SOUTHERN CALIFORNIA DIVISION of USA FENCING
OPERATING GUIDE

June 17, 2026

1 | PURPOSE OF THIS OPERATING GUIDE

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

2 | WHO MAY MODIFY THIS OPERATING GUIDE

This Operating Guide may be modified in certain respects from time to time as procedures and rules change in the Division or USA Fencing. Changes to the Operating Guide do not need a vote of the Executive Committee (sometimes herein, "EC") of the Division unless the Division Bylaws or Operating Guide provide otherwise. However, the Division EC should review the Operating Guide on a timely basis — at least once every three years — and approve its continued use, or request that it may be modified as necessary. In the absence of another officer being assigned direct responsibility for this Operations Manual, the Secretary of the Division has the responsibility to maintain this document. All changes made to this document must be approved by USA Fencing, specifically the Division Resource Team.

This document is public to all members of the Division and shall always be maintained in its current form on the Division's website.

3 | EXECUTIVE COMMITTEE

The Executive Committee comprises the officers, at-large members, and any representatives of Division clubs who desire to have a voice on the Executive Committee. Officers and At-Large members of the Executive Committee may, but need not be, affiliated with a club.

3.1 Officers

The Division By-Laws define the roles and responsibilities of each officer position, which may be augmented by this Division Operating Guide.

3.2 At-Large Members

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

3.3 Club Representatives

Each USA Fencing member club in good standing in the Division is entitled to representation on the Executive Committee by one individual member of that Committee who meets the qualifications stated in Section 3.0, above. A club may have more than one representative only with the approval of those members of the Executive Committee who do not share that club's affiliation. If any officer or At-Large member of the Executive Committee is affiliated with a club, then that club is deemed to be represented. However, if any member club is not represented by an officer or At-Large member of the Executive Committee, then such club may, but is not required to, appoint one of its members to serve on the Executive Committee.

4 | ANNUAL & SPECIAL MEMBERSHIP MEETINGS

The Division shall have at least one general membership meeting held in accordance with the Bylaws of the Division during each membership year. The Chair of the Division may call additional general meetings as necessary, and such will be held in accordance with the Bylaws of the Division.

5 | DIVISION ELECTIONS

Elections are held in accordance with the Bylaws of the Division.

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

Members eligible to vote and in good standing may appoint as their proxy any other member of THE DIVISION who is eligible to vote and in good standing. All appointments of proxies shall be in writing and signed by the appointing member and must be submitted for verification to the Secretary at least 3 days prior to the scheduled beginning of the meeting at which they will be exercised. Each person designated as a proxy must attend the Meeting to exercise the appointment. The appointment of proxies will be considered withdrawn if the person making the appointment appears at the meeting, gives written notice of withdrawal to the Secretary at any time, or unambiguously appoints another proxy at a later time.

Proxy ballots will not be accepted if voting is conducted via a web-based election service that allows all eligible voting members the opportunity to vote.

6 | TOURNAMENT SANCTIONING

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

6.1 Requirements for Division Sanctioning of Tournaments

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

1. Sanctioning request must be submitted online at https://www.socaldivision.org/sanctioning/ at least 21 days before the date of the tournament. Upon submission the Executive Committee will vote on whether to approve or deny sanctioning, with the majority ruling. If after 4 days a majority has not been achieved, then a plurality of votes will rule.

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

3. The hosting club or location and organizer must be insured for the full course of the tournament, in compliance with guidelines published by USA Fencing. This insurance must be through the USA Fencing club insurance program, or the equivalent from a third-party vendor. If the insurance is written by a third-party vendor, the Division reserves the right to obtain and approve a copy of the insurance policy (or its declarations) before sanctioning a tournament.

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

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

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

7. The competition venue must be laid out in compliance with the minimum standards set forth in the document: "Minimum Standards for Sanctioned Tournaments," which can be found on the Division's website.

8. If a competition results in classification changes, they must be sent to both the USA Fencing National Office and the Division secretary via email and the competition results shall be posted on AskFred, Fencing Time Live, or the organizing club's website within

48 hours of the tournament's completion. Unexcused failure to meet this deadline could result in loss of an organizer's privileges to host sanctioned tournaments.

7 | DIVISION TOURNAMENT SCHEDULE

Any USA Fencing member club in the Division may request sanctioning for tournaments at any time during the year, however requests may be denied if scheduling conflicts are found to exist with previously scheduled tournaments (whether those tournament are sanctioned or not).

Sanctioned tournaments will be published on the Division's website at https://www.socaldivision.org/calendar/.

