

TOURNAMENT CHECKLIST

This checklist was prepared from USA Fencing *Health & Safety Best Practices for the Resumption of Local Events* published August 2020. This document is a resource for Regional and local tournament organizers. These guidelines are suggestions, not mandates, and in some cases local health regulations may require stricter regulations. The full document may be found on the USA Fencing website in the COVID-19 resources. *Although USFA resumed sanctioning of local tournaments August 1, 2020, the sanction (and insurance coverage) will apply only to tournaments in areas in which they can be operated legally in accordance with state and local health officials.*

USFA DISCLAIMER: These guidelines are provided for general informational purposes only and are not intended as, nor should be relied upon as, specific medical or legal advice. All event organizers and participants are strongly encouraged to consult with qualified medical personnel and/or public health officials. Also, consult applicable federal, state and local laws, orders and/or guidelines. USFA and its divisions and Regional Coordinators make no warranties or representations as to the completeness, reliability and accuracy of the information contained herein.

The information contained below should be disseminated to athletes, staff and spectators as early as possible prior to the commencement of the tournament. This may be posted on the “More Info” page of Askfred if a local tournament uses that registration vehicle, or in the tournament information section for Regional events.

GUIDELINES FOR EVENT ORGANIZERS	Yes	No	Other/NA
1. Has the organizer notified the Division of the tournament date(s) and is the tournament sanctioned (non-sanctioned events are not covered by USFA insurance, nor may ratings be earned)?			
2. If the event(s) will not be held within the organizer’s leased/owned facility, does the organizer have a written agreement outlining the venue management’s protocols and responsibilities for sanitation and disinfection of the facility, and does the venue management follow federal, state and local guideline pertaining to health, safety and COVID-19?			
3. Has advance communication of health and safety protocols been disseminated or posted on a public website (USFA Regional information or Askfred tournament “More Info” page) to the following: <ul style="list-style-type: none"> • Registered participants, • Coaches, • Referees, • Bout committee staff, • Armory staff, and • Sport medicine staff either on the event registration page? 			
4. Is there signage in the venue directing attendees where to find tournament health and safety protocols?			
5. Have arrangements been made to conduct temperature checks and health screenings for all individuals prior to entering the competition hall?			

6. Are persons required to sign in or otherwise make their presence known for contact tracing purposes, and is the following information collected: <ul style="list-style-type: none"> • Full printed name? • Email address? • Telephone number? • Days in attendance? • Events attended or staffed? 			
7. Are persons who present with a fever of 100.4 degrees Fahrenheit prevented from entering the venue, or asked to leave the venue immediately if at the medical area?			
8. Is health and safety protocol signage posted around the venue addressing social distancing, use of COVID masks, frequent hand washing, location of sanitation areas, etc.?			
9. Are social distancing protocols established for armory, bout committee, vendors and referees, and are the floors clearly marked where persons should wait in line?			
10. Has the maximum number of persons allowed in the venue been confirmed with Federal, State and local health authorities, and are non-athletes discouraged from attending as much as possible?			
11. Have adequate sanitation equipment and products been procured to allow surfaces and equipment throughout the venue to be disinfected regularly and has a protocol been developed to define “regularly?” (Example, floors disinfected every 4 hours and/or at the end of each day whichever is shorter, body cord connections disinfected between fencers, etc. If the venue is owned by another entity, coordinate sanitation procedures with the venue management.)			
12. Are all changing rooms or locker rooms closed, and are athletes encouraged to come to the venue in clean clothing suitable for public display and to wear underneath their fencing uniforms?			
13. Are all persons required to wear surgical or cloth COVID masks covering the nose and mouth while present in the venue, even under the fencing mask?			
14. Are hand-washing or sanitizing stations placed throughout the venue?			
15. Are water fountains (other than no-touch varieties) disabled and are persons instructed to bring appropriately filled water bottles?			
16. Are fencers prohibited from sitting or reclining on the floor on or around fencing strips where viruses may be exhaled during competition and settle?			
17. After each day’s competition, have arrangements been made to sanitize all surfaces and equipment used during the tournament?			
18. Are fencing bags and other personal items prohibited from being left at the venue over night?			
GUIDELINES FOR INDIVIDUALS	Yes	No	Other/NA
1. Athletes, staff and spectators are required to be symptom free for a minimum of 14 days prior to attending any tournament.			

