

Junior World Cup - Parents and Athlete Information

2017/18 season

1. Background

In June 2016 British Fencing undertook a review of the administration of Junior World Cups. This review took into account the feedback received from parents, athletes, BF staff, referees, Team Managers from the previous 12 months. The desire was to provide a simpler and more cost-effective procedure for all involved.

Because of this review British Fencing have changed the roles and responsibilities of the staff and volunteers that support Junior World Cups and successfully piloted this during the 2016/17 season. Following a review of this British Fencing have updated sections of this document for the 2017/18 season.

Parents and Athletes should note the below, specifically around chaperoning to and from the UK/squad meeting points, charges and accommodation:

2. Updates to JWC administration and process

- 1. Selection Dates:** JWC selection dates have been amended to allow sufficient time for the process of ranking updates, selection panel meetings and advance administration of travel arrangements. Please see <http://britishfencing.com/GBR/juniors/> for new dates (which are typically a Thursday)
- 2. Squad Size:** JWC squads will now consist of up to 9 athletes plus 3 reserves. However, if a weapon has more than this number of fencers who can put in a credible performance a review will be undertaken. Fencers are required to be 16 at the date of travel to the event and on the date of the competition itself. Exceptions will be made if selected by the Talent Program Manager in consultation with the lead talent coach(es). For details please refer to the related selection Policy http://britishfencing.com/GBR/juniors/ranking_and_selections/
- 3. Selection Notification:** Selections will be published on the BF website. Athletes/Parents will receive selection email notifications via Sport:80. Selection is accepted by following the instructions in the email and by paying the required amount by the deadline stated in the email (typically, within 5 days of receiving selection notification.)

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- Failure to accept selection in this way will result in the fencer being automatically de-selected and the place offered to another fencer.
 - NB The intention is that flights would be booked on the Monday afternoon, therefore athletes/parents should expect a deadline of 12 noon on the Monday, following a Thursday notification. Athletes/Parents should ensure that their contact details are up to date so they can be easily contacted in the event that any issues arise when booking flights.
4. **Reserve Fencers:** Reserve fencers will be emailed by Sport:80 at the same time as the other selected athletes. They may login into the system but will not be able to confirm their place until a position comes available either due to a decline or the closing date has been reached. If a space becomes available reserve fencers will receive an additional notification from Sport:80 to confirm their place by the deadline stated in the email (typically midnight on the 7th day after selection) by paying the fees due and following the same instructions in their email.
5. **Travel to and from the UK:** Performance Team Managers (PTM), formerly known as Team Managers or any other BF staff member will no longer be responsible for chaperoning athletes to and from the UK to the country of the event. Athletes may choose to travel on the same flights as the PTM or referees and take advantage of group transport and transfers, only if all the travel arrangements are made via the British fencing travel provider (Sport80). Sport:80 can be contacted in advance of selection if athletes/parents wish to discuss pre-booking flights, however this confers no rights on the athletes to be selected and the airline refund policy would apply.
- Athletes may be accompanied by their parents or travel alone. For athletes under 18 this will be at the discretion of the parents. PTMs will not be administering any travel details. It is the responsibility of the parents/athletes to ensure that they have all necessary travel documentation including visas and letters of authority. All travel will be managed by Sport:80. Please contact them directly with any travel concerns.
 - Athletes may choose to select and pay the Sport:80 flight and transfer option given or find and book their own flights and transfers at their own cost. Please note this will be on an **'all or nothing'** basis. If you do not choose to book your flights with Sport:80, airport transfers will **not be** made available to you. You will need to make your own transfer arrangements. If athletes wish to travel with a parent or guardian using the Sport:80 flight option, this can be arranged by Sport:80. Please contact them direct.
 - Please be aware that some countries may require minors (U18's) to carry a letter of authority for independent travel to that country, signed by their parent or guardian. UK border officials occasionally ask to see the same upon return to the UK. In the event that a parent/guardian wishes a minor to travel independently or under the care of an unrelated adult, it is the parent's/ guardian's responsibility to ensure that the minor travels with this letter of authority.

