

BF Event Licensing Information & FAQs

1. Purpose of Document

This document is intended to explain why British Fencing (BF) are introducing Event Licensing and answer common questions. If you require any further information please contact events@britishfencing.com.

2. Background

The primary reason that BF are launching a licensing scheme is to ensure that all fencing event organisers are covered by the BF insurance policy.

In order to insure an event and provide public liability cover for the organisers, BF need to know that the event is taking place.

Creating a licensing scheme is a simple way of allowing event organisers to register their event.

3. What events need to apply for a licence?

To be covered by the BF insurance policy all competitions and events must be licensed by BF, whether competitive, ranking, open, closed or simply recreational.

Events will be issued with a unique license number which should be made available on the competition information forms/webpages.

Inter-club/school matches between 4 clubs or less do not need to be licensed, but all competitors must hold a minimum of a starter membership to be covered by the BF Insurance policy.

4. What are the insurance benefits for event organisers?

The BF insurance policy gives the organiser/organising committee of the event:

- additional public liability cover: up to £10m
- workforce liability: for injuries caused to a person engaged as part of the workforce by the club/committee arising out of and in the course of their work on the event (usually volunteer helpers/parents)

5. What are the other benefits?

All events that are licensed by British Fencing will be added to a searchable list made available on the BF and home countries websites. This is to allow fencers, parents and coaches to easily search for competitions that best suit their needs and to view basic information.

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Events will be able to add in their own URL (hyperlink to a website or webpage) so that further information can be easily accessible.

Additionally, it will help BF and the Home Countries to plan event dates in the future, as currently there is no simple, centralised way to find out what fencing events are happening in the UK.

6. What are the Event Licence Packages?

(One event can have multiple weapons and categories)

All categories include **insurance cover** and **basic website listing**

Ranking Events

Package 1 – Any number of competitors, Event managed through platform	£10
Package 2 – Less than 100 competitors, Not managed through platform	£10
Package 3 – More than 100 competitors, Not managed through platform	£40

Non-Ranking Competitive Events

Package 4 – Any number of competitors, Event managed through platform	£5
Package 5 – Less than 100 competitors, Not managed through platform	£5
Package 6 – More than 100 competitors, Not managed through platform	£15

Recreational (inc all Plastic) Events

£0

For your event to be designated a 'Recreational Category', organisers must go through a Home Country approval process. All Recreational Event licences will then be issued via BF Head Office.

Have-a-go sessions and taster events can be logged directly with BF Head Office for no charge.

7. How do I apply for a Licence?

You can apply for a licence by logging into the British Fencing Platform at www.bf.sport80.com. Once logged in follow these steps:

1. Select the "Events" tab in the left hand menu
2. Click the "Event Licensing" button in the top right hand side of the page
3. Select your Event Licence Package

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4. Complete the form and fill out the required details (please ensure you have the membership ID to hand for the Event Organiser and the Welfare Officer)
5. Once you have completed the form, click the submit button and pay for your licence using the basket feature (if there is a fee attached to the category you selected)

8. What if I am close to 100 participants?

If you select a reduced package and you subsequently go over 100 competitors you can contact headoffice@britishfencing.com to upgrade your licence and insurance.

9. Can I buy multiple licences for future years?

You can buy a licence for an event up to 24 months in advance, however this confers no rights to maintain a status as a Ranking Event.

10. Can I get a discount if I organise multiple events?

Organisers that run multiple ranking events in a season should contact us directly for bulk licensing options.

11. What does 'Managed through the Platform' mean?

Event organisers that choose a package with this option will be able to use the British Fencing Platform to collect and manage entries online for their event. If you choose to manage the event through the Platform, you will receive initial instructions via email upon completing the licensing application. The instructions will provide more detail around the event set up process and how to access the event admin panel.

12. What does it cost to sell entries through the platform?

The Sport:80 fees for use of the Platform are 4%+VAT of each and every item processed on your behalf via the Platform. In the event of an entrant cancelling an entry, Sport:80 do not refund platform fees or those of payment providers. You must provide a clear cancellation policy when setting up an event.

Stripe provide the payment gateway to enable entrants to make online payments. Stripe fees vary dependent on card type, but on average are 1.4% + 20p. All fees are passed onto the end user and clearly displayed before they checkout, therefore this does not come out of your event income.

Any Club or Organisation that manages an event through the platform are able to set up a stripe account to ensure entry monies are paid directly to them.

13. How do I get my event advertised in the Sword?

If you would like to advertise your event in the Sword, or be a featured event on the BF Website please contact media@britishfencing.com. Additional charges apply.

14. Does one event with 6 categories of competition need one or 6 licences.

One event can contain multiple weapons, individual or team. You only need one licence, but the appropriate licence package will depend on the total number of participants.