2. Athletes, staff and spectators are told to stay home if they have had close contact in the last 14 days with anyone who was sick, known or believed to have COVID-19, or exhibiting any symptoms of SARS-Cov-2 infection.			
3. Anyone presenting with a temperature of 100.4 degrees Fahrenheit or higher is immediately directed to the medical quarantine area while transportation from the venue is arranged, and directed to contact the nearest hospital, medical clinic or doctor's office.			
4. Are areas where individuals may wash or sanitize their hands clearly marked and in areas to control social distancing?			
5. Are social distancing and COVID mask requirements posted at the entrance or an area before persons enter the venue and in additional points within the venue?			
6. Private changing rooms are discouraged and athletes are asked to arrive at the venue ready to put the fencing uniform on over their freshly washed clothing.			
7. Athletes are not allowed to leave fencing uniforms or personal equipment at the venue.			
8. If in Phase 3, is the sharing of equipment with others outside of the athletes immediate family prohibited?			
9. Are signs posted inside the venue addressing the athletes refrain from shouting and/or screaming after scoring a touch?			
10. Are COVID masks required to be worn under the fencing mask, and are appropriate medical breaks granted if a fencer appears to be in distress?			
11. Are athletes encouraged to salute only, no handshaking of opponent or referee is required?			
GUIDELINES FOR VENDORS AND MERCHANDISE SALES	Yes	No	Other/NA
1. Is hand sanitizer or hand-washing stations available for use at all booths?			
2. Are all vendors encouraged to use contactless forms of payment or minimized as much as possible?			
3. Are signs displayed on the tables where merchandise is laid out instructing customers not to touch?			
4. Have all vendors been given sanitizing and disinfecting protocols and have they agreed to these?			
5. Have vendors who will be demonstrating equipment or merchandise provided the organizer with an approved protocol for sanitization of demo products in between uses and did the organizer approve this protocol? (This protocol should be maintained on file for a minimum of 3 months for review by the National Office. If organizers are unsure about approving the protocol, they may obtain guidance from the National Office.)			
6. Do the vendors have procedures in place (tape on the floor, etc.) to monitor and ensure social distancing of at least 6 feet between customers and staff in the booth?			
GUIDELINES FOR THE BOUT COMMITTEE	Yes	No	Other/NA

1. Are bout committee members required to wear appropriate COVID masks and latex or nitrile gloves during operations? (Note: some persons have severe latex allergies and will require nitrile gloves.)			
2. Is hand sanitizer available for all bout committee members at their station?			
3. Do bout committee members wipe table surfaces between athletes, and every 4 hours and/or at the end of the day whichever is shorter?			
4. Is the bout committee set up with Plexiglas shields to separate members of the bout committee from tournament participants, or are the bout committee members given plastic face shields that cover their eyes?			
5. Are arrangements made to prevent gathering at monitors to see pool results, tableau, etc., such as publishing live results for mobile devices, giving participants additional time to review monitors while keeping social distancing, one-way line formations at the monitors, etc.?			
6. Is social distancing between the BC members and other staff, and BC members and athletes maintained at 6 feet; is no more than one athlete allowed at the table at one time; and is there a demarcation line on the floor behind which other athletes must remain while waiting?			
7. Is the sharing of administrative supplies such as pencils, pens, markers prohibited?			
GUIDELINES FOR REFEREES	Yes	No	Other/NA
1. Is there hand sanitizer and/or disinfectant wipes at each referee table?			
2. Is the sharing of administrative supplies such as clipboards, pencils prohibited or are these supplies disinfected between staff members?			
3. Does the tournament have sufficient inventory of weights and shims for equipment testing such that each referee may be assigned his/her own set? Or, if not, are disinfectant wipes available and protocols established for the cleaning of these items before being given to another staff member?			
4. Are clipboards, pens, pencils and weapon testing equipment sanitized at the end of each day and at the end of the tournament before returning to storage or transportation?			
5. Are reel clips and other frequently touched equipment at the competition strip frequently sanitized?			
6. Are all spectators, coaches and athletes prevented from standing directly behind the referee and AT LEAST 6 feet from the referee?			
7. Are referees and pod captains required to wear COVID masks and latex or nitrile gloves? (Note: some persons have a severe latex allergy and will require nitrile gloves.)			
8. Are the athletes told to refrain from shouting and/or screaming after scoring a touch?			
9. Are athletes encouraged to salute only, no handshaking or other personal contact of opponent or referee is required?			
10. Are competitors prohibited from signing the score sheets, given an opportunity to review the score, and does the referee verify the scores			

have been communicated to the competitors, initial the scoresheet, and send the scoresheet to the Bout Committee?			
11. Are there tape markings on floors along the strips to show proper distance to remain from the referee area and fencing strip?			
12. Are there designated separate entrance and exit points to the competition area?			
13. Have seating areas been removed and are spectators kept at a minimum (Phase 3), or if seating area are allowed (Phase 4), are they set up for social distancing?			
GUIDELINES FOR SHARED STAFF SPACES	Yes	No	Other/NA
1. Are chairs and table seating in referee corals, meeting rooms, and staff eating areas spaced to allow for social distancing as appropriate? Or are staff sent in designated groups and times to lunch to allow for social distancing?			
2. Are lunches pre-packaged (during Phase 3), or is the use of shared serving utensils minimized to reduce the opportunities for food to be touched by multiple staff (Phase 4)?			
3. Are eating utensils and napkins in pre-packaged sets?			
4. Are water bottles or bottled/canned drinks provided for staff, or are they advised to bring their own water, in place of shared dispensers?			
5. Is the refilling of drink bottles/cans prohibited unless from contactless dispensers?			
GUIDELINES FOR SPORTS MEDICINE AREAS	Yes	No	Other/NA
1. Are applicable federal, state, and local guidelines being followed?			
2. Is the sports medicine area large enough to allow for social distancing of athletes and training/medical staff as appropriate?			
3. Are all sports medicine staff required to wear masks and latex or nitrile gloves? (Note: Some individuals have severe latex allergies and must be provided nitrile gloves.)			
4. Are manual, one-on-one therapies minimized to avoid direct contact and long periods of exposure for staff and athletes (Phase 3), or as allowed in Phase 4, some manual, one-on-one therapies administered as appropriate?			
5. Are exam tables covered with disposable exam table paper and changed between athletes?			
6. Are exam tables, chairs and other surfaces wiped down regularly with alcohol, bleach or approved coronavirus disinfectant wipes?			
7. Is there a secondary isolation area for the quarantine of any individual awaiting transportation who exhibits potential symptoms of COVID-19?			
8. Are electronic documentation processes used to minimize the need for paper, pen and other items exchanged between the trainer and patient while ensuring compliance with all applicable healthcare laws, regulations, and mandates?			
GUIDELINES FOR OPERATIONS OF THE ARMORY	Yes	No	Other/NA

