **6.2 Taking Images of Children**

Images of children can be used inappropriately or illegally. The AFF requires that individuals and associations, wherever possible, obtain permission from a child's parent/guardian before taking an image of a child that is not their own and ensure that the parent knows the way the image will be used. We also require the privacy of others to be respected and disallow the use of camera phones, videos and cameras inside changing areas, showers and toilets.

If the AFF uses an image of a child it will avoid naming or identifying the child or it will, wherever possible, avoid using both the first name and surname. We will not display personal information such as residential address, email address or telephone numbers without gaining consent from the parent/guardian. We will not display information about hobbies, likes/dislikes, school, etc as this information can be used as grooming tools by pedophiles or other persons. We will only use appropriate images of a child, relevant to our sport and ensure that the child is suitably clothed in a manner that promotes the sport, displays its successes, etc. Where possible we will seek permission to use these images.

We require our members, member associations and clubs to do likewise.

### **6.3 Anti-Discrimination and Harassment**

The AFF opposes all forms of harassment, discrimination and bullying. This includes treating or proposing to treat someone less favourably because of a particular characteristic; imposing or intending to impose an unreasonable requirement, condition or practice which has an unequal or disproportionate effect on people with a particular characteristic; or any behaviour that is offensive, abusive, belittling, intimidating or threatening – whether this is face-to-face, indirectly or via communication technologies such as mobile phone and computers. Some forms of harassment, discrimination and bullying, based on personal characteristics such as those listed in the Dictionary at [clause 10], are against the law.

If any person feels they are being harassed or discriminated against by another person or organisation bound by this policy, please refer to our complaints procedure outlined in Attachment [D1] of this policy. This will explain what to do about the behaviour and how the AFF will deal with the problem.

### **6.4 Sexual Relationships (version one – possible disciplinary action can be taken)**

AFF takes the position that sexual relationships between coaches and the adult athletes that they coach should be avoided as these relationships can have harmful effects on the individual athlete involved, on other athletes and coaches, and on the sport's public image. Such relationships may be intentionally or unintentionally exploitative due to a disparity between coaches and athletes in terms of authority, power, maturity, status, influence and dependence.

Should a sexual relationship exist between an athlete and coach, AFF will consider whether any action is necessary. Factors that may be relevant in this consideration are the age and maturity of the athlete relative to the coach, the financial or emotional dependence of the athlete on the coach, and the likelihood of the relationship having any adverse impact on the athlete and/or other athletes. If it is determined that the sexual relationship is inappropriate, action may be taken to stop the coaching relationship with the athlete. Action may include transfer, a request for resignation or dismissal from coaching duties.

In the event that an athlete attempts to initiate an intimate sexual relationship, the coach must take personal responsibility for discouraging such approaches, explaining the ethical basis for such action. The coach or athlete may wish to approach the AFF's MPIO or complaints officer or other designated person] if they feel harassed. Our complaints procedure is outlined in Attachment [D1] of this policy.

#### **6.4 Sexual Relationships (version two – no disciplinary action)**

AFF takes the view that intimate relationships (whether or not of a sexual nature) between coaches and athletes, while not necessarily constituting harassment, can have harmful effects on the athlete, on other athletes and on the sport's public image. Such relationships may be perceived to be exploitative because there is usually a disparity between coaches and athletes in terms of authority, maturity, status, influence and dependence. Given there is always a risk that the relative power of the coach has been a factor in the development of such relationships, they should be avoided by coaches at all levels. In the event that an athlete attempts to initiate an intimate relationship, the coach must take personal responsibility for discouraging such approaches, explaining the ethical basis for such actions.

The coach or athlete may wish to approach the AFF's Member Protection Information Officer (MPIO) if they feel harassed. Our complaints procedure is outlined in Attachment [D1] of this policy.

#### **6.5 Pregnancy**

Everyone bound by this policy must treat pregnant women with dignity and respect and any unreasonable barriers to participation by them in our sport should be removed. We will not tolerate any discrimination or harassment against pregnant women.

While many sporting activities are safe for pregnant women, there may be particular risks that apply to some women during pregnancy. Those risks will depend on the nature of the sporting activity and the particular pregnant woman's circumstances. Pregnant women should be aware that their own health and wellbeing, and that of their unborn children, should be of utmost importance in their decision making about the way they participate in our sport.

The AFF recommends that pregnant women wanting to participate in our sport consult with their medical advisers, make themselves aware of the facts about pregnancy in sport, and ensure that they make informed decisions about participation. We will only require pregnant women to sign a disclaimer if we require other participants to sign one in similar circumstances. We will not require women to undertake a pregnancy test.

#### **6.6 Gender Identity**

Everyone bound by this policy must treat people who identify as transgender fairly and with dignity and respect. This includes acting with sensitivity and respect where a person is undergoing gender transition. We will not tolerate any unlawful discrimination or harassment of a person who identifies as transgender or transsexual or who is thought to be transgender. Descriptions of the types of behaviour which could be regarded as transgender discrimination or harassment are provided in the Dictionary at [clause 10].

AFF recognises that the exclusion of transgender people from participation in sporting events and activities has significant implications for their health, well-being and involvement in community life. In general AFF will facilitate transgender persons participating in our sport with the gender with which they identify.

AFF also recognises there is debate over whether a male to female transgender person obtains any physical advantage over other female participants. This debate is reflected in the divergent discrimination laws across the country. If issues of performance advantage arise, AFF will seek advice on the application of those laws in the particular circumstances.

AFF is aware that the International Olympic Committee (IOC) has established criteria for selection and participation in the Olympic Games. Where a transgender person intends competing at an elite level, we will encourage them to obtain advice about the IOC's criteria which may differ from the position taken by AFF.

Drug testing procedures and prohibitions also apply to people who identify as transgender. A person receiving treatment involving a Prohibited Substance or Method, as described on the World Anti-Doping Agency's Prohibited List, should apply for a standard Therapeutic Use Exemption.

### **6.7 Alcohol Policy**

AFF recommends that State Associations and their member Clubs adhere to strict guidelines regarding the responsible consumption of alcohol. Generally, alcohol should not be available nor be consumed at a sporting event at which children under 18 are participants in the sport.

Responsible service and consumption of alcohol should apply to any alcohol to be consumed after the competition has concluded, including light alcohol and soft drinks always being available; wherever possible, food being available to be consumed when alcohol is available; transport policies, and Board/Committee Members being in attendance to ensure appropriate practices are followed.

Guidance can be obtained from the "Alcohol Management Policy" available at <http://www.goodsports.com.au/goodsports/pages/sample-policies.html>.

### **6.8 Smoking Policy**

The following policies should be applied to sporting and social events:

- No smoking shall occur at or near any sporting event or competition involving persons under the age of 18. This policy shall apply to coaches, players, trainers, officials and volunteers;
- Social functions shall be smoke free, with smoking permitted at designated outdoor smoking areas;
- Coaches, officials, trainers, volunteers and players will refrain from smoking and remain smoke free while involved in an official capacity for any of the AFF, SSO, Club or representative team, on and off the field.

### **6.9 Cyber Bullying/Safety**

Bullying and harassment in all forms is regarded by AFF as unacceptable in this sport. Given the emergence of new telephone and internet social networks, the opportunity for unwanted and improper comments and statements has dramatically increased. Messages or statements made in these ways using these means of communication are largely instantaneous, and can easily be abused. Others may also manipulate a person by encouraging a statement to be made on twitter or Facebook, for example, when the writer may be upset or vulnerable.

Bullying has the potential to cause great anxiety and distress to the person who has been the target of any comments or statements. In some cases, bullying is regarded as a criminal offence punishable by imprisonment, amongst other things.

Frustration at a referee, team-mate, coach, or sporting body should never be communicated on social network channels, but rather by way of reasoned and logical verbal and written statements and where appropriate, complaints, to the relevant controlling club, league or peak sporting body.

## **6.10 Social Networking Websites Policy**

AFF acknowledges the emergence of new technology and communication mediums (new media), and wishes to enable such new media to be used to benefit the sport and its participants, and to applaud achievements. This can occur due to the immediate nature of communication to a wide audience using channels such as Facebook, Twitter, and SMS. However, participants within the sport need to be very mindful of a few key matters that could lead to inappropriate use of new media, at times unintended, and at other times without a proper understanding that once comments are made or published, they are in public for a long time, and hard to take back (retract).

Cautions AFF recommends:

- Do not include personal information of yourself or others in social media channels;
- Do not use offensive, provocative or hateful language;
- Use your best judgment – do not publish something that makes you the slightest bit uncomfortable, and never write/publish if you are feeling emotional or upset (or are intoxicated);
- Always ask for a person's permission before posting their picture on a social networking forum;
- Never comment on rumours, do not deny or affirm them or speculate about rumours; and
- Always use social network forums to add value and promote the sport in a positive way.

## **7. Complaints Procedures**

### **7.1 Complaints**

The AFF aims to provide a simple procedure for complaints based on the principles of procedural fairness (natural justice). Any person (a complainant) may report a complaint about a person/s or organisation bound by this policy (respondent). Such complaints should initially be reported to the MPIO.

The lowest level at which a matter can be dealt with shall always be preferred. Therefore, if a complaint relates to behaviour or an incident that occurred at the:

- state level or involves people operating at the state level, then the complaint should be reported to and handled by the relevant state association in the first instance; or
- club level or involves people operating at the club level, then the complaint should be reported to and handled by the relevant club in the first instance.

Only matters that relate to or occur at the national level and the most serious cases from club and state level should be referred to the national body.

A complaint may be dealt with informally or formally. The complainant usually decides this unless the AFF President considers that the complaint falls outside this policy and would be better dealt with another way and/or the law requires the complaint/allegation to be reported to an appropriate authority.

All complaints will be dealt with promptly, seriously, sensitively and confidentially. Our complaint procedures are outlined in Attachment [D1].

Individuals and organisations may also pursue their complaint externally under anti-discrimination, child protection, criminal or other relevant legislation.



## 7.2 Improper Complaints & Victimisation

The AFF aims for our complaints procedure to have integrity and be free of unfair repercussions or victimisation against the person making the complaint. If at any point in the complaints process the AFF President considers that a complainant has **knowingly** made an untrue complaint or the complaint is malicious or intended to cause distress to the person complained of, the matter may be referred to the AFF Disciplinary Tribunal for appropriate action which may include disciplinary action against the complainant.

The AFF will take all necessary steps to make sure that people involved in a complaint are not victimised. Disciplinary measures can be imposed on anyone who harasses or victimises another person for making a complaint.

## 7.3 Mediation

*The AFF aims to resolve complaints with a minimum of fuss. Complaints may be resolved by agreement between the people involved with no need for disciplinary action. Mediation allows those involved to be heard and to come up with mutually agreed solutions.*

Mediation may occur before or after the investigation of a complaint. If a complainant wishes to resolve the complaint with the help of a mediator, the MPIO will, in consultation with the complainant, arrange for a neutral third party mediator where possible. Lawyers are not able to negotiate on behalf of the complainant and/or the respondent. More information on the mediation process is outlined in Attachment [D2].

## 7.4 Tribunals

A Tribunal may be convened to hear a formal complaint:

- referred to it by the AFF President;
- referred to it or escalated by a state association, because of the serious nature of the complaint, or unable to be resolved at the state level, or the state policy directs it to be; and/or
- for an alleged breach of this policy.

Our Tribunal procedure is outlined in Attachment [D5].

A respondent may lodge an appeal only to the Appeal Tribunal in respect of a Tribunal decision. The decision of the Appeal Tribunal is final and binding on the people involved. Our appeals process is outlined in Attachment [D5].

Every organisation bound by this policy will recognise and enforce any decision of a Tribunal or Appeal Tribunal under this policy.

## 8. What is a Breach of this policy

It is a breach of this policy for any person or organisation to which this policy applies, to do anything contrary to this policy, including but not limited to:

- 8.1 Breaching the Codes of Behaviour (Attachment B to this policy);
- 8.2 Bringing the sport and/or the AFF into disrepute, or acting in a manner likely to bring the sport [and/or the AFF] into disrepute;
- 8.3 Failing to follow AFF policies (including this policy) and procedures for the protection, safety and welfare of children;
- 8.4 Discriminating against, harassing or bullying (including cyber bullying) any person;
- 8.5 Victimising another person for reporting a complaint;
- 8.6 Engaging in a sexually inappropriate relationship with a person that they supervise, or have influence, authority or power over;

- 8.7 Verbally or physically assaulting another person, intimidating another person or creating a hostile environment within the sport;
- 8.8 Disclosing to any unauthorised person or organisation any *AFF* information that is of a private, confidential or privileged nature;
- 8.9 Making a complaint they **knew** to be untrue, vexatious, malicious or improper;
- 8.10 Failing to comply with a penalty imposed after a finding that the individual or organisation has breached this policy; or
- 8.11 Failing to comply with a direction given to the individual or organisation during the discipline process.

## 9. Disciplinary Measures

If an individual or organisation to which this policy applies breaches this policy, one or more forms of discipline may be imposed. Any disciplinary measure imposed under this policy must:

- Be applied consistent with any contractual and employment rules and requirements;
- Be fair and reasonable;
- Be based on the evidence and information presented and the seriousness of the breach; and
- Be determined in accordance with our Constitution, By Laws, this policy and/or Rules of the sport.