15. How do I apply for a Recreational category licence?

Recreational category events go through an approval process with the appropriate Home Country – if you wish to be considered as a Recreational Category event please contact headoffice@britishfencing.com.

16. Must a licensed event conform to any minimum standards?

There are no new standards being brought in at the moment and the existing policies still apply.

All events must:

1. Be run in accordance with BF policies in a safe manner taking into consideration appropriate guidelines regarding equipment, safeguarding and FIE technical rules.
2. Have an appropriate number of officials of a suitable standard for the size and level of event.
3. Undertake a risk assessment, to be retained by the Event Organiser and submitted to BF and the Insurers in the event of an incident or claim.
4. Check participants hold valid and appropriate category British Fencing memberships.

A Welfare Officer must be in place for all events where children (U18s) or vulnerable adults are participating, either as fencers or officials. Your Welfare Officer must contact Liz Behnke (British Fencing Equality and Safeguarding Manager) or home country welfare lead prior to your event to be brought up to speed on any issues they need to be aware of. Contact information can be found at <http://britishfencing.com/governance/welfare/> or on the home websites as appropriate.

Ranking Competitions must continue to abide by certain minimum standards which are summarised in the Event Licensing Terms and Conditions on the [BF website](#).

Event organisers are strongly encouraged to provide potential participants (and their parents) with information – FIE referees and fully metallic pistes have their place, alongside self-refereeing ‘friendly’ events.

The important point is that participants have a good idea what kind of experience they are going to get before they turn up and can make choices about which events to participate in accordingly.

17. Does my event *have to* appear in the search results on the BF Website Event Finder?

No. If you do not want your event to appear in the search results please ensure that you check ‘No’ when asked to display on calendar (can be found on the event info section of the form). This functionality is intended for clubs who run select invitational events for individuals or teams, that they do not wish to publicise.

18. Is the intention to introduce more standards in the future?

At the moment the Home Countries Working Group are undertaking a project to look at the future of the National level competitions. It may be that as part of the conclusions, certain levels of competitions may receive additional guidance and/or additional expected minimum standards. However, the focus of this initiative is to ensure that events are registered with British Fencing, covered by insurance and information about them is accessible to the wider fencing community.

19. What information do I need to submit when applying?

There is a basic set of mandatory fields to complete (name of event, date, organiser details, location etc.) and some optional information. For a full list of the information you are expected to be able to provide please see Appendix A – Event Licensing Required Information.

20. Why are you charging?

For the last 8 years British Fencing have been supported by Sport England to deliver much of the work to support fencers clubs and coaches.

The amount of money available to National Governing Bodies to support their ‘core’ membership has been significantly reduced.

<https://www.sportengland.org/media/10629/sport-england-towards-an-active-nation.pdf>

It is therefore vital that BF provide services to members on a sustainable basis, rather than expecting public funding will cover the cost.

We believe that events should be able to contribute a small amount towards the cost of the additional liability insurance cover. BF do not receive enough from membership fees alone to continue to cover the full cost of insurance.

21. What are the Event Types?

Event types include the following:

- Open – open to anyone within the age category
- Regional Closed – require regional affiliation
- HC Closed – require Home Country affiliation
- Other Closed – any other restriction – e.g. British Nationality, events for which selection is required, a specific school affiliation etc.

22. Do I need to use the British Fencing Platform to run my events?

No. *However you must undertake the appropriate membership check available through the platform.*

If you allow fencers to participate with the incorrect level of membership and there is an accident involving those fencers, both the fencers and organisers may not be covered by the insurance policy.

23. What happens if I've already registered on the BF Calendar?

All competition organisers will be contacted and given 3 months to complete the registration process. There will be no additional charges to licence an event that is already on the Calendar prior to the date the system is launched.

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24. Appendix A - Event Information Required

Event Type	Individual; Team; Individual and Team
Event name	
Start Date	
End Date	
Entry Close Date	
Website	
Level (choose all that apply)	Beginners; Novices; Experts
Type	Open; Regional Closed; Home Country Closed; Other closed
Entry Numbers	0-25; 25-50; 50-75; 75-100; 100>
Categories	M/W; FES; Individual/Team
Age category/categories	
Entry limits	
Event organiser name	
Event organiser email	
Event organiser phone	
Event organiser membership number	
Welfare Officer name	
Welfare Officer email	
Welfare Officer phone	
Welfare Officer membership number	
Any entry restrictions	
Venue Info:	
Parking	
Refreshments	
Separate viewing area	
Separate warm up area	
Self refereeing	
Equipment stand	
Armoury provision	
Number of rollout pistes	
Number of metallic pistes	
First aid provisions	
Venue address	
Prize info	
Additional info	