

## Procedures for IWAS Wheelchair Fencing Refereeing Examinations

### 1. Common

- 1.1 The IWAS wheelchair Fencing (IWF) Referee Seminars and examinations (written and practical) are held by the members of the Referee Commission.
- 1.2 Any National Federation or NPC may contact the IWAS office, via its own IWAS Member or IWAS Developing Member organization, to request seminars and examinations.

The National Federation / NPC /IWAS member who is responsible for organizing the Referee Seminar, (hereafter referred to as the Organising Committee OC), is responsible for the following:

- All costs for flights, transport, accommodation and board for the Commission member who will be conducting the seminar and examinations.
- A suitable meeting room and a room for conducting the practical training and examination.
- Provision of suitable wheelchair fencing frames, wheelchairs and fencers available for the practical examinations.

- 1.3 Nominations for IWF referee candidates must come from the National Federation or NPC of IWAS Member/IWAS Developing Member Nation.
- 1.4 A minimum of 5 candidates are required for the referee seminar to be held.
- 1.5 Candidates are responsible for payment of the Registration Fee for the Referee Seminar and examination prior to the course. Course Fees will be clearly marked on the Registration forms and course information.

Candidates are responsible for all of their own travel, accommodation/board costs and arrangements for the course.

- 1.6 Candidates must take the seminar and pass the written examination prior to taking the practical examination.
- 1.7 Candidates who fail the written and/or the practical examinations must wait until the next available course, to begin the process again.
- 1.8 Candidates who complete the seminar, pass the written examination, and pass the practical examination will be called "Nominees" and are eligible for evaluation for licensure at 17U, 23U World Cups, Senior World Cups or Zonal Championships.

The Nominees will make their own arrangements (or their National Federation/NPC/IWAS member may do this for them) to take the final practical examination at one of these events in the same season. They will not count for the number of needed referees of their federation for this competition.

## **2. Duties of the National Federation/NPC/IWAS Member**

2.1 The National Federations/NPC must designate their best national referees according to the criteria of experience and competence.

2.2 They must properly prepare their candidates and ensure that they train seriously.

2.3 The "Candidate Registration Form" must be signed, stamped, and sent by a National Federation/NPC/IWAS Member, to the IWAS Office including signed code of conducts, at least 4 weeks prior to the date of the seminar/examinations.

2.4 The Registration Fee for each candidate must be paid to the IWAS Office at least 4 weeks prior to the date of the seminar/examinations.

2.5 Late entries can be requested for consideration by the IWF Referee Commission but are not automatically accepted. Requests must be made to the IWAS office. If any late entry is accepted, an additional late entry fee, per candidate, may be charged and must be paid prior to the seminar/examination. The Late Entry Fee will be specified on the Registration and Information documents.

Any unpaid fees will result in the candidate being disqualified from the course.

## **3. The Referee Candidates**

3.1 The candidates must

- Have a perfect working knowledge of the rules and their applications.
- Have a good feeling for wheelchair fencing
- Respect the rules and systematically apply them
- Be perfectly acquainted with the French vocabulary used by referees.
- Be able to speak to athletes and coaches in English
- Know and use proper hand signals.

## **4. Duties of the Organizing Committee**

4.1 Cover the transportation and accommodations of the Referee Commission member/s who is/are conducting the seminar/examinations.

4.2 Must supply a suitable room with tables and chairs, internet access, and a printer for the written examination.

4.3 Must supply a room with frames, scoring equipment, weapons, and fencers for the seminar and the practical examinations.

## **5. Duties of the IWF**

5.1 The seminar and examinations will be conducted by one or more members of the IWF Referee Commission (depending on number of candidates).

5.2 The travel cost, per diem, as agreed by the IWF Executive Committee (including day of arrival and departure) are paid by IWF.

- 5.3 The relevant materials (e.g. questionnaires, examination documents, rules for competitions) will be provided by the Referee commission member giving the seminar/examinations.
- 5.4 The Referee Commission member conducting the seminar/examinations will send the original examination documents to the IWAS Office and a copy to the chair of the IWF referee commission.
- 5.5 The chair of the IWF referee Commission will notify all Nominees (i.e. those who completed the seminar, passed the written examination, and passed the practical examination) and their National Federation/NPC/IWAS Member of their eligibility to be evaluated at U17, U23 World Cups, Senior World Cups or Zonal Championships.
- 5.6 Two members authorized by the IWF Referee Commission will perform the final practical examination of the nominees at U17, U23 World Cups, Senior World Cups or Zonal Championships and notify the nominees and their National Federation/NPC/IWAS Member of the success or failure of the nominees after this final practical examination process.