### 9.1 Individual

Subject to contractual and employment requirements, if a finding is made by a Tribunal that an individual has breached this policy, one or more of the following forms of discipline may be imposed:

- 9.1.1 A direction that the individual make a verbal and/or written apology;
- 9.1.2 A written warning;
- 9.1.3 A direction that the individual attend counselling to address their behaviour;
- 9.1.4 A withdrawal of any awards, scholarships, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by the *AFF*;
- 9.1.5 A demotion or transfer of the individual to another location, role or activity;
- 9.1.6 A suspension of the individual's membership or participation or engagement in a role or activity;
- 9.1.7 Termination of the individual's membership, appointment or engagement;
- 9.1.8 A recommendation that the *AFF* terminate the individual's membership, appointment or engagement;
- 9.1.9 In the case of a coach or official, a direction that the relevant organisation de-register the accreditation of the coach or official for a period of time or permanently;
- 9.1.10 A fine;
- 9.1.11 Any other form of discipline that the Tribunal considers appropriate.

### 9.2 Organisation

If a finding is made that an *AFF* member or affiliated organisation has breached its own or this national Member Protection Policy, one or more of the following forms of discipline may be imposed by the *AFF* President:

- 9.2.1 A written warning;
- 9.2.2 A fine;
- 9.2.3 A direction that any rights, privileges and benefits provided to that organisation by the national body or other peak association be suspended for a specified period;
- 9.2.4 A direction that any funding granted or given to it by the *AFF* cease from a specified date;

- 9.2.5 A direction that the AFF cease to sanction events held by or under the auspices of that organisation;
- 9.2.6 Any other form of discipline that the AFF considers to be reasonable and appropriate.

### 9.3 Factors to consider

The form of discipline to be imposed on an individual or organisation will depend on factors such as:

- Nature and seriousness of the breach;
- If the person knew or should have known that the behaviour was a breach;
- Level of contrition;
- The effect of the proposed disciplinary measures on the person including any personal, professional or financial consequences;
- If there have been relevant prior warnings or disciplinary action;
- Ability to enforce discipline if the person is a parent or spectator (even if they are bound by the policy); and/or
- Any other mitigating circumstances.

## 10. Dictionary

This Dictionary sets out the meaning of words used in this policy and its Attachments without limiting the ordinary and natural meaning of the words. State/Territory specific definitions and more detail on some of the words in this dictionary can be sourced from the relevant State/Territory child protection commissions or equal opportunity and anti-discrimination commissions.

**Abuse** is a form of harassment and includes physical abuse, emotional abuse, sexual abuse, neglect, and abuse of power. Examples of abusive behaviour include bullying, humiliation, verbal abuse and insults.

**Affiliated club** means those clubs or organisations (howsoever described), which are a member of, or affiliated to an affiliated State/Territory Association.

**Child** means a person who is under the age of 18 years.

**Child abuse** involves conduct which puts children at risk of harm (usually by adults, sometimes by other children) and often by those they know and trust. It can take many forms, including verbal and physical actions and by people failing to provide them with basic care. Child abuse may include:

- Physical abuse by hurting a child or a child's development (e.g. hitting, shaking or other physical harm; giving a child alcohol or drugs; or training that exceeds the child's development or maturity).
- Sexual abuse by adults or other children where a child is encouraged or forced to watch or engage in sexual activity or where a child is subject to any other inappropriate conduct of a sexual nature (e.g. sexual intercourse, masturbation, oral sex, pornography including child pornography or inappropriate touching or conversations).
- Emotional abuse by ill-treating a child (e.g. humiliation, taunting, sarcasm, yelling, negative criticism, name calling, ignoring or placing unrealistic expectations on a child).
- Neglect (e.g. failing to give food, water, shelter or clothing or to protect a child from danger or foreseeable risk of harm or injury).

**Complaint** means a complaint made under clause [ ].

**Complainant** means a person making a complaint.

**Complaint Handler/Manager** means a person appointed under this policy to investigate a Complaint.

**Discrimination** means treating or proposing to treat someone less favourably because of a particular characteristic in the same or similar circumstances in certain areas of public life (Direct Discrimination), or imposing or intending to impose an unreasonable requirement, condition or

practice that is the same for everyone, but which has an unequal or disproportionate effect on individuals or groups with particular characteristics (Indirect Discrimination). The characteristics covered by discrimination law across Australia includes:

- Age;
- Disability;
- Family/carer responsibilities;
- Gender identity/transgender status;
- Homosexuality and sexual orientation;
- Irrelevant medical record;
- Irrelevant criminal record;
- Political belief/activity;
- Pregnancy and breastfeeding;
- Race;
- Religious belief/activity;
- Sex or gender;
- Social origin;
- Trade union membership/activity.

(Some States and Territories include additional characteristics such as physical features or association with a person with one or more of the characteristics listed above).

#### Examples of Discrimination

- **Age:** A club refuses to allow an older person to coach a team simply because of age.
- **Breastfeeding:** A member of the club who is breastfeeding a baby in the club rooms is asked to leave.
- **Disability:** A player is overlooked for team selection because of mild epilepsy.
- **Family responsibilities:** A club decides not to promote an employee because he has a child with a disability even though the employee is the best person for the job.
- **Gender Identity:** A transgender player is harassed when other players refuse to call her by her female name.
- **Homosexuality:** An athlete is ostracised from her team after it becomes known that she is a lesbian.
- **Marital Status:** A player is deliberately excluded from team activities and social functions because she is single.
- **Pregnancy:** A woman is dropped from a squad when she becomes pregnant.
- **Race:** An Italian referee is not permitted to referee games with a high proportion of Italian players on one team because of his race.
- **Sex:** Specialist coaching is only offered to male players in a mixed team.

**Harassment** is any type of behaviour that the other person does not want and that is offensive, abusive, belittling or threatening. The behaviour is unwelcome and a reasonable person would recognise it as being unwelcome and likely to cause the recipient to feel offended, humiliated or intimidated.

Unlawful harassment is sexual or targets a person because of their race, sex, pregnancy, marital status, sexual orientation or some other personal characteristic protected by law (see characteristic list under discrimination).

It does not matter whether the harassment was intended: the focus is on the impact of the behaviour. The basic rule is if someone else finds it harassing then it could be harassment. Harassment may be a single incident but is usually repeated. It may be explicit or implicit, verbal or non-verbal, and includes electronic cyber communication.

Discrimination and harassment are not permitted in employment (including volunteer and unpaid employment); when providing sporting goods and services including access to sporting facilities; when providing education and accommodation; the selection or otherwise of any person for competition or a team (domestic or international); the entry or otherwise of any player or other

person to any competition and the obtaining or retaining membership of clubs and organisations (including the rights and privileges of membership).

Some exceptions to state and federal anti-discrimination law apply. Examples include:

- holding a competitive sporting activity for boys and girls only who are under 12 years of age or of any age where strength, stamina or physique is relevant or
- not selecting a participant if the person's disability means he or she is not reasonably capable of performing the actions reasonably required for that particular sporting activity.

Requesting, assisting, instructing, inducing or encouraging another person to engage in discrimination or harassment may also be against the law.

It is also a breach of discrimination law to victimise a person who is involved in making a complaint of discrimination or harassment. Example: a player is ostracised by her male coach for complaining about his sexist behaviour or for supporting another player who has made such a complaint.

Public acts of racial hatred which are reasonably likely to offend, insult, humiliate or intimidate are also prohibited. This applies to spectators, participants or any other person who engages in such an act in public. Some states and territories also prohibit public acts that vilify on other grounds such as homosexuality, gender identity, HIV/AIDS, religion and disability – see vilification.

**Mediator** means an impartial/neutral person appointed to mediate Complaints.

**Member Protection Information Officer (MPIO)** means a person trained to be the first point of contact for a person reporting a complaint under, or a breach of, this Policy. The MPIO provides impartial and confidential support to the person making the complaint.

**Natural justice (also referred to as procedural fairness)** incorporates the following principles:

- both the Complainant and the Respondent must know the full details of what is being said against them and have the opportunity to respond;
- all relevant submissions must be considered;
- no person may judge their own case;
- the decision maker/s must be unbiased, fair and just;
- the penalties imposed must be fair.

**Police check** means a national criminal history record check conducted as a pre-employment, pre-engagement or current employment background check on a person.

**Policy, policy and this policy** means this Member Protection Policy.

**Registered Fencer** means a person recognised or affiliated with an affiliated state/territory association and for whom the affiliated association is required to pay the Australian Fencing Federation the prescribed fees.

**Respondent** means the person who is being complained about.

**Role-specific codes of conduct (or behaviour)** means standards of conduct required of certain roles (e.g. coaches).

**Sexual harassment** means unwanted, unwelcome or uninvited behaviour of a sexual nature which could reasonably be anticipated to make a person feel humiliated, intimidated or offended. Sexual harassment can take many different forms and may include unwanted physical contact, verbal comments, jokes, propositions, display of pornographic or offensive material or other behaviour that creates a sexually hostile environment.

Sexual harassment is not behaviour based on mutual attraction, friendship and respect. If the interaction is between consenting adults, it is not sexual harassment.

**Sexual offence** means a criminal offence involving sexual activity or acts of indecency including but not limited to (due to differences under state/territory legislation):

- Rape
- Indecent assault
- Sexual assault
- Assault with intent to have sexual intercourse

- Incest
- Sexual penetration of child under the age of 16
- Indecent act with child under the age of 16
- Sexual relationship with child under the age of 16
- Sexual offences against people with impaired mental functioning
- Abduction and detention
- Procuring sexual penetration by threats or fraud
- Procuring sexual penetration of child under the age of 16
- Bestiality
- Soliciting acts of sexual penetration or indecent acts
- Promoting or engaging in acts of child prostitution
- Obtaining benefits from child prostitution
- Possession of child pornography
- Publishing child pornography and indecent articles.

**State/Territory Association** means those entities which are affiliated with the AFF in accordance with its Constitution.

**Transgender** is a general term applied to individuals and behaviours that differ from the gender role commonly, but not always, assigned at birth. It does not imply any specific form of sexual orientation.

**Victimisation** means subjecting a person or threatening to subject a person to any detriment or unfair treatment because that person has or intends to pursue their rights to make any complaint including a complaint under government legislation (e.g. anti-discrimination) or under this Policy, or for supporting such a person.

**Vilification** involves a person or organisation doing public acts to incite hatred towards, serious contempt for, or severe ridicule of a person or group of persons having any of the attributes or characteristics within the meaning of discrimination. Public acts that may amount to vilification include any form of communication to the public and any conduct observable by the public.

## **PART B: CODES OF BEHAVIOUR**

Attachment B1: General Code of Conduct

Attachment B2: Coach Code of Conduct

Attachment B3: Official Code of Conduct

Attachment B4: Player/Athlete Code of Conduct

Attachment B5: Administrator (Volunteer) Code of Conduct

Attachment B6: Parent/Guardian Code of Conduct

Attachment B7: Spectator Code of Conduct

Draft Only

## Attachment B1: General Code of Conduct

As a member of Australian Fencing Federation (AFF), a member association or an affiliated club or a person required to comply with AFF's member protection policy, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by AFF, a member association or an affiliated club and in any role you hold within AFF, a member association or an affiliated club:

1. Respect the rights, dignity and worth of others.
2. Be fair, considerate and honest in all dealing with others.
3. Be professional in, and accept responsibility for, your actions.
4. Make a commitment to providing quality service.
5. Be aware of, and maintain an uncompromising adherence to, AFF's standards, rules, regulations and policies.
6. Operate within the rules of the sport including national and international guidelines which govern AFF, the member associations and the affiliated clubs.
7. Do not use your involvement with AFF, a member association or an affiliated club to promote your own beliefs, behaviours or practices where these are inconsistent with those of AFF, a member association or an affiliated club.
8. Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example.
9. Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible.
10. Refrain from any form of harassment of others.
11. Refrain from any behaviour that may bring AFF, a member association or an affiliated club into disrepute.
12. Provide a safe environment for the conduct of the activity.
13. Show concern and caution towards others who may be sick or injured.
14. Be a positive role model.
15. Understand the repercussions if you breach, or are aware of any breaches of, this code of behaviour.



## Attachment B2: Coach Code of Conduct

In addition to AFF's General Code of Behaviour, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by AFF, a member association or an affiliated club and in your role as a coach appointed by AFF, a member association or an affiliated club:

1. Do not tolerate acts of aggression.
2. Provide feedback to players and other participants in a manner sensitive to their needs. Avoid overly negative feedback.
3. Recognise players' rights to consult with other coaches and advisers. Cooperate fully with other specialists (for example, sports scientists, doctors and physiotherapists).
4. Treat all players fairly within the context of their sporting activities, regardless of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socio-economic status and other conditions.
5. Encourage and facilitate players' independence and responsibility for their own behaviour, performance, decisions and actions.
6. Involve the players in decisions that affect them.
7. Encourage players to respect one another and to expect respect for their worth as individuals regardless of their level of play.
8. Ensure that the tasks and/or training set are suitable for age, experience, ability, and physical and psychological conditions of the players.
9. Ensure any physical contact with players is appropriate to the situation and necessary for the player's skill development.
10. Be acutely aware of the power that you as a coach develop with your players in the coaching relationship and avoid any sexual intimacy with players that could develop as a result.
11. Avoid situations with your players that could be construed as compromising.
12. Actively discourage the use of performance enhancing drugs, and the use of alcohol, tobacco and illegal substances.
13. Do not exploit any coaching relationship to further personal, political or business interests at the expense of the best interest of your players.
14. Accept and respect the role of officials in ensuring that competitions are conducted fairly and according to established rules.
15. Know and abide by rules, regulations and standards, and encourage players to do likewise. Accept both the letter and the spirit of the rules.
16. Be honest and ensure that qualifications are not misrepresented.