8 | DIVISION TOURNAMENTS

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

- Junior Olympic Qualifiers;
- Division II, Division III, and Youth 14 Summer National Championship Qualifiers; and
- Such other competitions for which the Division serves as the organizer.

8.1 Tournament Official Honorarium for Division Events

The Division has set the following honoraria for individuals serving as officials at Division Tournaments:

SERVICE	DAILY RATE	
Bout Committee Organizer	$150	($250 for Qualifiers)
Bout Committee Helper	$100	
Referees		
FOC	$200	
N1	$180	
N2	$165	
R1	$150	
R2	$135	
L1	$120	
L2	$105	
Passed written exam	$90	
Unrated	$75	
Travel Allowance	Federal Mileage Rate	(72.5¢/mi. for 2026)
Overtime Allowance (8+ hours)	$30	
Set Up/Tear Down	$100	($150 for Qualifiers)
Armorer	$75	($200 for Qualifiers)

8.2 Travel and Hotel

Tournament officials will be reimbursed for travel at the current Federal Mileage Rate for miles driven, up to a maximum of $100 per vehicle. In addition, hotel accommodations are provided, as needed, for Division Tournaments. The officials may be asked to share a room with another official of the same gender and appropriate age.

9 | CLUB TOURNAMENTS

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

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

Clubs and other private organizers holding Division sanctioned tournaments are responsible for posting the results of the competitions and reporting any classification changes as provided in Section 6.1.7 of this Operating Guide. The reports shall include a list of SafeSport qualified officials, indicating their positions at the tournament, the ratings of all referees used in the competitions and the name of the Division representative in attendance, as provided in Section 4.4 of the Division Bylaws.

10 | TOURNAMENT FEES

The Division does not have any official position on the fees that a club may charge for tournament registration or entry, but such fees must be stated in the official announcement of the competition. Such fees must be uniform for all competitors, except for any complementary entry or other allowance given to volunteers who have helped with setup or other tournament responsibilities.

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

10.1 Division Tournament Refund Policy

Any fencer who has pre-paid fees for a Division Tournament and is unable to fence in that tournament due to a family emergency, injury or other valid emergency excuse will have all paid fees refunded within a reasonable time after the conclusion of the

tournament if the organizer was timely notified of the withdrawal in advance of the competition and provided with sufficient contact information to process the refund.

For those cases in which a fencer qualifies to a national tournament by another route after paying to fence in the Division qualifier, the fencer's competition entry fees for the qualifier will be refunded.

11 | DIVISION WEBSITE & SOCIAL MEDIA PRESENCE

The Division maintains a website at https://www.socaldivision.org and a Facebook page at https://www.facebook.com/USAFencingSoCal.

12 | DIVISION EQUIPMENT & USAGE

The Division maintains 8 conductive fencing strips and 12 strip sets, which are available for rent to tournament organizers. Each strip set includes a Favero Full Arm-05 scoring machine, power supply, remote control, grounding wire, foil/epee weight, shim set, 2 floor cords, and 2 reels.

Requests for the use of Division equipment must be submitted in advance. Renter is responsible for pickup and return of equipment at the convenience of the Division. Equipment must be returned within four calendar days from the end of the tournament in which it was used.

Rental fees are calculated on a per-tournament-day basis, and are payable in advance. Charges apply for each strip and strip set borrowed, whether used or not.

RENTAL FEES

	TOURNAMENTS SANCTIONED BY THE DIVISION	**TOURNAMENTS NOT SANCTIONED BY THE DIVISION**
Strip	$50 + $50 per day	$50 + $100 per day
Strip Set	$35 per day	$100 per day

In addition to rental fees, a $100 security deposit is required for each strip and strip set rented. Renter is liable for any lost or damaged equipment, even if the cost of replacement or repair exceeds the amount of the security deposit.

When picking up equipment, renters are required to submit two checks—one for the rental fees and one for the security deposit. The security deposit will be returned, in-full, if all rented items are returned undamaged, otherwise, it will be used to repair/replace any damaged/lost items, and the remainder of the security deposit (if any) will be returned at a later date.

Appendix A: Southern California Division Election Proxy Form

The Southern California Division of USA Fencing, LLC.

ELECTION PROXY FORM

Name of Member: _____

USA Fencing Membership #: _____

Club Affiliation: _____

Choose one only:

□ I designate _____ to vote on my behalf.

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

_____

_____

_____

Signature of Member: _____

Date (Required): _____

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

Note: You must be a voting member of USA Fencing as of 60 days before the election to be eligible to vote and/or assign a proxy. The Division will validate every proxy form received before the election is held.