## **6. Written Examination**

- 6.1 The examinations are confidential. Only the refereeing candidates, and official IWF representatives are allowed to stay in the room during the written examination. It is forbidden for any other person to enter the room during the examination.
- 6.2 The written examination is a multiple-choice questionnaire with different variations, each containing 30 general questions and 15 weapon specific questions.
- 6.3 The questionnaires are previously printed and signed on all pages and distributed by the examiners. The candidates must sign each page and verify that all personal information is correct (e.g. name, nationality, address, date of birth, email...).
- 6.4 Candidates with a minimum of 27 out of 30 correct answers will pass the written examination towards an IWF "B" classification in the weapons passed.
- 6.5 The maximum time permitted to complete the examinations are as follows:
- General Questions– 45 minutes
- The examiner will collect the examinations after the time limits have been reached.
- 6.6 It is forbidden to use any other external help, or to show the questions or the questionnaire to any other person during the examination.
- 6.7 Any candidate who does not respect these rules will be penalized. The examiner will confiscate the examination, and the candidate will not be permitted to complete the examination, and will automatically not pass the examination.
- 6.8 Examiners will evaluate each examination and will inform the candidates of their results prior to the practical examination. Only candidates who have passed the written examination may participate in the practical examination as candidates.

## **7. Practical Examinations**

7.1 Candidates may take the practical examination only after passing the written examinations.

7.2 Practical examinations for candidates will not be administered at World Cups, Zonal Championships, World Championships, and Paralympic Games. They should be given either the same day or the day following the written examinations at the same venue.

7.3 Candidates must referee in the examined weapons.

7.4 The candidate's performance is evaluated from 100% points by the examiner. To pass the practical examination and be eligible as a nominee, the candidate must achieve a minimum of 80% points.

7.5 During the practical examination, candidates will be evaluated in the following areas:

- Hand signals
- Fencing measure and distance
- Cadence of the commands "En garde, pres, allez"
- Application of rules concerning the position of the athletes in their chairs
- Application of penalties
- Application of weapon specific rules
- Overall impression

## **8. Nominee Certification as an IWF Referee**

8.1 Once a candidate has passed the written and practical examinations, the candidate will be considered a nominee for an IWF "B" license in the weapons passed.

8.2 Nominees must then attend any of the following events for final practical testing by two persons authorized by the IWF Referee Commission:

- 17U World Cup
- 23U World Cup
- Senior World Cup
- Zonal Championships

8.3 Expenses incurred to have nominees at any of these events will fall on the nominee, the National Federation/NPC /IWAS Member or some combination of these two. IWAS will not incur any costs for nominees during any of the events associated with their final practical examination.

The nominee/s will not count for the number of needed referees of their federation for this competition.

8.4 During the practical examination, nominees will be evaluated in the following areas:

- Hand signals
- Fencing measure and distance
- Cadence of the commands "En garde, pres, allez"
- Application of rules concerning the position of the athletes in their chairs

- Application of penalties
- Application of weapon specific rules
- Overall impression

8.5 The nominee's performance is evaluated from 100% points by each examiner. To pass the practical examination and earn a "B" IWF Referee classification, the nominee must achieve an average minimum of 80% points.

8.6 If a nominee does not pass the practical examination, the nominee is not eligible to earn a license for the remainder of the season in progress, but may begin the **entire process** (i.e. seminar, candidate practical examination, and then nominee practical examination) after the current season is complete, unless otherwise agreed by the Referee Commission.

## **9. Deadlines**

9.1 Requests for seminars are to be made through the IWF Office after determining which member of the IWF Referee Commission is available and committed to give the seminar and practical examinations. These requests must be made by the IWAS Member (OC) at least 7 weeks prior to the date of the seminar.

9.2 The date(s) of the seminar and practical examination must be posted on the IWF calendar at least 6 weeks prior to the date(s) of the seminar and practical examinations.

9.3 Nominees must inform the IWF Referee Commission and the IWF office of their intent to take the final practical examination and the event they intend to do so, 4 weeks prior to the event.