## **Attachment B3: Official Code of Conduct**

In addition to AFF's General Code of Behaviour, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by AFF, a member association or an affiliated club and in your role as an official appointed by *AFF*, a member association or an affiliated club:

1. Place the safety and welfare of the players/participants above all else.
2. Accept responsibility for all actions taken.
3. Be impartial.
4. Avoid any situation which may lead to a conflict of interest.
5. Be courteous, respectful and open to discussion and interaction.
6. Value the individual in sport.

Draft Only

## **Attachment B4: Player/Athlete Code of Conduct**

In addition to AFF's General Code of Behaviour, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by AFF, a member association or an affiliated club and in your role as a player/participant in any activity held by or under the auspices of AFF, a member association or an affiliated club:

1. Respect the rights, dignity and worth of fellow players, coaches, officials and spectators.
2. Do not tolerate acts of aggression.
3. Respect the talent, potential and development of fellow players and competitors.
4. Care for and respect the equipment provided to you as part of your program.
5. Be frank and honest with your coach concerning illness and injury and your ability to train fully within the program requirements.
6. At all times avoid intimate relationships with your coach.
7. Conduct yourself in a professional manner relating to language, temper and punctuality.
8. Maintain high personal behaviour standards at all times.
9. Abide by the rules and respect the decision of the official, making all appeals through the formal process and respecting the final decision.
10. Be honest in your attitude and preparation to training. Work equally hard for yourself and your team.
11. Cooperate with coaches and staff in development of programs to adequately prepare you for competition at the highest level.

## **Attachment B5: Administrator (Volunteer) Code of Conduct**

In addition to AFF's General Code of Behaviour, you must meet the following requirements in regard to your conduct during any activity held by or under the auspices of AFF, a member association or an affiliated club and in your role as an administrator of AFF, a member association or an affiliated club:

1. Resolve conflicts fairly and promptly through established procedures.
2. Maintain strict impartiality.
3. Be aware of your legal responsibilities.

Draft Only

## **Attachment B6: Parent/Guardian Code of Conduct**

As a parent/guardian of a player/participant in any activity held by or under the auspices of AFF, a member association or an affiliated club, you must meet the following requirements in regard to your conduct during any such activity or event:

1. Respect the rights, dignity and worth of others.
2. Remember that your child participates in sport for their own enjoyment, not yours.
3. Focus on your child's efforts and performance rather than winning or losing.
4. Never ridicule or yell at your child and other children for making a mistake or losing a competition.
5. Show appreciation for good performance and skilful plays by all players (including opposing players).
6. Demonstrate a high degree of individual responsibility especially when dealing with or in the vicinity of persons under 18 years of age, as your words and actions are an example.
7. Respect officials' decisions and teach children to do likewise.
8. Do not physically or verbally abuse or harass anyone associated with the sport (player, coach, umpire and so on).
9. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
10. Be a positive role model.
11. Understand the repercussions if you breach, or are aware of any breaches of, this code of behaviour.

## **Attachment B7: Spectator Code of Conduct**

As a spectator in any activity held by or under the auspices of AFF, a member association or an affiliated club, you must meet the following requirements in regard to your conduct during any such activity or event:

1. Respect the decisions of officials and teach young people to do the same.
2. Never ridicule or scold a young player for making a mistake. Positive comments are motivational.
3. Condemn the use of violence in any form, whether it is by other spectators, coaches, officials or players.
4. Show respect for your team's opponents. Without them there would be no game.
5. Do not use violence, harassment or abuse in any form (that is, do not use foul language, sledge or harass players, coaches, officials or other spectators).
6. Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

Draft Only

## PART C: SCREENING / WORKING WITH CHILDREN CHECK REQUIREMENTS

[last update May 2011]

### Background

Child protection is about keeping children safe from harm/abuse. Child abuse is illegal, and all states and territories have their own systems and laws that cover screening and/or the reporting and investigation of cases of child abuse.

Working with Children Check (WWCC) laws aim to prevent people who pose a risk from working with children as paid employees or volunteers. In New South Wales, Queensland, Western Australia, Victoria Northern Territory and South Australian laws require individuals involved in areas such as sport and recreation to undertake a check to determine their suitability to work (in a paid or volunteer capacity) with children. This is done by checking certain criminal history and other matters. In some states this also involves reviewing relevant findings from disciplinary proceedings. There are also requirements placed on organisations.

The Australian Capital Territory and Tasmania are currently reviewing their screening laws. New requirements and amendments will be added to this policy as they are introduced. There is no current screening process or formal legislation, however, individual employers or sporting organisations may require police checks at their discretion.

Please be aware that state and territory WWCC requirements may also apply to individuals who visit states with screening laws. For example, if a state association or club takes players U18 into New South Wales for training camps, competition or other activities, those travelling with the teams must comply with NSW law.

The state WWCC requirements apply regardless of our national, state or club Member Protection Policy.

The following Attachments provide:

- summary information on state and territory WWCC requirements and where to obtain more information and relevant forms
- our Member Protection Declaration (for all states/territories except NSW who must complete a Prohibited Employment Declaration provided by the NSW Commission for Children and Young People)
- our screening requirements for people residing in ACT and Tasmania

### **Note: Working with children check exemptions**

*The communiqué from the Standing Council on Community, Housing and Disability Services meeting held on 21 October 2011 outlined new arrangements for national short term exemptions to Working with Children Checks. The Commonwealth, State and Territory Ministers agreed to introduce, by late 2012, national exemptions to Working with Children Checks for paid employees and volunteers who are required to cross state or territory borders for work related purposes. These exemptions will be for up to 30 days in any 12 month period and will enable workers to participate in national and inter-jurisdictional activities on a short- term basis.*

*This means volunteers and workers with a valid check in their home state or territory will be able to participate in short-term activities across state and territory borders without the need for additional checks. The ASC has no further detail at this stage, but is working to get additional information on the changes. It will communicate this information to sports and sector partners as soon as it becomes available.*

The full communiqué is available at [http://www.jennymacklin.fahcsia.gov.au/statements/Pages/jm\\_c\\_livingstandards\\_21october2011.aspx](http://www.jennymacklin.fahcsia.gov.au/statements/Pages/jm_c_livingstandards_21october2011.aspx)

## **Attachment C1: SCREENING REQUIREMENTS**

*[for states/territories without Working With Children Checks such as ACT and Tasmania]*

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This Attachment sets out the screening process for people in the AFF who work, coach, supervise or have regular unsupervised contact with people under the age of 18 years.

The AFF will, and also requires state associations and clubs to:

1. Identify positions that involve working, coaching, supervising or regular unsupervised contact with people under the age of 18 years.
2. Obtain a completed *Member Protection Declaration* (MPD) (Attachment C2) from all people who are identified in the above step and keep it in a secure place.
3. Provide an opportunity for a person to give an explanation if a MPD isn't provided or it reveals that the person doesn't satisfactorily meet any of the clauses in the MPD. We will then make an assessment as to whether the person may be unsuitable to work with people under the age of 18 years. If unsatisfied we will not appoint them to the role/position.
4. Where possible, check a person's referees (verbal or written) about his/her suitability for the role.
5. Ask the people identified in step 1 to sign a consent form for a national police check.
6. Possibly request (or ask the person to request) a national 'Part Exclusion' police check from our relevant police jurisdiction. This check excludes irrelevant records. If the police check indicates a relevant offence, we will provide an opportunity for the person to give an explanation, and then we will make an assessment as to whether the person may pose a risk to or be unsuitable to work with people under the age of 18 years. If unsatisfied we will not appoint them to the role/position.
7. Make an assessment as to whether the person may be unsuitable to work with people under the age of 18 years if the person does not agree to a national police check after explaining why it is a requirement under our policy. If unsatisfied, we will not appoint them.
8. Decide whether to offer the person the position taking into account the result of the police check and any other information the club has available to it. Where it is not practical to complete the police check prior to the person commencing in the position, we will complete the check as soon as possible, and if necessary, act immediately on the outcome.
9. Protect the privacy of any person who is checked and maintain confidentiality of any information obtained through the checking process.
10. Return information collected during screening (such as a completed MPD form, police records and referee reports) to the relevant person if that person is not appointed to the position, or otherwise be destroyed within 28 days of the date of the decision or the expiry of any appeal period, unless within that time the person requests that the documents be returned to them. For appointed persons, information will be kept on file in a secure location.



## Attachment C2: MEMBER PROTECTION DECLARATION

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The AFF has a duty of care to all those associated with the sport at the national level and to the individuals and organisations to whom our national Member Protection Policy applies. As a requirement of our national Member Protection Policy, the AFF must enquire into the background of those who undertake any work, coaching or regular unsupervised contact with people under the age of 18 years.

I ..... (name) of .....

..... (address) born ...../...../.....

sincerely declare:

1. I do not have any criminal charge pending before the courts.
2. I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children or acts of violence or narcotics.
3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, other forms of harassment or acts of violence or narcotics.
4. I am not currently serving a sanction for an anti-doping rule violation under an ASADA approved anti-doping policy applicable to me.
5. I will not participate in, facilitate or encourage any practice prohibited by the World Anti-Doping Agency Code or any other ASADA approved anti-doping policy applicable to me.
6. To my knowledge there is no other matter that the AFF may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.
7. I will notify the AFF President of the organisation(s) engaging me immediately upon becoming aware that any of the matters set out in clauses 1 to 6 above has changed.

Declared in the State/Territory of .....

on ...../...../.....(date) Signature .....

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### Parent/Guardian Consent (in respect of a person under the age of 18 years)

I have read and understood the declaration provided by my child. I confirm and warrant that the contents of the declaration provided by my child are true and correct in every particular.

Name: .....

Signature: .....

Date: .....

## Attachment C3: WORKING WITH CHILDREN CHILD PROTECTION REQUIREMENTS

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The following information was updated in April 2011. It is subject to change at any time.

### 1. QUEENSLAND

A person will need a Working with Children Check ("WWC Check"), also known as a **blue card**, if they propose to work in a paid or voluntary capacity or to carry on a business in a child-related area regulated by the *Commission for Children and Young People and Child Guardian Act 2000*, for at least:

- Eight consecutive days; or
- Once a week for each week during a period of four weeks; or
- Once a fortnight for each fortnight during a period of eight weeks; or
- Once a month for each month during a period of six months.

Once a person is checked and approved, they are issued with a blue card. Volunteers and paid employees employed in a sporting organisation generally fall under the 'churches, clubs and associations' category of regulated employment. Volunteers and paid employees employed in private businesses may fall under the 'sport and active recreation' category of regulated employment. The check is a detailed national criminal history check including charges and investigations relating to children.

Police Officers and registered teachers do not need to apply for a blue card when providing child related services that fall outside of their professional duties. They should however apply to the Commission for an exemption card.

People such as those with previous convictions involving children are disqualified from applying for or renewing a blue card (refer to website below for details).

As a result of changes and improvements to the blue card system as at the 1<sup>st</sup> of April, 2011 and 1<sup>st</sup> July, 2011 more people will be screened and have their criminal histories monitored. State Government employees and volunteers who work with Children will now be screened through the Commission. It will be compulsory for employers/organisations to notify the Commission if they employ someone who already holds a blue card.

A blue card remains current for two years. Existing card holders will be notified by the Queensland Commission for Children and Young People and Child Guardian before their card expires. It is important to note that Blue Cards issued for applicants received after 1 April 2010 will now be valid for three years, instead of two. Volunteers who are under 18 years of age do not require a Blue Card; however, employees under 18 years of age do require a blue card. In addition to obligations regarding the blue card, **employers** must develop and implement a written child protection risk management strategy and review it each year.

For more information on the blue card, including current forms:

- Visit: [www.ccyipcq.qld.gov.au](http://www.ccyipcq.qld.gov.au) or
- Call: 1800 113 611

### 2. NEW SOUTH WALES

The *Commission for Children and Young People Act 1998* (NSW) provides minimum standards for those who work with children. All organisations within NSW that employ people in child-related employment (in a paid or unpaid capacity) must meet the requirements of the Working With Children Check ("WWC Check"). Child related employment is defined as work which primarily involves direct unsupervised contact with children. Applicants applying for paid positions need to sign a Background Check Consent Form, and then submit a Background Check Request Form to the approved screening agency for them to conduct the WWC Check. The WWC Check involves two elements:

1. Excluding people with convictions for serious sex and violence crimes against children; and

2. Background checking for preferred applicants for primary child-related employment, ministers of religion and authorised carers

If you need to do the WWC Check, you will need to register with the appropriate Approved Screening Agency. Approved Screening Agencies are the agencies appointed by the Government to carry out the WWCC. As of the 1<sup>st</sup> of March 2010 the Approved Screening Agency functions at Sport and Recreation were moved to the NSW Commission for Children and Young People.

Sporting organisations are responsible for managing the WWC Check process. Individuals cannot apply for a WWC Check directly. Sporting organisations should register with the **NSW Commission for Children and Young People** providing a contact who will receive the information on the background checks. It is important to note that there are new online WWC Check forms and also clearer online employer guidelines.

