

## Secretariat Clinic

### *“How to Run a Tournament” Clinic*

Part	Date	Time	Location	Cost	Registration Link
1 ~1.5hr	July 25 <sup>th</sup> and August 8	10am (MST)	Online	<b>FREE</b> for AFA/CFF Members and/or Parents/guardians	<a href="https://2mev.com/#!/events/1025-how-to-run-a-tournament-clinic">https://2mev.com/#!/events/1025-how-to-run-a-tournament-clinic</a>
2 & 3 ~2hr	July 26 <sup>th</sup> and August 9th	10am (MST)	Online		
1 ~1.5hr	July 22 and August 5th	7pm (MST)	Online	<b>\$25</b> for non-AFA/CFF Members	
2 & 3 ~2hr	July 29 <sup>th</sup> and August 12th	7pm (MST)	Online		

**Conducted by:** Brad Goldie

The Introductory Tournament Organizing clinics are broken down into three sections with each section being 1 hour long. No written tests will occur but participants who attend the courses will be eligible to be evaluated at future fencing tournaments for progression in the AFA’s newly created Secretariat Group. Please make sure that you have adequately prepared by going through the **FIE’s Organizational Rule Book**: <https://fie.org/fie/documents/rules>

The Introductory Tournament Organizing Clinics will provide you with a **broad understanding** of what it takes to organize a fencing tournament and a **practical understanding** of the processes and software used to run a fencing tournament.

- **Part 1** will focus on the planning, organizing, and set up for a fencing tournament.
- **Part 2** will focus on the underlying fundamental concepts of a fencing tournament by running a fencing event manually.
- **Part 3** will focus on running a fencing tournament digitally using Fencing Time. Participants are encouraged to download a trial version of Fencing Time (<https://www.fencingtime.com/Download>, v4.4 Standard Version) and follow along at home.

Attending the Introductory Tournament Organizing Clinics is a prerequisite for progressing to the higher ranks of the newly created Secretariat Group. The goal of the AFA’s Secretariat Group is to create certified Tournament Organizers.

**Expectation of candidates:**

- The candidates must have studied the organizational rule book before attending the workshop ([https://static.fie.org/uploads/23/119677-Organisation rules ang \(1\).pdf](https://static.fie.org/uploads/23/119677-Organisation%20rules%20ang%20(1).pdf))

**What to Bring/have prepared:**

- A good Wifi Connection and computer
- A pen and notebook
- A trial version of Fencing Time: (<https://www.fencingtime.com/Download>)

Further questions can be sent to [info@fencing.ab.ca](mailto:info@fencing.ab.ca)