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6. **Security updates:** Following recent advice from the British Olympic Association (BOA) and the Foreign and Commonwealth Office (FCO) to all National Governing Bodies (NGB), British Fencing will notify the relevant FCO department of all nominated JWCs, to ensure that Embassy and Consular staff are aware of the BF's squad's attendance. For further information, please see the full Security Policy [here](#)
7. **Accommodation:** The squad hotel booking must be taken as part of the squad. All accommodation will be organised by Sport:80 and athletes must pay for this cost in advance as part of accepting selection. The squad hotel is for the squad only, including accredited personal coaches. Parents wishing to travel to support at the competition **MUST** source alternative accommodation and arrange meals separately from the squad between entry and exit points. Sport:80 are able to help parents with alternative hotels if required, please contact them for further details.
8. **Officials:** Officials on a JWC will consist of a Performance Team Manager (PTM) and a referee. BF can no longer guarantee to send a coach to attend every JWC event. BF may choose to send an officially appointed BF Squad Coach. The BF Squad Coach will be confirmed at selection and will be sent at no additional cost to the individual fencers. Fencers/parents/clubs and or groups of athletes may organise personal coaches to attend. This can be as individual or on a squad basis, where no BF appointed Squad Coach exists. All costs must be covered by the parties concerned as BF or Sport:80 will not be held accountable for any costs.
 - If personal coaches wish to attend and be treated as part of the squad (e.g. stay in the squad hotel, included in squad meetings etc.), written consent must be obtained from BF via the LPTM. BF retains the right to refuse approval for personal coaches to join the squad on the basis of disciplinary record, safeguarding and ability to work constructively with appointed officials (including any appointed Squad Coach) within the BF codes of conduct. BF will not be liable for any costs incurred by a coach on the assumption that approval will be granted.
 - All coaches attending (personal or otherwise) must be on the BF Coaches Register (or National equivalent for coaches working outside of the UK) and agree to operate under all relevant BF Codes of Conduct (Member, coach, etc.)
9. **Costs:** All JWC events will now be run using a fixed cost system for officials. JWC squads of 9 will normally be supported by two officials: a PTM and a referee. For the start of the 2016-17 season the fixed cost each athlete will have to pay in advance to confirm their selection will be £130 to cover the attending officials. In addition, there is a Sport:80 administration fee of £30.00 per JWC event.

The total advance payment will therefore be £160.00 plus hotel fee and travel option if chosen.
10. **Meeting Points:** Athletes must meet their PTM at the given time and place (normally the hotel) usually 6pm the night preceding the event (entry point). Parents who have accompanied their

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fencer to the entry point will be expected to hand over the athlete to the PTM and allow the PTM to take responsibility until the published exit point. Failure to adhere to the published entry and exit points may result in a disciplinary procedure being taken against the athlete. Where there is an individual and team event there will be an earlier exit point for those individuals not competing in the team. Athletes with earlier flight options will be granted an earlier exit point.

11. **Lead Official:** PTMs will take full responsibility for the duration of the JWC event between the specified entry and exit times. They will be responsible for managing the behaviour, actions and attitude of not only the athletes but also any other travelling adult attending the JWC event. This include parents as well as personal coaches. The PTM has the authority to decide what is best for the squad at all times, and will work with coaches where appropriate. From time to time the PTM will need to take decisions which may be in the best interest of the group, or find a compromise between opposing athlete needs. Please respect the PTM's choices and abide by their instructions. Where BF appoint a squad coach, this coach will have delegated authority for all performance related matters.
12. **Athletes Responsibilities:** The experience of competing in JWCs should prepare athletes for the move to the senior level. Athletes are expected to take personal responsibility for all factors that will impact on their performance including sleep, nutrition, hydration, equipment, warm up etc. Athletes are expected to understand how their behaviour may impact on the preparation and performance of other squad members and athletes are expected to make positive behavioural choices in this respect. The PTM will create a professional environment to allow the athletes to take on this accountability and will only guide the athletes where necessary. The PTM will work to allow athletes to become responsible and self-sufficient in all aspects of their JWC experience and ready to progress into senior pathway. Support from personal coaches (and parents where appropriate) to provide education in advance is expected.
13. **Travel and Event Information:** Sport:80 will send all necessary travel and JWC event details at least 1 month prior to the event date to the athletes direct. Athletes who organise their own travel arrangements are required to inform Sport:80 of their detailed travel arrangements at least 5 weeks before date of travel.
 - a. Sport80 (not the PTM) will send out full confirmation of any flight options booked via Sport:80 alongside any JWC details needed for the event.
 - b. Athletes are expected to check the competition details on the FIE website prior to leaving to ensure they have the latest information relating to the competition: <http://fie.org/competitions>. Specifically athletes must be fully aware of weapon check times, equipment requirements etc.
 - c. Athletes must be fully aware of the code of conduct requirements and the expectations on them before confirming their place on the squad.
 - d. General information will be made available to all athletes on the BF website.