Under the relevant NSW Child Protection Legislation all paid and unpaid applicants for child-related employment need to sign a Prohibited Employment Declaration, which confirms that they are not a prohibited person. No one should be employed in child-related employment who refuses to sign the Prohibited Employment Declaration.

Background checks are currently not available for volunteers. Volunteers must certify they are not convicted of serious sex or violence offences that prohibit them from child-related employment. From May 2010, it has been compulsory for self-employed people in child-related employment to hold a certificate which confirms that they are not a prohibited person.

People not eligible for the WWC Checks can apply for a National Police Check through NSW Police (visit: [www.police.nsw.gov.au/](http://www.police.nsw.gov.au/)).

Any relevant employment proceedings should be reported to the Commission for Children and Young People for any paid and unpaid employees. A relevant employment proceeding involves any inappropriate conduct with or in the presence of a child or children.

The Act does not stipulate an age at which WWC Checks become mandatory for employees in child-related employment, so all employees in such settings, including people under 18 years of age, are required to obtain a WWC Check.

A WWC Check is valid for employment in that position within the organisation. Short-term employees (where that person is being employed for periods of less than six months and returning for short periods throughout a 12 month period) only need to be checked **once** every 12 months. People returning from leave into the same child-related employment do not need to be re-checked. Existing employees are only checked if they are recruited to a new position with a different range of child-related contact, within the organisation.

For more information, including the required forms:

- Visit: [www.kids.nsw.gov.au](http://www.kids.nsw.gov.au)
- [www.dsr.nsw.gov.au/children/resources.asp](http://www.dsr.nsw.gov.au/children/resources.asp) or 02 9006 3700
- [www.check.kids.nsw.gov.au/](http://www.check.kids.nsw.gov.au/); or
- Call: 02 9286 7219

### 3. WESTERN AUSTRALIA

The Working With Children Check ("WWC Check") is a compulsory and rigorous criminal record check for certain people who carry out 'child-related work' in Western Australia (WA). The *Working with Children (Criminal Record Checking) Act 2004* (the Act) aims to protect children from harm by providing a high standard of compulsory national criminal record check for people wishing to work in paid or unpaid child-related work or volunteer child-related work in WA.

A person is considered to be working in 'child-related work' if their usual duties and work involves, or is likely to involve contact with a child in connection with specified categories of work (see the website below for further details). It includes child-related work carried out by paid employees, volunteers, unpaid people and the self-employed. Parents volunteering in connection with their child's activity are exempt (although this does not apply to overnight camps); however they should still be required to complete the non-WWC Check screening process. There are other exemptions, for example, volunteers under 18 years of age. Further details about exemptions can be found on the website below. Only those considered to be working in child-related work under the Act may apply.

Applicants will be issued with either:

- An Assessment Notice in the form of a WWC Check Card enabling them to be in all types of child-related work for three years unless there are new offences of concern.
- An Interim Negative Notice, which prohibits them from child-related work until a final decision is made on their application.
- A Negative Notice, which prohibits them from carrying out child-related work (including voluntary work)

It is an offence for employers, volunteer organisations and education providers to engage in child – related work without a WWC Check Card. It is also an offence for employees, volunteers and students to carry out child-related work without doing so. The Act provides a five day grace period in most cases to provide reasonable flexibility and allow for unforeseen circumstances.

Additionally, WWC Checks are only concerned with child-related offences, therefore employers may require that employees or volunteers obtain both a WWC Check and a National Police Check. Information on obtaining a National Police Check can be obtained from the Western Australia Police at [www.police.wa.gov.au/](http://www.police.wa.gov.au/).

For more information:

- Visit: [www.checkwwc.wa.gov.au/](http://www.checkwwc.wa.gov.au/); or
- Call: 1800 883 979 (toll free)

### 4. VICTORIA

The Working With Children Check ("WWC Check") creates a mandatory minimum checking standard across Victoria. The *Working with Children Act 2005* requires that some people who work or volunteer in child-related work require a WWC Check. WWC Checks are valid for five years and must be renewed if you intend to continue to undertake 'child-related work' after your WWC Check Card expires. Should you require a WWC Check Card you must apply for a WWC Check Card by the 30<sup>th</sup> of June 2011.

The check involves a national police records check and a review of relevant findings from prescribed professional disciplinary bodies (currently only the Victorian Institute of Teaching). There is an exemption for volunteers whose own children are involved in the particular activity; however they should still be required to complete the screening process.

A person who has no criminal or professional disciplinary history will be granted an *Assessment Notice*. This notice will entitle the person to undertake child-related work in Victoria and is valid for five years (unless revoked). As of the 1<sup>st</sup> of December, 2010 the *Assessment Notice* became the WWC Check Card and not the A4-Style Assessment Notice. Cardholders can now show employers and organisations who employ them in 'child-related work', the card itself, as legal proof that they have passed the Check.

A person deemed unsuitable to work or volunteer with children will be given a *negative notice* and cannot work in child-related work in Victoria.

Card holders do not need to apply for a new WWC Check Card when they change their employer or volunteer organisation, unless they are moving from volunteer status to paid work status.

People under 18 years of age do not require a WWC Check Card.

Police Checks can also be obtained via Victoria Police at <http://www.police.vic.gov.au/>

For more information:

- Visit: [www.justice.vic.gov.au/workingwithchildren](http://www.justice.vic.gov.au/workingwithchildren); or
- Call: 1300 652 879

## **5. SOUTH AUSTRALIA**

In South Australia the requirement to conduct criminal history assessments for people working with children is being phased-in over three years.

For recreation and sporting organisations this requirement commences from 1 January 2012 and is to be completed by 31 December 2013.

The obligation to conduct the Criminal History Assessment rests with the organisation providing the service. [NSO/organisations] who provide services wholly or partly for children in South Australia therefore must comply with this requirement, so must include these requirements in their MPP documentation

The [NSO/organisation] may conduct a criminal history assessment themselves or apply to a third party (such as the state sporting body for an assessment and letter of clearance).

### **Assessments required for prescribed positions**

All staff and volunteers who occupy a prescribed position (as set out under section 8B (8) of the South Australian *Children's Protection Act 1993*) are required to undergo a criminal history assessment once every three years unless an exemption applies. (see below)

Criminal history assessments are also required prior to the appointment of new staff or volunteers to prescribed positions.

This includes all people who regularly work with or around children in an unsupervised capacity or have access to children's records.

### **Procedure for conducting criminal history assessments**

A current letter of clearance from the Department for Communities and Social Inclusion (DSCI) Screening Unit is a requirement for all persons taking on a role in a prescribed position prior to their appointment and then at three yearly intervals.

The cost of obtaining a letter of clearance will be negotiated between the AFF, the club or applicant.

The AFF may obtain a further criminal history assessment for an employee at any time that the AFF believes it necessary or desirable for the purpose of maintaining a child safe environment.

The informed written consent of the applicant or employee is required prior to conducting a criminal history assessment. The Screening Unit's informed consent form is available from <http://www.dcsi.sa.gov.au/pub/Default.aspx?tabid=934>

- Information relating to a persons criminal history and the assessment process is managed securely and confidentially and in accordance with the ***Standards for dealing with information obtained***

**about the criminal history of employees and volunteers who work with children** issued by the Chief Executive, Department for Families and Communities.  
<http://www.dcsi.sa.gov.au/pub/Default.aspx?tabid=281>

### **Other evidence (optional)**

Where appropriate, the AFF may utilise a number of forms of evidence (obtained within the last three years) to assess a person's suitability to work with children. This includes:

- A National Police Certificate that does not expressly state that it cannot be used as a clearance to work with children
- A letter of clearance to work with children from the Department for Families and Communities Screening Unit
- A valid and current interstate working with children check.

Acceptance of other forms of evidence is at the discretion of the AFF and is subject to the person completing a 100-point check to confirm the true identity of the applicant.

The AFF may also at its discretion seek a statutory declaration for any *employee(s)* or *volunteer(s)* who have been citizens or permanent residents of another country other than Australia since turning 18 years of age.

### **Exemptions from the requirement to conduct criminal history assessments**

In accordance with guidelines the AFF has agreed to exempt the following persons from the requirement to undertake a criminal history assessment, unless that person is also involved in a function or event conducted by the AFF its affiliated associations or clubs which involves the care of children in overnight accommodation.

- A person volunteering in an activity in which their child ordinarily participates;
- A person who volunteers who is less than 18 years of age;
- A person who is appointed as a police officer or is a registered teacher. (Police officers and teachers are already subject to comprehensive criminal history assessments as a prerequisite for employment).

For more information, visit:

- <http://www.dcsi.sa.gov.au/pub/Default.aspx?tabid=281>
- <http://www.recsport.sa.gov.au>

## **6. NORTHERN TERRITORY**

The *Care and Protection of Children Act 2007* (NT) highlights a number of initiatives the Northern Territory Government has designed to help keep children safe and prevent harm and exploitation of children, amongst other things.

From 1 July 2011, it will be mandatory for employees and volunteers aged 15 years and over who have contact or potential contact with children to hold a Working With Children Clearance Notice ("WWC Clearance Notice"). WWC Clearance Notices are designed to keep children safe by preventing those who pose a risk to the safety of children from working with them, in either paid or volunteer work. People who receive a WWC Clearance Notice will receive an Ochre Card which acts as proof that you hold a WWC Clearance Notice.

The Children Clearance Screening has three components:

1. A National Police Records Check;
2. Employment History; and
3. Other material

It is the responsibility of the person who wants to work or volunteer with children to apply for the WWC Clearance Notice and ensure that it remains valid.

From the 1<sup>st</sup> of July, 2011, penalties will apply to people who gain employment in “child related” work without a WWC Clearance Notice.

Individual organisations may also have their own policies that require people working with children and young people to undergo a Police Check. The Northern Territory Police Department provides information on obtaining Police Checks at [www.pfes.nt.gov.au](http://www.pfes.nt.gov.au).

For more information:

- Visit: <http://www.workingwithchildren.nt.gov.au>; or
- Call: 1800 SAFE NT (1800 723 368)

## **7. AUSTRALIAN CAPITAL TERRITORY**

There is no formal legislation or relevant screening program in the ACT. Individual employers may require police checks at their discretion.

There are no legal statutes that require people working with children to undergo a police check. However, services contracted to the Government are required to employ “fit and proper” people. This is interpreted as a requirement to obtain a National Police Check. The Australian Federal Police provide National Police Checks for residents in the ACT.

For more information including forms and fees:

- Visit: [www.aifs.gov.au](http://www.aifs.gov.au); and
- [www.afp.gov.au/what-we-do/police-checks/national-police-checks.aspx](http://www.afp.gov.au/what-we-do/police-checks/national-police-checks.aspx)

## **8. TASMANIA**

Similar to the ACT, there is no formal legislation or relevant screening program in Tasmania. Individual employers may require police checks at their discretion.

A screening program does exist for persons engaged in the childcare industry. It is a requirement of the Department of Education that safety screening is undertaken for the following:

- Child care staff;
- Home base child carers; and
- Volunteers and students, including those under 18 years of age.

A Working with Children and other Vulnerable People Policy will be finalised and submitted for the consideration of the Government and it is anticipated that legislation will be introduced into the Tasmanian Parliament in 2011. It is expected that the working with children checks will be phased in over five years commencing in 2011.

Police Checks can be obtained from the Tasmanian Police Department at [www.police.tas.gov.au](http://www.police.tas.gov.au).

For more information:

- Visit: [www.aifs.gov.au](http://www.aifs.gov.au); and
- [www.education.tas.gov.au](http://www.education.tas.gov.au)



## **PART D: COMPLAINT HANDLING PROCEDURES**

### **Attachment D1: COMPLAINTS PROCEDURE**

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All complaints will be kept confidential and will not be disclosed to another person without the complainant's consent except if law requires disclosure or if disclosure is necessary to effectively deal with the complaint.

Individuals and organisations may also pursue their complaint externally under anti-discrimination, child protection or other relevant legislation.

If you wish to remain anonymous, the AFF may have difficulty assisting you to resolve your complaint. Procedural fairness (natural justice) means that the AFF is required to provide the person/people you have complained about with full details of the complaint so they have a fair chance to respond.

#### **INFORMAL APPROACHES**

##### **Step 1: Talk with the other person (where this is reasonable, safe and appropriate)**

In the first instance, you (the Complainant) should try to sort out the problem with the person or people involved (respondent) if you feel able to do so.

##### **Step 2: Contact a Member Protection Information Officer**

Talk with one of our Member Protection Information Officers (MPIOs) if:

- the first step is not possible/reasonable;
- you are not sure how to handle the problem by yourself;
- you want to talk confidentially about the problem with someone and obtain more information about what you can do; or
- the problem continues after you tried to approach the person or people involved.

A list of our sport's MPIOs can be found on the AFF website.

The MPIO will:

- take confidential notes about your complaint;
- try to find out the facts of the problem;
- ask what outcome/how you want the problem resolved and if you need support;
- provide possible options for you to resolve the problem;
- act as a support person if you so wish;
- refer you to an appropriate person (e.g. Mediator) to help you resolve the problem, if necessary;
- inform the relevant government authorities and/or police if required by law to do so;
- maintain confidentiality.

