

National Fencing  
Association Logo



## *Name of Competition*

Dear Friends,

On behalf of the Fencing Confederation of Asia and the **(Host Fencing Federation)**, it is with great pleasure to invite you to the **(name of competition)** which will be held at **(city and country)** on **(date)**.

Attached are the Entry and Accommodation forms to facilitate your participation to the competition. Kindly take note of the deadlines with which you are required to complete and submit these forms.

Details about the competition may also be found in the succeeding pages. For further details you may make inquiries through email: **(email address of the Host Fencing Federation/Organizer)**

Thank you very much and we look forward to welcoming you in **(city)**.

**Name and Signature**  
**President of Host Fencing Federation**

**Name and Signature**  
**FCA President**

Detail of the competition as follows:

**1. Organizers:**

**(Host Fencing Federation)**

**2. Address of the host fencing federation,**

Telephone: (+123456789)

Email: (competition@gmail.com)

**3. Competition venue**

**Name and address of the venue** [*“Korat Shopping Mall”, Mittraphap Rd., Nakhon Ratchasima, Thailand”*]

**4. Schedule of the Competition:**

Date	Time	Event	Remarks

Schedule may change depending on final number of entries.

**5. Participants**

- Open only to member countries of the Fencing Confederation of Asia and the Oceania Fencing Confederation
- All participating countries (Asia and Oceania) can enter a maximum of four (4) fencers in each individual event, and one team in the team event (three (3) fencers and/or one (1) substitute) All fencers must have a valid FIE License and entries must be encrypted through the FIE website ([www.fie.org](http://www.fie.org))

**6. Entry**

- Entry fee of US\$50 for individual and US\$150 for team must be paid at the team manager’s meeting.
- All entry forms 1,2,3,4 must be submitted to the organizer and send to (email address of the organizer)

(a) Form 1: Preliminary Entry (by event and number) – (Date of Deadline)

(b) Forms 2 & 3: Final Entry (by event and name) – (Date of Deadline)

(c) Form 4: Accommodation and Transportation – (Date of Deadline)

## 7. Accreditations:

- Officials and athletes should provide a passport sized photo for making ID Card and send to **(email address of Host Fencing Federation)** by **(Date of Deadline)**
- The format file: name of the photo: <country>\_<official/athlete>\_<name>. For example  
THA\_Athlete\_LASTNAME\_firstname.jpg or  
CHN\_Official\_NI\_Hao.jpg

## 8. FIE Rules:

The Competition shall be conducted in accordance with the current Statutes and Rules of the FIE. In case of disagreement in the interpretation of the Rules, the latest English version shall prevail. The Directoire Technique will, however, reserve the right to decide, without right of appeal, on any issues not covered by the FIE Rules or by these Rules.

## 9. Equipment:

All equipment to be used must comply with FIE standards. All equipment must be submitted for weapons testing and marked by organizer before they may be used in the competition.

## 10. Competition Management:

- **Referee**  
FIE-licensed referees will be designated by the FCA. Referees must present themselves during the Referees' meeting on **(Date and Time of the Meeting.)** Referees must be **properly attired** in jacket/blazer and long pants.
- **Directoire Technique (DT)**  
The DT shall be responsible for the technical organization of the competition. The FCA will designate the DT president and DT member, while the host country will assign another DT Member.
- **Protests**  
Appeals against decisions of a referee should be made immediately by the competitor so their team captain to the referee, before any decision is made regarding a subsequent hit. If the referee should maintain his decision, the complaint shall be brought to the attention of the DT.

## 11. Prizes:

- Individual events: one (1) gold, one (1) silver, and two (2) bronze medals to the top four (4) fencers and diplomas to the top eight (8) fencers.
- Team events: four (4) gold medals for the champion team, four (4) silver medals for the second placed team, and two (2) sets of four (4) bronze medals for the two losing teams in the semi-finals, and diplomas to the members of the top four teams.
- Individual events will earn FIE ranking points, in accordance with standard FIE rules.

## 12. Accommodation and Transportation

**(Information of Official Hotels, Name of Hotel, Address, Price and inclusions e.g. Buffet Breakfast, transportation (airport-hotel-venue shuttle)**

## 13. Language: Official language of the AFC is English

## **Visa Support**

Kindly check for visa requirements to **(country of destination)** before making your ticket reservations. Those who need visa assistance and/or visa support, please contact **(email address of Host Fencing Federation)** no later than **(deadline date.)** All participants must possess a valid passport.

### **Further information and contact person:**

**(Name of organizer, address of organizer, e-mail of organizer, phone no of organizer)**

**(Name of contact person, mobile phone number of contact person, e-mail of contact person)**