1. Are specific times for weapons check for each event scheduled in advance to reduce wait times and crowds, and are these times published in advance of the start of the first event of the tournament?			
2. Are all armory staff required to wear COVID masks, face shield, and protective gloves to avoid direct contact with athletes and their equipment, and are armorer stations 6 feet apart? (Note: Plexiglas barriers may be used between the athlete and armory staff in the place of face shields.)			
3. Is hand sanitizer at each armorer's station, and are armorers instructed to disinfect their gloves between athletes?			
4. Does the armory have a single line in which social distancing of 6 feet is maintained for athletes bringing equipment to be checked?			
5. Is only one athlete OR one family member allowed to wait in the line for equipment check; no other persons are allowed to wait in or near the line?			
6. Is the floor clearly marked so athletes know where to stand to maintain social distancing while waiting to move forward?			
7. Is a clear mark on the floor 6 feet in front of the armory station to indicate to athletes where to stand while their equipment is being checked?			
8. Do fencers move forward only when called, place their equipment on the table, and step back to the marked line to wait to be called forward to collect their equipment?			
9. Is a "pause" scheduled every 30 minutes for sanitizing tools, workspaces, and tables during which all equipment checks cease?			
GUIDELINES FOR TOURNAMENT AWARDS CEREMONIES	Yes	No	Other/NA
1. Are awards presenters and assistants required to wear COVID masks during presentations?			
2. Are athletes required to wear COVID masks and maintain 6 feet from other athletes and presenters as much as possible, and are handshakes and other direct contact prohibited?			
3. Are friends and family members prohibited from standing in the awards area with the athlete while waiting for the presentation?			
4. Has the presentation process been modified to reduce direct contact between the athlete and staff such as placing medals on a tray, etc.?			
5. Are large gatherings of crowds for photos in the awards area discouraged?			
GUIDELINES FOR AFTER EVENT DUTIES	Yes	No	Other/NA
1. Were all attendees (athletes, coaches, spectators, and tournament staff) directed to contact the tournament organizer, Regional Coordinator or National Office if they receive a positive diagnosis of SARS-CoV-2 infection within 14 days of the end date of the tournament?			
2. Was contact information for the local organizer, Regional Coordinator and/or National Office included in the tournament posting information (Askfred or USFA website)?			

<p>3. Is contact tracing information maintained in a secure and private location accessible only to designated personnel, held for 30 days after the last day of competition, and does this information include:</p> <ul style="list-style-type: none"> • Attendee’s full name • Telephone number • Email address • Dates of attendance • Tournament events attended, staff position held, or vendor location 			
<p>4. If the organizer was notified an attendee at their event was diagnosed with COVID-19 either during or after the competition, was the National Office notified immediately?</p> <ul style="list-style-type: none"> • Record day, time and contacted person’s name: _____ 			
<p>5. If the organizer was notified an attendee at their event was diagnosed with COVID-19 either during or after the competition, were other attendees notified immediately of <i>potential</i> exposure, and was this information posted in a public area such as Askfred “More Info” page, the Tournament information page on the USFA website, the Division website, or other area accessible by attendees?</p> <ul style="list-style-type: none"> • Do NOT reveal the potentially exposed person’s name or other identifying information to any unauthorized person! Authorized persons would be your area’s Public Health personnel, National Office staff, or Regional Coordinator. • Do NOT state other attendees were exposed. Always use the term <i>“potentially exposed,”</i> and suggest they contact their health care provider for guidance. • Do not use social media outlets (Instagram, Twitter, Facebook, etc.) to post public notifications. • Record the location of the posting: 			

If the organizer is made aware that a person in attendance at their event is diagnosed with COVID-19 either during or after the competition, the organizer should immediately notify the National Office or Regional Coordinator, other athletes, parents, and staff present about a ***possible*** exposure. The name or other identifying information of the potentially exposed individual should not be made public. (The National Office will alert the organizer should they need the individual’s name.) Anyone exhibiting any COVID-19 symptoms should be immediately dismissed from the tournament and directed to the nearest hospital, clinic or doctor’s office.