##### **Step 3: Outcomes from initial contact**

After talking with the MPIO you may decide:

- there is no problem;
- the problem is minor and you do not wish to take the matter forward;
- to try and work out your own resolution (with or without a support person such as a MPIO); or
- to seek a mediated resolution with the help of a third person (such as a mediator); or
- to seek a formal approach.



## FORMAL APPROACHES

### Step 4: Making a Formal complaint

If your complaint is not resolved or informal approaches are not appropriate or possible, you may:

- make a formal complaint in writing to the AFF President;
- approach a relevant external agency such as an anti-discrimination commission, for advice.

On receiving a formal complaint and based on the material you have provided, the AFF President will decide whether:

- they are the most appropriate person to receive and handle the complaint;
- the nature and seriousness of the complaint warrants a formal resolution procedure;
- to refer the complaint to mediation;
- to appoint a person to **investigate** (gather more information on) the complaint;
- to refer the complaint to a hearings tribunal;
- to refer the matter to the police or other appropriate authority; and/or
- to implement any interim arrangements that will apply until the complaint process set out in these Procedures is completed.

In making the decision(s) outlined above, the AFF President will take into account:

- whether they have had any personal involvement in the circumstances which means that someone else should handle the complaint;
- your wishes, and the wishes of the respondent, regarding the manner in which the complaint should be handled;
- the relationship between you and the respondent (for example an actual or perceived power imbalance between you and the respondent);
- whether the facts of the complaint are in dispute; and
- the urgency of the complaint, including the possibility that you will be subject to further unacceptable behaviour while the complaint process is underway.

If AFF President is the appropriate person to handle the complaint they will, to the extent that these steps are necessary:

- put the information they've received from you to the person/people you're complaining about and ask them to provide their side of the story;
- decide if they have enough information to determine whether the matter alleged in your complaint did or didn't happen; and/or
- determine what, if any, further action to take. This action may include disciplinary action in accordance with this policy.

### Step 5: Investigation of the complaint

A person appointed under Step 3 will conduct an investigation and provide a written report to AFF President who will determine what further action to take.

If the complaint is referred to mediation, it will be conducted in accordance with Attachment C2 or as otherwise agreed by you and the respondent and the mediation provider.

If the complaint is referred to a hearings tribunal, the hearing will be conducted in accordance with Attachment C5.

If the complaint is referred to the police or other appropriate authority, the AFF will use its best endeavours to provide all reasonable assistance required by the police or other authority.

It must be made clear to all parties that the investigator is not seeking to resolve the matter, nor to decide whether any breach of this Policy has occurred, nor to impose any penalty. Any decision about

Policy breach must be referred to an independent tribunal, and wherever possible, mediations should be conducted by an independent mediator.

Any costs relating to the complaint process set out in this Policy (e.g. investigation and/or mediation and/or hearings tribunal) are to be met by the AFF unless otherwise stated in a relevant Attachment.

#### **Step 6: Reconsideration of initial outcome/investigation or appeal**

If, under the formal complaint process, mediation is unsuccessful, you may request that the AFF President reconsider the complaint in accordance with **Step 3**.

You or the respondent(s) may be entitled to appeal. The grounds and process for appeals under this Policy are set out in Attachment C5.

#### **Step 7: Documenting the resolution**

The AFF MPIO and/or AFF President will document the complaint, the process and the outcome. This document will be stored in a confidential and secure place. If the complaint was dealt with at a state/district level, the information will be stored in the state association office. If the matter is of a serious nature, or if the matter was escalated to and/or dealt with at the national level, the original document will be stored at the national office with a copy stored at the state office.

### **EXTERNAL APPROACHES**

There are a range of other options available depending on the nature of your complaint. If you feel that you have been harassed or discriminated against, you can seek advice from your State or Territory anti-discrimination commission without being obliged to make a formal complaint. If the commission advises you that the problem appears to be harassment within its jurisdiction, you may lodge a formal complaint with the commission.

Once a complaint is received by an anti-discrimination commission, it will investigate. If it appears that unlawful harassment or discrimination has occurred, the commission will conciliate the complaint confidentially. If this fails, or is inappropriate, the complaint may go to a formal hearing where a finding will be made. The tribunal will decide upon what action, if any, will be taken. This could include financial compensation for such things as distress, lost earnings or medical and counselling expenses incurred.

If you do lodge a complaint under anti-discrimination law, you may use an appropriate person (e.g. an MPIO) as a support person throughout the process. It is also common to have a legal representative, particularly at the hearing stage of a complaint.

You could also approach another external agency such as the police.

## Attachment D2: MEDIATION

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Mediation is a process during which people in conflict are helped to communicate with each other to identify the areas of dispute and to make decisions about resolving it. This Attachment outlines the general procedure of mediation that will be followed by AFF.

1. If mediation is chosen, the MPIO will, under the direction of the AFF President and in consultation with the complainant and the respondent(s), arrange for a mediator.
2. The mediator's role is to assist the complainant and respondent(s) reach an agreement on how to resolve the problem. The mediator, in consultation with the complainant and respondent(s), will choose the procedures to be followed during the mediation. At a minimum, an agenda of issues for discussion will be prepared by the mediator.
3. The mediation will be conducted confidentially and without prejudice to the rights of the complainant and the respondent(s) to pursue an alternative process if the complaint is not resolved.
4. At the end of a successful mediation the mediator will prepare a document that sets out the agreement reached which will be signed by them as their agreement.
5. If the complaint is not resolved by mediation, the complainant may:
  - a. Write to AFF President to request that the AFF President reconsider the complaint in accordance with **Step 3**; or
  - b. Approach an external agency such as an anti-discrimination commission.
6. Mediation will **not** be recommended if:
  - a. The respondent has a completely different version of the events and will not deviate from these;
  - b. The complainant or respondent are unwilling to attempt mediation;
  - c. Due to the nature of the complaint, the relationship between the complainant and the respondent(s) or any other relevant factors, the complaint is not suitable for mediation; or
  - d. The matter involves proven serious allegations, regardless of the wishes of the Complainant.

## **Attachment D3: INVESTIGATION PROCESS**

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If an investigation needs to be conducted to gather more information the following steps will be followed:

1. We will provide a written brief to the investigator clarifying terms of engagement and roles and responsibilities. The investigator will:
  - 1.1 Interview the complainant and record the interview in writing.
  - 1.2 Convey full details of the complaint to the respondent (s) so that they can respond.
  - 1.3 Interview the respondent to allow them to answer the complaint, and record the interview in writing.
  - 1.4 Obtain statements from witnesses and other relevant evidence to assist in a determination, if there is a dispute over the facts
  - 1.5 Make a finding as to whether the complaint is:
    - substantiated (there is sufficient evidence to support the complaint);
    - inconclusive (there is insufficient evidence either way);
    - unsubstantiated (there is sufficient evidence to show that the complaint is unfounded); and/or
    - mischievous, vexatious or knowingly untrue.
  - 1.6 Provide a report to the AFF President documenting the complaint, investigation process, evidence, finding and, if requested, recommendations.
2. We will provide a report to the complainant and the respondent(s) documenting the complaint, the investigation process and summarising key points that are substantiated, inconclusive, unsubstantiated and/or mischievous.
3. The complainant and the respondent(s) will be entitled to support throughout this process from their chosen support person/adviser (e.g. MPIO or other person).
4. The complainant and the respondent(s) may have the right to appeal against any decision based on the investigation. Information on our appeals process is in Attachment D5.

## **Attachment D4: PROCEDURE FOR HANDLING ALLEGATIONS OF CHILD ABUSE**

An allegation of child abuse is a very serious matter and must be handled with a high degree of sensitivity. It is not the responsibility of anyone working in the AFF in a paid or unpaid capacity to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns by reporting these to the appropriate authorities. The following outlines the key steps to follow. More information can be obtained from State or Territory government agencies.

### **Step 1 – Initial Receipt of an Allegation**

If a child or young person discloses an allegation involving harm or abuse to them or another child, then it is crucial that you:

- Stay calm;
- Listen, be supportive and do not challenge or undermine what the child says;
- Reassure the child that what has occurred is not the fault of the child;
- Be honest with the child and explain that other people may need to be told in order to stop what is happening;
- Ensure you are clear about what the child has said but do not elicit detailed information, ask leading questions or offer an opinion;
- Act promptly to accurately record the discussion in writing;
- Do not discuss the details with any person other than those detailed in these procedures; and
- Do not contact the alleged offender.

### **Step 2 – Report allegations**

You should immediately report any allegation or disclosure of child abuse or situation involving a child at risk of harm, to the police and/or government child protection agency. You may need to report to both.

Contact the relevant child protection agency or police for advice if there is **any** doubt about whether the complaint should be reported (for example, the allegation may relate to poor/inappropriate practice). If the child's parent/s is suspected of committing the abuse, you should report the allegation to the relevant government agency.

If the allegation involves anyone to whom our policy applies, then also report the allegation to the CEO of the AFF so that they can manage the situation (e.g. contact the parents following advice from the authorities, deal with any media enquiries and manage steps 3 and 4).

### **Step 3 – Protect the child and manage the situation**

The AFF President will assess the risks and take interim action to ensure the child's/children's safety. Action the AFF may implement includes redeployment of the alleged offender to a non-child related position, supervision of the alleged offender or removal/suspension from their duties until the allegations are finally determined. [Please be aware it is not the MPIO's role to undertake action such as redeploying someone and seek legal advice if person is in a paid employment].

The AFF President will consider the kind of support that the child/ren and parents may need (e.g. counselling, helplines, support groups).

The AFF Executive member identified by the AFF President will address the support needs of the alleged offender.

The AFF President will also put in place measures to protect the child and the person against whom the complaint is made from victimisation and gossip. If the person is stood down, it should be made clear to any persons aware of the incident that this does not mean the respondent is guilty and a proper investigation will be undertaken.

#### **Step 4 – Internal action**

Where there is an allegation made against a person to whom this policy applies, there may be three types of investigations:

- Criminal (conducted by police)
- Child protection (conducted by child protection authority)
- Disciplinary or misconduct (conducted by AFF)

Irrespective of the findings of the child protection and/or police inquiries, the AFF will assess the allegation to decide whether the person should be reinstated, banned, have their employment or position terminated or any other action.

The decision-maker(s) will be the Executive of the AFF and it will consider all the information, including the findings of the police, government agency and/or court, and determine a finding, recommend action and explain its rationale for the action. This may be a difficult decision particularly where there is insufficient evidence to uphold any action by the police.

If disciplinary action is to be taken, the procedures outlined in Clause 9 of the policy will be followed.

If disciplinary action is taken, the AFF will advise and provide a report to the relevant government authority should this be required (e.g. the NSW Commission for Children and Young People requires notification of relevant employment proceedings).

## **Attachment D5: HEARINGS & APPEALS TRIBUNAL PROCEDURE**

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The following will be followed by hearings tribunals established by the AFF to hear national member protection related complaints.

### **Preparation for Tribunal Hearing**

1. A Tribunal Panel will be constituted following the rules outlined in AFF's Disciplinary Policy, to hear a complaint that has been referred to it by AFF President. The number of Tribunal members required to be present throughout the hearing will be as per the AFF's Disciplinary Policy.
2. The Tribunal members will be provided with a copy of all the relevant correspondence, reports or information received and sent by AFF President relating to the complaint/allegations.
3. The Tribunal hearing will be scheduled as soon as practicable, but must allow adequate time for the person being complained about (respondent(s)) to prepare their case for the hearing.
4. The Tribunal Panel will not include any person who has any actual or perceived conflict of interest, or bias regarding the matter.
5. The AFF President will inform the respondent(s) in writing that a tribunal hearing will take place. The notice will outline:
  - That the person has a right to appear at the tribunal hearing to defend the complaint/allegation;
  - Details of the complaint, and details of all allegations and the clause of any policy or rule allegedly breached;
  - The date, time and venue of the tribunal hearing;
  - That they can make either verbal or written submissions to the Tribunal;
  - That they may arrange for witnesses to attend the Tribunal in support of their position (statutory declarations of witnesses not available or from character witnesses may also be provided to the Tribunal);
  - An outline of any possible penalties that may be imposed if the complaint is found to be true; and
  - That legal representation will not be allowed. If the respondent is a minor, they should have a parent or guardian present.

A copy of any information / documents that have been given to the Tribunal (e.g. investigation report findings) will also be provided to the respondent.

The respondent(s) will be allowed to participate in all AFF activities and events, pending the decision of the Tribunal, including any available appeal process, unless the AFF President believes it is necessary to exclude the respondent(s) from all or some AFF activities and events, after considering the nature of the complaint.

6. The AFF President will notify the complainant in writing that a tribunal hearing will take place. The notice will outline:
  - That the person has a right to appear at the tribunal hearing to support their complaint;
  - Details of the complaint, including any relevant rules or regulations the respondent is accused of breaching
  - The date, time and venue of the tribunal hearing;
  - That they can make either verbal or written submissions to the Tribunal;
  - That they may arrange for witnesses to attend the Tribunal in support of their position (or provide statutory declarations from witnesses unable to attend); and
  - That legal representation will not be allowed. If complainant is a minor, they should have a parent or guardian present.

A copy of any information / documents that have been given to the Tribunal (e.g. investigation report findings) will also be provided to the complainant.