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Reminders for Athletes/Parents

- Athletes with outstanding debts are not eligible for selection. It is the responsibility of the athlete and parent to respond to emails regarding outstanding debts. British Fencing (BF) will not enter any athlete with an outstanding debt into a competition and takes no liability for any costs incurred by an athlete or parent as a result of failing to settle these debts when notified.
- Athletes are still subject to the BF Code of Conduct whilst travelling to and from competitions, irrespective of who they travel with and who organises their travel. In particular BF expect
 - all use of social media to be appropriate and responsible,
 - no alcohol to be consumed
 - recognising that the athletes are ambassadors for their sport and their country.
- Please note that once an athlete accepts selection they will be liable for any FIE fines if they do not attend, regardless of the circumstances other than those allowed by the FIE. Please contact BF head office for further details.
- Athletes are responsible for ensuring their details are correct on the Sport:80 portal these include: contact, passport, medical, insurance etc. BF and Sport:80 are not responsible for out of date data and athletes/parents will be liable for any additional charges relating to use of incorrect data.
- Athletes are responsible for their own travel insurance and should check that the underwriters cover 'competing in amateur competition' rather than 'recreational fencing'.
- Parents/Athletes with any safeguarding or medical issues (other than those indicated in the Sport:80 platform) should contact the Performance Team Manager allocated to the appropriate JWC. Contact details will be listed on the BF website.
- Parents of athletes under the age of 18 must complete 2 copies of the FIE 'in loco parentis' forms and send these in advance to the PTM – one will be retained by the PTM and one copy will be given to the competition organiser on check-in. It is strongly recommended that the athlete also retains a copy.
- Personal coaches that are granted permission to attend the JWC will be within the remit of the PTMs responsibility during the JWC event. Coaches will not be permitted to preclude the PTM from safeguarding the fencers' wellbeing, focus and welfare. This includes the evening before the event or anytime during the entry and exit point of the athletes. Where BF appoint a squad coach, this coach will have delegated authority for all performance related matters.
- Be aware of the current British Fencing recommendations that in the event of two GBR athletes meeting in the Direct Elimination matches at any JWC, they will respect the current practice that no member of the GB squad or any coach (squad or personal) supports them during the match. This is to ensure that there is no allegation of unfair bias shown towards one squad member over another.

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Responsibility Timeline – Athletes/Parents

Step	Description	Deadline	Responsibility
1	Selection/competition calendar published		British Fencing
2	Notification emails sent to athletes selected	Selection Publication Date	Sport:80
3	Confirm place* & pay fixed fees by deadline	typically within 5 days of selection place offered	Athlete/Parent
4	Provide up to date contact details	Ongoing	Athlete/Parent
5	Decide to select Sport 80 travel option and pay for flights by deadline or book independent travel	typically within 5 days of selection place offered	Athlete/Parent
6	Pay for hotel option by deadline	typically within 5 days of selection place offered	Athlete/Parent
7	Selected reserves to confirm and pay same fixed fees, hotel and flight option if applicable in advance if a place is available	typically before midnight on the 7 th day of the selection notice	Athlete/Parent
8	Liase with Sport:80 with regards to any travel booking issues		Athlete/Parent
10	Ensure all details including independent travel arrangements are updated on the Sport 80 portal	6 weeks before travel	Athlete/Parent
11	Send final travel arrangements and event organisation to all participants	1 month before travel	Sport 80
12	Meet with PTM at entry point and time – any delay must be communicated to the PTM	Event entry point	Athlete/Parent
13	Take responsibility for all preparation and personal accountability for all factors that impact performance		Athlete
14	Act as the contingent lead for the JWC event between entry and exit point		PTM

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15	Leave the JWC event at exit point as organised with the PTM	Event exit point	Athlete/Parent
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*By confirming acceptance of selection an athlete is confirming that they:

- Will read event details including weapon control, independent travel options, dress code, fitness requirements and any other notices highlighted by Sport 80/BF.
- Agree that once confirmed non-attendance at the JWC may result in a fine and agree to pay such a fine if issued by the FIE
- Agree to abide by the relevant British Fencing Codes of Conduct.

- **Version History (can be placed at end)**

Version Number	Date Updated	Updated by	Comments
V1.0			First draft
V1.1	25/07/2016		Updated to clarify Personal Coaches
V1.2	07/09/2016	NB	Updated to clarify Entry Time
V2.0	10/04/2017	NB	Updated following review of 2016/17 season