7. If the complainant believes the details of the complaint are incorrect or insufficient they should inform the AFF President as soon as possible so that the respondent and the Tribunal Panel members can be properly informed of the complaint.
8. It is preferable that the Tribunal include at least one person with knowledge or experience of the relevant laws/rules (e.g. Discrimination).

### **Tribunal Hearing Procedure**

9. The following people will be allowed to attend the Tribunal Hearing:
  - The Tribunal members;
  - The respondent(s);
  - The complainant;
  - Any witnesses called by the respondent;
  - Any witnesses called by the complainant;
  - Any parent / guardian or support person required to support the respondent or the complainant.
10. If the respondent(s) is not present at the set hearing time and the Tribunal Chairperson considers that no valid reason has been presented for their absence, the Tribunal Hearing will continue subject to the Tribunal Chairperson being satisfied that all Tribunal notification requirements have been met.
11. If the Tribunal Chairperson considers that a valid reason for the non-attendance of the respondent(s) has been presented, or the Tribunal Chairperson does not believe the Tribunal notification requirements have been met, then the Tribunal will be rescheduled to a later date.
12. The Tribunal Chairperson will inform the AFF President of the need to reschedule, and the AFF President will organise for the Tribunal to be reconvened.
13. The Tribunal Chairperson will read out the complaint, ask the respondent(s) if they understand the complaint and if they agree or disagree with the complaint.
14. If the respondent agrees with the complaint, he or she will be asked to provide any evidence or witnesses that should be considered by the Tribunal Panel when determining any disciplinary measures (penalty).
15. If the respondent disagrees with the complaint, the complainant will be asked to describe the circumstances that lead to the complaint being made.
  - Reference may be made to brief notes.
  - The complainant may call witnesses.
  - The respondent(s) may question the complainant and witnesses.
16. The respondent(s) will then be asked to respond to the complaint.
  - Reference may be made to brief notes.
  - The respondent may call witnesses.
  - The complainant may ask questions of the respondent and witnesses.
17. Both the complainant and respondent may be present when evidence is presented to the Tribunal. Witnesses may be asked to wait outside the hearing until required.
18. The Tribunal may:
  - consider any evidence, and in any form, that it deems relevant.
  - question any person giving evidence.
  - limit the number of witnesses presented to those who provide any new evidence.



- Require (to the extent it has power to do so) the attendance of any witness it deems relevant;
  - Act in an inquisitorial manner in order to establish the truth of the issue/case before it.
19. Video evidence, if available, may be presented. The arrangements must be made entirely by the person/s wishing to offer this type of evidence.
  20. If the Tribunal considers that at any time during the Tribunal Hearing there is any unreasonable or intimidatory behaviour from anyone, the Chairperson may deny further involvement of the person in the hearing.
  21. After all of the evidence has been presented the Tribunal will make its decision in private. The Tribunal must decide whether the complaint has been substantiated on the balance of probabilities (i.e. more probable than not). As the seriousness of the allegation increases, so too must the level of satisfaction of the Tribunal that the complaint has been substantiated. The respondent will be given an opportunity to address the Tribunal on disciplinary measures which might be imposed. Disciplinary measures imposed must be reasonable in the circumstances.
  22. All Tribunal decisions will be by majority vote.
  23. The Tribunal Chairperson will announce the decision in the presence of all those involved in the hearing and will declare the hearing closed, or may advise those present that the decision is reserved and will be handed down in written form at a later time.
  24. Within 48 hours, the Tribunal Chairperson will:
    - Forward to the AFF President a notice of the Tribunal decision including any disciplinary measures imposed.
    - Forward a letter to the respondent(s) reconfirming the Tribunal decision and any disciplinary measures imposed. The letter should also outline, if allowed, the process and grounds for an appeal. Where the matter is of unusual complexity or importance, the Tribunal Chairperson may inform the parties in writing within 48 hours that the decision will be delayed for a further 48 hours.
  25. The Tribunal does not need to provide written reasons for its decision.

### **Appeals Procedure**

26. A complainant or a respondent(s) who is not satisfied with the decision of a Complaints Manager, the outcome of mediation or a Tribunal decision can lodge one appeal to the AFF on one or more of the following bases:
  - 26.1 That a denial of natural justice has occurred; or
  - 26.2 That the disciplinary measure(s) imposed is unjust and/or unreasonable.
  - 26.3 That the decision was not supported by the information/evidence provided to the Complaints Manager/Mediator/Tribunal.
27. A person wanting to appeal in accordance with clause 25 must lodge a letter setting out the basis for their appeal with the AFF President within 7 days of the relevant decision. Evidence of payment of an appeal fee of \$500 shall be included with the letter of intention to appeal.
28. If the letter of appeal is not received by the AFF President within the time period the right of appeal lapses. If the letter of appeal is received but the appeal fee is not received by the relevant time, the appeal lapses.
29. The letter of appeal and notice of tribunal decision (clause 24) will be forwarded to the AFF Executive to review and decide whether there are sufficient grounds for the appeal to proceed. The AFF Executive may invite any witnesses to the meeting it believes are required to make an informed decision.

30. If the appellant has not shown sufficient grounds for appeal in accordance with clause 26, then the appeal will be rejected. The appellant will be notified with reasons. The appeal fee will be forfeited.
31. If the appeal is accepted an Appeal Tribunal with a new panel will be convened to rehear the complaint, and the appeal fee will be refunded.
32. The above Tribunal Procedure shall be followed for the appeal.
33. The decision of an Appeal Tribunal will be final.

Draft Only

## PART E: REPORTING REQUIREMENT AND DOCUMENTS

The following information was updated in November 2011. It is subject to change at any time.

### QUEENSLAND

If you have a reason to suspect a child in Queensland is experiencing harm, or is at risk of experiencing harm, you need to contact [Child Safety Services](#):

- **During normal business hours** - contact the [Regional Intake Service](#).
- **After hours and on weekends** - contact the Child Safety After Hours Service Centre on **1800 177 135** or (07) 3235 9999. The service operates 24 hours a day, seven days a week.

If you believe a child is in immediate danger or in a life-threatening situation, contact the Queensland Police Service immediately by dialling **000**.

Queensland Police Service has a number of child protection and investigation units across Queensland. To contact the Queensland Police Service, contact the [Police District Communication Centre](#) nearest you.

If you aren't sure who to call, or for assistance to locate your nearest child safety service centre, contact Child Safety Services' Enquiries Unit on **1800 811 810**. Child safety service centres have professionally trained child protection staff who are skilled in dealing with information about harm or risk of harm to children.

### NEW SOUTH WALES

Anyone who suspects, on reasonable grounds, that a child or young person is at risk of being neglected or physically, sexually or emotionally abused, should report it to Community Services.

Reasonable grounds is the standard that reporters must use in deciding whether or not to report to Community Services.

It does not mean that reporters are required to confirm their suspicions or provide solid proof before making a report. A useful rule of thumb is to consider whether another person, when faced with similar information, would also draw the same conclusion.

You can make a report by phoning the **Child Protection Helpline on 132 111** (TTY 1800 212 936) for the cost of a local call, 24 hours a day, 7 days a week.

### WESTERN AUSTRALIA

If you are concerned about a child's wellbeing, contact the Department for Child Protection's district office closest to where the child lives or the Crisis Care Unit after hours.

If you believe a child is in immediate danger or in a life-threatening situation, contact the Western Australia Police immediately by dialling **000**.

If you make a report or disclose relevant information to the Department for Child Protection, there is legislative protection for the notifier. These are:

- Protection of identity - with some exceptions, your identity must not be disclosed without your consent. For further information, refer to section 240 of the *Children and Community Services Act 2004*
- Legal protection – you are not subject to legal liability under State law providing the information is provided in good faith.
- Professional protection – authorised disclosure of information cannot be held to constitute unprofessional conduct or a breach of professional ethics. As a result you cannot be disciplined

by your professional body or incur any formal professional negative consequences at your workplace.

When you contact the Department, the Duty Officer will gather and record information that you provide and decide how best to respond. The type of information that the officer will gather includes:

- details about the child/young person and family
- the reasons you are concerned
- the immediate risk to the child
- whether or not the child or family has support
- what may need to happen to make the child safe
- your contact details, so that the officer can call you to obtain further information if required or to provide feedback.

You do not need to have all the details about the child or family when you contact the Department for Child Protection

For more information: <http://www.dcp.wa.gov.au/ChildProtection/>

## **VICTORIA**

Some professionals such as doctors, nurses, police and school teachers are legally obliged to report suspected child abuse. In addition, any person who believes on reasonable grounds that a child needs protection can make a report to the Victorian Child Protection Service. It is the Child Protection worker's job to assess and, where necessary, further investigate if a child or young person is at risk of harm.

For more information: <http://www.dhs.vic.gov.au/>

## **SOUTH AUSTRALIA**

Staff and volunteers who work with children are mandated notifiers and have a legal obligation to report any suspicion of child abuse and/or neglect that they may form in the course of their employment or volunteer activity based on reasonable grounds. This obligation extends to persons holding a management position whose duties include direct responsibility for, or direct supervision of the provision of services to children.

Reports are made to the CHILD ABUSE HELP LINE 13 14 78

A reasonable suspicion must be based on facts, for example:

- A disclosure of abuse by a child
- Professional judgement, based on the notifier's experience and observations

The organisation has an obligation to make each affected person aware of this legal obligation.

There is no obligation that recreation or sporting organisations require mandated reporters to undertake formal external training in the recognition of child abuse.

The law also stipulates that no person shall threaten or intimidate, or cause damage, loss or disadvantage to another person because that person has made a notification or proposes to make a notification pursuant to the *Children's Protection Act 1993*.

For more information: [www.dcsi.sa.gov.au](http://www.dcsi.sa.gov.au)

## NORTHERN TERRITORY

In the Northern Territory any person who believes that a child is being, or has been, abused or neglected is required by law to report their concerns.

Reports should be made to the 24 hour Centralised Intake Service by using the free-call phone number **1800 700 250**.

Remember, you do not need to prove abuse or neglect, you need only report your concerns. The Care and Protection of Children Act provides legal protection against civil or criminal liability for people who make reports in good faith.

The Act also makes it clear that making a report does not breach any requirements of confidentiality or professional ethics.

For more information: [http://www.childrenandfamilies.nt.gov.au/Child\\_Protection/](http://www.childrenandfamilies.nt.gov.au/Child_Protection/)

## AUSTRALIAN CAPITAL TERRITORY

Care and Protection services is responsible for facilitating coordination across government for the care and protection of children and young people. Care and Protection services and an After Hours service, provide a continuum of service delivery to children and young people considered 'at risk' of serious harm.

Care and Protection Services is authorised to collect personal information under the *Children and Young People Act 2008* to ensure the safety and wellbeing of children and young people in the ACT. The information collected may be disclosed to government and non government agencies (including but not limited to the Australian Federal Police, ACT Children's Court, the Family Court, Health and Education Directorates and community organisations) to assist in ensuring the safety and wellbeing of children and young people. Information identifying a person making a child protection report is treated with the highest confidentiality and will not be disclosed except where a Court orders the disclosure.

For more information: [http://www.dhcs.act.gov.au/ocyfs/services/care\\_and\\_protection](http://www.dhcs.act.gov.au/ocyfs/services/care_and_protection)

## TASMANIA

Most professionals who provide services to children and families in Tasmania are 'mandatory reporters' of child abuse, under the Children, Young Persons and their Families Act 1997. This includes, but is not limited to, the following groups:

- DHHS employees
- Child Care providers
- Dentists, dental therapists or dental hygienists
- Police officers and probation officers
- Psychologists
- Registered medical practitioners and nurses
- School principals and teachers
- Volunteers and employees of any organisation that provides health, welfare, education, care or residential services and which receives government funding.

To make an urgent notification about abuse or neglect to Child Protection Services, please ring 1300 737 639 at any time.

Child Protection Services prefer to talk to a notifier in order to aid them in gathering information. However, if it is after hours and you are a mandatory reporter, an online notification can also be made.

For more information: [http://www.dhhs.tas.gov.au/children/child\\_protection\\_services](http://www.dhhs.tas.gov.au/children/child_protection_services)

**Attachment E1: CONFIDENTIAL RECORD OF INFORMAL COMPLAINT**

|  |   |  |
|--|---|--|
| Name of person receiving complaint   | Date:     /     /   |  |
| Complainant's Name   | <input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18  |  |
| Role/status  | <input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent<br><input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator<br><input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel<br><input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other .....<br><input type="checkbox"/> Official   |  |
| Location/event of alleged issue  |   |  |
| Facts as stated by complainant   |   |  |
| Nature of complaint (category/basis/grounds)<br><br>Can tick more than one box | <input type="checkbox"/> Harassment or <input type="checkbox"/> Discrimination<br><input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Selection dispute <input type="checkbox"/> Coaching methods<br><input type="checkbox"/> Sexuality <input type="checkbox"/> Personality clash <input type="checkbox"/> Verbal abuse<br><input type="checkbox"/> Race <input type="checkbox"/> Bullying <input type="checkbox"/> Physical abuse<br><input type="checkbox"/> Religion <input type="checkbox"/> Disability <input type="checkbox"/> Victimisation<br><input type="checkbox"/> Pregnancy <input type="checkbox"/> Child Abuse <input type="checkbox"/> Unfair decision<br><input type="checkbox"/> Other ..... |  |
| What they want to happen to fix issue  |   |  |
| What information provided  |   |  |
| What they are going to do now  |   |  |

This record and any notes must be kept in a confidential and safe place – do not enter it on a computer system. If the issue becomes a formal complaint, this record is to be sent to the AFF President

## Attachment E2: CONFIDENTIAL RECORD OF FORMAL COMPLAINT

|  |   |   |
|--|---|---|
| Complainant's Name   | <input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18  | Date Formal Complaint Received:     /     / |
| Complainant's contact details  | Phone:<br>Email:  |   |
| Complainant's Role/status  | <input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent<br><input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator<br><input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel<br><input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other<br><input type="checkbox"/> Official         .....   |   |
| Name of person complained about (respondent)                                   | <input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18  |   |
| Respondent's Role/status   | <input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent<br><input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator<br><input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel<br><input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other<br><input type="checkbox"/> Official         .....   |   |
| Location/event of alleged issue  |   |   |
| Description of alleged issue   |   |   |
| Nature of complaint (category/basis/grounds)<br><br>Can tick more than one box | <input type="checkbox"/> Harassment or <input type="checkbox"/> Discrimination<br><input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Selection dispute <input type="checkbox"/> Coaching methods<br><input type="checkbox"/> Sexuality <input type="checkbox"/> Personality clash <input type="checkbox"/> Verbal abuse<br><input type="checkbox"/> Race <input type="checkbox"/> Bullying <input type="checkbox"/> Physical abuse<br><input type="checkbox"/> Religion <input type="checkbox"/> Disability <input type="checkbox"/> Victimisation<br><input type="checkbox"/> Pregnancy <input type="checkbox"/> Child Abuse <input type="checkbox"/> Unfair decision<br><input type="checkbox"/> Other ..... |   |
| Methods (if any) of attempted informal resolution                              |   |   |

|  |  |
|--|--|
| Formal resolution procedures followed (outline)  |  |
| If investigated: Finding -   |  |
| If went to hearing tribunal:<br>Decision -<br><br>Action recommended -   |  |
| If mediated:<br>Date of mediation -<br>Were both parties present -<br>Terms of Agreement -<br><br>Any other action taken - |  |
| If went to appeals tribunal:<br>Decision<br><br>Action recommended   |  |
| Resolution   | <input type="checkbox"/> Less than 3 months to resolve<br><input type="checkbox"/> Between 3 – 8 months to resolve<br><input type="checkbox"/> More than 8 months to resolve |
| Completed by   | Name:<br>Position:<br>Signature: / /   |
| Signed by:   | Complainant:<br><br>Respondent:  |

This record and any notes must be kept in a confidential and safe place. If the complaint is of a serious nature, or is escalated to and/or dealt with at the national level, the original must be forwarded to the national body and a copy kept at the club/state/district level (whatever level the complaint was made).



### Attachment E3: CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION

Before completing, ensure the procedures outlined in Attachment C4 have been followed and advice has been sought from the relevant government agency and/or police.

|   |   |      |
|---|---|------|
| Complainant's Name (if other than the child)  | Date Formal Complaint Received:    /    /   |      |
| Role/status in sport  |   |      |
| Child's name  |   | Age: |
| Child's address   |   |      |
| Person's reason for suspecting abuse<br>(e.g. observation, injury, disclosure)                              |   |      |
| Name of person complained about   |   |      |
| Role/status in sport  | <input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent<br><input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator<br><input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel<br><input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other<br><input type="checkbox"/> Official ..... |      |
| Witnesses<br>(if more than 3 witnesses, attach details to this form)  | Name (1):<br>Contact details:<br>Name (2):<br>Contact details:<br>Name (3):<br>Contact details:   |      |
| Interim action (if any) taken (to ensure child's safety and/or to support needs of person complained about) |   |      |
| Police contacted  | Who:<br>When:<br>Advice provided:   |      |
| Government agency contacted   | Who:<br>When:<br>Advice provided:   |      |

|   |                                      |
|---|--------------------------------------|
| CEO contacted                                 | Who:<br>When:                        |
| Police and/or government agency investigation | Finding:                             |
| Internal investigation (if any)               | Finding:                             |
| Action taken                                  |                                      |
| Completed by                                  | Name:<br>Position:<br>Signature: / / |
| Signed by                                     | Complainant (if not a child)         |

This record and any notes must be kept in a confidential and safe place and provided to the relevant authorities (police and government) should they require them.

**AUSTRALIAN FENCING FEDERATION**  
**PROPOSALS FOR 2010 AFF ANNUAL GENERAL MEETING**

**MEETING DATE:** 20 May 2012

**AGENDA ITEM:** 8

**PROPOSAL TITLE:** AFF WEAPON AND UNIFORM POLICY

**PROPOSER:** AFF Executive

**RECOMMENDATION**

That the following documented standards be adopted for all AFF School Competitions.

**RATIONALE**

One of the identifiable barriers to participation in Fencing is the cost of equipment, particularly for national level competitions and particularly in school events.

By reducing the uniform standards required for AFF School Events, while still providing due consideration for appropriate safety standards, it encourages more people to participate in these competitions.

The proposed standards are:

- Weapons – FIE Standard required
- Uniforms – FIE Uniforms recommended, minimum requirements 350N except for Underplastron (800N required)

**AUSTRALIAN FENCING FEDERATION**  
**PROPOSALS FOR 2010 AFF ANNUAL GENERAL MEETING**

**MEETING DATE:** 20 May 2012

**AGENDA ITEM:** 9

**PROPOSAL TITLE:** 20123-17 AFF NATIONAL TOURNAMENTS – PROPOSED LOCATION

**PROPOSER:** AFF Tournament Management Commission

**RECOMMENDATION**

That the attached allocation for the AFF National Tournaments for the period 2013-17 be adopted.

**RATIONALE**

The AFF invited State Associations to nominate to host the various age-group tournaments that comprise the AFF National Tournaments.

The AFF Tournament Management Commission has reviewed all the nominations received and proposes the attached allocation of national tournaments for the 2013-17 period.

**AUSTRALIAN FENCING FEDERATION**  
**PROPOSALS FOR 2010 AFF ANNUAL GENERAL MEETING**

**MEETING DATE:** 20 May 2012

**AGENDA ITEM:** 10

**PROPOSAL TITLE:** NATIONAL OPEN FENCING CIRCUIT

**PROPOSER:** Western Australian Fencing Association

**RECOMMENDATION**

That the AFF National competition series be given a suitable collective term, proposed as the *National Open Fencing Circuit*. This is intended to more effectively brand these events than the current moniker of AFF#...

Individual competitions would continue to hold their dedication names (eg. DH McKenzie and Robyn Chaplin Tournaments).

It is further proposed that each member State/Territory host one open event on the National Open Fencing Circuit each year, effectively creating 2 extra fencing competitions.

A competitive bidding process would continue to apply as to who hosts the final (National Open) competition of the year, as well as the various age-group Championships.

**RATIONALE**

The creation of additional competitions (held to the current AFF policy standards) will create additional participation, and therefore generate additional income for the AFF.

It will provide a 'home competition' for all fencers each year, while encouraging fencers seeking ranking points to compete in additional events (noting scaling of points may apply to any competition with lower participation). Overall, this has the effect of boosting competitive standards among Australian fencers.

A regular competition also allows greater standardisation of timetables, venue planning, and capacity building of volunteers within member Territory/States.

## Bids as Received

| Year/ Tournaments | #1 D H Mc | #2 RCM | U15&Cadet Nats | School Individual | School Team | AFF#3 | Jnr Nats           | Open & Vet Nats | Under-23 Nats      |
|-------------------|-----------|--------|----------------|-------------------|-------------|-------|--------------------|-----------------|--------------------|
| 2013              | QFA       | FSA    | NSWFA          | QFA               | QFA         |       | WAFA/<br>QFA/ FVic | ACTFA           | Not yet called for |
| 2014              | QFA/FVic  | FSA    | NSWFA          | QFA               | QFA         | WAFA  | QFA/FVic           | ACTFA           |                    |
| 2015              | QFA       | FSA    | NSWFA          | QFA               | QFA         |       | QFA/FVic           | ACTFA           |                    |
| 2016              | QFA/FVic  | FSA    | NSWFA          | QFA               | QFA         | WAFA  | QFA/FVic           | ACTFA           |                    |
| 2017              | QFA       | FSA    | NSWFA/<br>WAFA | QFA               | QFA         |       | QFA/FVic           | ACTFA           |                    |

\* Fencing Victoria have indicated a willingness to take on AFF#3 in 2013, 2015 & 2017

## TMC Recommended tournament awards

| Year/ Tournaments | #1 D H Mc | #2 RCM | U15&Cadet Nats | School Individual | School Team | AFF#3 | Jnr Nats | Open & Vet Nats |
|-------------------|-----------|--------|----------------|-------------------|-------------|-------|----------|-----------------|
| 2013              | QFA       | FSA    | NSWFA          | QFA               | QFA         | FVic* | WAFA     | ACTFA           |
| 2014              | FVic      | FSA    | NSWFA          | QFA               | QFA         | WAFA  | QFA      | ACTFA           |
| 2015              | QFA       | FSA    | NSWFA          | QFA               | QFA         | FVic* | FVic     | ACTFA           |
| 2016              | FVic      | FSA    | NSWFA          | QFA               | QFA         | WAFA  | QFA      | ACTFA           |
| 2017              | QFA       | FSA    | WAFA           | QFA               | QFA         | **    | FVic     | ACTFA           |

\* Fencing Victoria have indicated a willingness to take on AFF#3 in 2013, 2015 & 2017

\*\* Given that NSW would be left with no tournament in 2017 recommend approach NSWFA re AFF#3

**AUSTRALIAN FENCING FEDERATION**  
**PROPOSALS FOR 2010 AFF ANNUAL GENERAL MEETING**

**MEETING DATE:** 20 May 2012

**AGENDA ITEM:** 11

**PROPOSAL TITLE:** TIMETABLE FOR NATIONAL COMPETITIONS

**PROPOSER:** Western Australian Fencing Association

**RECOMMENDATION**

That it be a condition of the right to hold a national competition that the host state submit proposed dates and daily events timetable to the AFF at least nine (9) months before the date of the competition and for the AFF to approve and publish those dates at least six (6) months prior to the date of the competition. If the timetable is not submitted at the appropriate time then the host state shall forfeit the right to hold any national competitions for twelve months.

**RATIONALE**

An ongoing issue for fencers across Australia is the dates of competitions on the national timetable.

In order to try and reduce costs of fencing, we need to give fencers as long as possible to book accommodation and airfares. This allows fencers to obtain the best/cheapest fares available.

**AUSTRALIAN FENCING FEDERATION**  
**PROPOSALS FOR 2010 AFF ANNUAL GENERAL MEETING**

**MEETING DATE:** 20 May 2012

**AGENDA ITEM:** 12

**PROPOSAL TITLE:** STATUS OF NATIONAL COMPETITIONS

**PROPOSER:** Western Australian Fencing Association

**RECOMMENDATION**

All competitions advertised as National events must be endorsed and advertised by AFF with suitable notice (at least 12 months for proposed dates, and 6 months for the daily events timetable as per the earlier proposal).

Any policies applicable to the particular event should also be agreed and advertised.

**RATIONALE**

It has come to the attention of Western Australia that a National event is scheduled for under 13 and under 11 fencers.

While the Western Australian Fencing Association is supportive of such an initiative, it was unaware of this event through official sources and does not know the status of this purportedly 'national' event. Furthermore it is unaware of whether the normal AFF policies apply (ie. Capitation, or the requirements for FIE approved equipment).



**AUSTRALIAN FENCING FEDERATION**  
**PROPOSALS FOR 2010 AFF ANNUAL GENERAL MEETING**

**MEETING DATE:** 20 May 2012

**AGENDA ITEM:** 13

**PROPOSAL TITLE: SCHEDULING OF NATIONAL CADET AND U15 CHAMPIONSHIPS**

**PROPOSER:** Western Australian Fencing Association

**RECOMMENDATION**

From 2013 onwards, the AFF should determine the dates for the National Cadets and U15 Championships (and any other school age competition) in the period of school holidays that is common to all States. This should be identified at least 12 months ahead of the competition. In doing so the following points should be observed:

- Academic calendars for all States and Territories are readily available a number of years in advance. Calendars should be consulted and should be the main determinant of the schedule;
- Where there is not a substantial overlap then every effort should be made to host the event as close as possible to the holiday period to minimise the impact on school-age participants;
- Under 15 events (typically held prior to under 17 events) should be held in the week days if these must occur during a school term, with cadet events held on a weekend where possible;
- Where the nominated host is unable to identify a venue for the event on the scheduled dates then nominations should be sought for an alternative host capable of hosting at that time;
- The original host should then be given the opportunity to host the event in the following year.

**RATIONALE**

The National Cadet Championships is an extremely important event in the fencing calendar of the school age community. In particular, the age based eligibility requirement means that there are limited years in which a fencer may compete, and in many cases fencers reach the height of their abilities in the final year. This is also the age at which they must normally contend with final year examinations. If such Championships are not carefully scheduled then the competition may be under represented in terms of numbers, and importantly may negate top competitors.

This has occurred in 2012, and in this case Western Australia may not be fully represented (including a defending champion). While the State does not seek to address the current situation, it proposes a system for future application which aims to address such issues.

The rationale behind scheduling of U15 events during the week is on the premise that final year exams carry the greatest influence on the future of students and therefore least able to be avoided. Where the event occurs prior to a school holiday then the closer to the holiday period, the more likely it is that exams will be completed for most students.

**AUSTRALIAN FENCING FEDERATION**  
**PROPOSALS FOR 2010 AFF ANNUAL GENERAL MEETING**

**MEETING DATE:** 20 May 2012

**AGENDA ITEM:** 14

**PROPOSAL TITLE:** U/13 NATIONAL CHAMPIONSHIPS (AMENDED PROPOSAL)

**PROPOSER:** NSW Fencing Association

**RECOMMENDATION**

That the AFF formally accept the U/13 Development Championships as a modified U/13 National Championships.

**RATIONALE**

Refer proposal attached.

# NEW SOUTH WALES *fencing*



NEW SOUTH WALES  
FENCING ASSOCIATION Inc.

ABN: 13 496 091 021

Correspondence:

GPO Box 1654

Sydney NSW 2001

Visit our web site:

[www.nswfencing.org.au](http://www.nswfencing.org.au)

# HISTORY

I have been involved with this competition since I came onto the New South Wales Fencing Association executive in 2009. There is a common view that it is probably one of the best State Competitions that NSWFA holds.

Prior to 2009 there was no weapon equity in NSW, this meant that this was a Foil only event. In 2009 Sabre was introduced to the competitions, though the Foil and Sabre components were held on different weekends.

Traditionally the U/11 and U/13 State Foil Individual Championships have been followed by a friendly team competition, which over the years has seen teams competing from Canberra, Victoria and New Zealand. The Victorian team (Vic Bandits) generously donated a cup for the event in 2008. The criteria for the teams have been:

2x U/13 Boys  
1x U/11 Boy  
1x Girl (either U/11 or U/13)

When creating the 2011 calendar it was decided to put the Three Weapon Championship on the same weekend so that the young fencers could have an exciting Championship in their own right. The idea was further developed when we had news that the Japanese Fencing Federation had accepted an invitation to send fencers to this event. With fencers coming from so far away and as the numbers of the event being potentially higher than originally estimated, it was decided to change and expand the concept. The Friendship Cup was formed – Camp and Team Championship to be followed by Individual Championships.

# PARTICIPATION RATES

**2008:**

|                        |           |
|------------------------|-----------|
| <b>U/13 Boys Foil</b>  | <b>22</b> |
| <b>U/11 Boys Foil</b>  | <b>18</b> |
| <b>U/13 Girls Foil</b> | <b>10</b> |

– Interstate entries 7 VicBandits, 5 NZ & 3 ACT.

**2009:**

|                                   |           |
|-----------------------------------|-----------|
| <b>U/13 Boys Foil</b>             | <b>30</b> |
| <b>U/11 Boys Foil</b>             | <b>17</b> |
| <b>U/13 Girls Foil</b>            | <b>10</b> |
| <b>U/11 &amp; U/13 Boys Sabre</b> | <b>7</b>  |
| <b>U/13 Girls Sabre</b>           | <b>4</b>  |

– Interstate entries 17 VicBandits & 3 ACT



**2010:**

|                         |           |
|-------------------------|-----------|
| <b>U/13 Boys Foil</b>   | <b>30</b> |
| <b>U/11 Boys Foil</b>   | <b>19</b> |
| <b>U/13 Girls Foil</b>  | <b>11</b> |
| <b>U/11 Girls Foil</b>  | <b>8</b>  |
| <b>U/13 Boys Sabre</b>  | <b>5</b>  |
| <b>U/11 Boys Sabre</b>  | <b>14</b> |
| <b>U/13 Girls Sabre</b> | <b>3</b>  |

– Interstate entries 10 VicBandits, 12 NZ, 2 ACT & 1 QLD.

**2011:**

|                                    |           |
|------------------------------------|-----------|
| <b>U/13 Boys Foil</b>              | <b>28</b> |
| <b>U/11 Boys Foil</b>              | <b>27</b> |
| <b>U/13 Girls Foil</b>             | <b>21</b> |
| <b>U/11 Girls Foil</b>             | <b>12</b> |
| <b>U/13 Mixed Epee</b>             | <b>5</b>  |
| <b>U/11 Mixed Epee</b>             | <b>4</b>  |
| <b>U/13 Boys Sabre</b>             | <b>9</b>  |
| <b>U/11 Boys Sabre</b>             | <b>19</b> |
| <b>U/11 &amp; U/13 Girls Sabre</b> | <b>4</b>  |

– Interstate entries 20 VicBandits, 2 QLD, 6 ACT, 6 NZ & 2 Japan.

**Teams – 3 x Vic Bandits, 3 x NSW, 1 x New Zealand, 1 x ACT & 1 x Japan.**



# PROPOSAL

NSWFA would like to ask the Australian Fencing Federation to endorse this competition as a National U/13 Championship.

Several of our neighbours have National Competitions in this age range, including; Singapore – U/10, U/12 and U14, Hong Kong – U/14 and Japan - Benjamin and Minime.

Countries such as France have a well established National circuit in Benjamin, Poussin, Pupile and Minime age groups (U/9 – U/14).

The idea is that the AFF would award National Championship medals, which NSWFA will purchase and a National status be given to the U/13 Championship events. However in order to maintain growth and development in this age group and encourage families to support the competition, NSWFA would ask that none of the other AFF National requirements be put in place. Rather that it continue to be run and managed similar to a NSW State Championship. If we were to add the extra expense of AFF Affiliation, complete FIE equipment and AFF entry fee it would diminish the entry field severely and Interstate and International fencers are not likely to attend.

The National Championship U/13 will be a duo competition including the NSWFA U/13 State Championship. NSWFA will award the 4 highest final ranked NSW Fencers the State medals and placing.

NSWFA would formally like to propose that the 2012 Championship be the inaugural U/13 National Championships and also place a tournament bid for the U/13 National to be hosted by NSWFA from 2013 – 2017.

2008 - 50

2009 - 68

2010 - 90

2011 - 129

## **Entry Requirements**

Currently the requirements to enter the competition the Fencer must be a NSW Junior Registered fencer (or State equivalent if from Interstate).

2012 NSW Junior Registration fee: \$40

NSWFA entry fee is \$25 per event

\$15 for additional event

## Equipment U/13 Nationals:

The proposed required equipment is chosen to protect the fencers, but also allow for fencers to have general access to equipment. Normal AFF competition equipment requirements would restrict participation for this age group.

Uniform: FIE Uniform is recommended, but not mandatory.

350N Whites – jacket, breeches\*

Chest protector for girls

Long socks

FIE underplastron (800N)

\* Fencers must wear breaches, tracksuit pants will not be accepted in the U/13 National.

Foil: Bib masks are not required.

Foil Blades - Size 0 - 3

Epee: Chest protectors (boys & girls)

Epee blades - Size 0 - 3

Sabre: Sabre Blades – size 5

\* mini blades may used.



**It would discourage a lot of fencers and their families if FIE clothing and weapons were made a prerequisite.**



## 2012 U/11 & U/13 Championship Weekend:

**Friday:** Training Camp

**Saturday:** 2012 Friendship Cup – Team  
Championships

Team composition:   2x U/13  
                              1x U/13 or U/11 Girl  
                              1x U/11 Boy

**Sunday:** - NSW U/11 State Championships  
              - NSW U/13 State Championships  
              - 2012 Inaugural U/13 National  
                  Championships

**Foil, Epee & Sabre**





There is a clear understanding, that if we would like to start to develop future Champions, then we need to start not only with weapon equity at all levels, but also to create a real Competition Culture in the future Fencers of Australia.

NSWFA would like to sincerely thank the AFF for any support it is willing to offer in this development plan for our very young fencers.

**AUSTRALIAN FENCING FEDERATION**  
**PROPOSALS FOR 2010 AFF ANNUAL GENERAL MEETING**

**MEETING DATE:** 20 May, 2012

**AGENDA ITEM:** 15

**PROPOSAL TITLE:** CHANGE TO VETERANS COMPETITIONS

**PROPOSER:** AFF Masters and Veterans Commission

**RECOMMENDATION**

That the structure of Veterans events at AFF Circuit Competitions, commencing from AFF#2 (2012), be changed such that:

- Competitions will be "mixed" (include fencers of both genders) in the pools round and direct elimination rounds if there are three or fewer fencers of either gender;
- Where four or five fencers of one gender are present, competitions will be mixed in the pools round only;
- Where there are six or more fencers of both genders present, separate men's and women's competitions will be held as per the present system
- Separate medals will continue to be awarded to men and women based on the current medal-to-entry ratios and structure.

**RATIONALE**

The numbers of Veteran fencers presenting at AFF events varies considerably between competitions, and between weapons. It has been the situation in the last three years where some Veteran events have not been held, or have been so small as to make the competition disappointingly small for the fencers present. In almost all cases, the final numbers for events in the Veterans categories are only known 30 minutes prior to the start of the event. For those athletes who have invested considerable resources in travel and training, the prospect of an extremely small event further dampens their motivation to travel.

Without exception, Veteran athletes train in mixed gender groups, and in most States, also compete in mixed gender events. Therefore competing at the National level in a mixed gender group does not present a significant change.

It should be noted that this proposal does not change the present system where there are sufficient competitors of both genders, merely accommodates a system for smaller attendances which allows larger overall events, hence providing better value for money for those Veterans that attend.

If this system had been applied to all National Veterans events for 2011 and 2012 (covering all States except WA), the following would have resulted:

- 16 events would have been unchanged (including all National Veterans Championships);
- 8 events would have been combined at the pools stage, and have separate direct elimination rounds;
- 6 events would have been combined completely, one of which (Women's Epee, AFF1, 2011) was not held due to insufficient numbers.

It should also be noted that the current version of the AFF's preferred competition software accommodates the split of a competition at the end of the pools by gender.

A final rationale for this proposal is that it will allow consolidated scheduling of events, such that Veterans competitions for a particular weapon will start at the same time.

### Dissenting Opinions

In inviting comments from the Veterans fencing community, the following specific dissenting feedback was also provided, and it is important for the Delegates and Directors to consider this for the process of voting for or against this proposal.

There were some suggestions that:

- there may be an increased risk of injury with male fencers competing against (older) female fencers, which would influence both genders not to enter a National Veterans event, especially given the FIE rule t105.1 requiring a competitor to fence to their utmost ability;
- this proposal does not encourage increased Veteran participation in events, and in some cases may detract from Veteran participation growth due to perceived injury risk; and
- other martial arts sports discourage mixed gender events above a known skill level (e.g. above Ungraded / White / Yellow belt in Karate).

**AUSTRALIAN FENCING FEDERATION**  
**PROPOSALS FOR 2010 AFF ANNUAL GENERAL MEETING**

**MEETING DATE:** 20 May, 2012

**AGENDA ITEM:** 16

**PROPOSAL TITLE:** AFF VETERANS' MEDAL POLICY AND COMPETITION ENTRY FEES

**PROPOSER:** NSW Fencing Association

**RECOMMENDATION**

1. The cost of entry fees for AFF Veteran competitions should be the same as the entry fee for Open events (subject to Point 4).
2. For AFF circuit events, one set of medals should be given for overall placings in veterans' events. The winner of each other age category should be presented with a certificate.
3. For national veterans' championship events, one set of medals should be given for overall places in veterans' events and a gold medal should be presented to the winner of each other age category.
4. The AFF should review the pricing model for veterans' events and consider the option of variable fees according to the number of weapons fenced.

**RATIONALE**

Veteran fencers in NSW have expressed concern that the veterans' medal policy introduced in 2012 and the associated increase in the cost of veteran competition entry is, in particular, not fair to women veterans and generally is a disincentive to entering veterans' events.

They point out:

- The generally smaller number of women in veterans' events means that a full set of medals is not presented in all age categories.
- However, they must pay an extra \$20 in veteran competition entry fees to cover the cost of additional medals, which may not be awarded to women.
- Some women veterans maintain they do not and will not enter AFF veterans events because of the current cost of entry and the relatively small number of entries, and hence bouts, which does not offer value for money.
- More generally, the increased cost of entry to veterans' events is viewed as a disincentive to entries considering it is on top of a higher cost for open entries and veteran fencers have additional accommodation and other costs in order to compete in open and veteran events on separate days.

Feedback indicates NSW veterans, both men and women, generally support this approach and believe it will improve the number of veteran entries at AFF events.

**AUSTRALIAN FENCING FEDERATION**  
**PROPOSALS FOR 2010 AFF ANNUAL GENERAL MEETING**

**MEETING DATE:** 20 May 2012

**AGENDA ITEM:** 17

**PROPOSAL TITLE:** TIMING OF NATIONAL CAMPS

**PROPOSER:**

Western Australian Fencing Association

**RECOMMENDATION**

All camps to be held immediately following (and not before) completion of National competitions.

**RATIONALE**

In terms of elite rationale, it is the understanding of the Western Australian Fencing Association that organised training events at best are sub-optimal to the achievement of outcomes, and at worst are detrimental to fencers, when held before a major competition.

While any advantage of the current scheduling choices is unclear, the disadvantages include possible stress, strain, or other injury (physical or psychological) upon a fencer ahead of competition. Furthermore, camps held post- competition provide the opportunity to give constructive feedback about competition performance to competition participants, and provide the opportunity to address any such areas as a key feature of the camp. For these reasons, camps held after major competitions may well also be better attended.