



US Fencing Coaches Association

Certification and Accreditation Board Certification Handbook

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Introduction.

One of the Coaching Association's most important services is the certification program. This program is supervised by the Certification and Accreditation Board (CAB), consisting of Fencing Masters elected by another member Fencing Masters. Receiving a USFCA certification provides the fencing coach or teacher a measurement of his or her knowledge and ability, through certification clinics and the examination process. Earning a certification is an excellent tool to distinguish your credentials to potential parents and employers.

The Coaches Association examines and certifies coaches in five levels of expertise:

- Base (Level 1): USA Fencing SafeSport Certification and Background Check
- Assistant Moniteur (Level 2)
- Moniteur (Level 3)
- Prévôt (Level 4)
- Fencing Master or Maître (Level 5)

Rank	Role	Certification Pathway
Assistant Moniteur (Level 2)	Assistant Moniteurs (Level 2) are the initial level of instructor, qualified to assist all levels of certified professional coaches [Moniteur (Level 3), Prévôt (Level 4), and Master (Level 5)] in teaching group lessons and beginner level classes at the club or salle. Assistant Moniteurs, in programs managed by a certified current member of the USFCA, operate under the direct supervision of the professional to carry out the instructional program. In addition, Assistant Moniteurs may serve as beginning level instructors for school, college, or recreation program beginner courses.	Assistant Moniteurs earn their certification by following either of two pathways: 1. Passing a written exam, completing 20 hours of work and 20 hours of instruction under a Moniteur (Level 3), Prévôt (Level 4), or Master (Level 5) that is a current USFCA member. 2. By attending a USFCA certified clinic of at least 14 hours, pay for and pass the Moniteur (Level 3) written exam, pay online to register for the Moniteur (Level 3) practical exam, and earn a score between 65 and 74% on the practical.
Moniteur (Level 3)	The Moniteur (Level 3) certification is a professional level fencing certification that is designed primarily for those wishing to teach or coach fencing in club, community and school programs without direct supervision. They give	This level of certification is achieved by passing an online written examination and later a practical examination under the supervision of two USFCA Fencing Prévôt (Level 2)

	<p>group classes and individual lessons to recreational beginners and up to intermediate level fencers that compete. A Moniteur (Level 3) candidate should know how to: care for personal fencing equipment, teach correct technical execution of various types of footwork, blade work (simple actions, compound actions, parries, counter-attacks) and be familiar with basic fencing theory and tactics</p>	<p>board certified examiners or one USFCA Fencing Master (Level 5) who is a board certified examiner. The practical exam requires a score of 75 or greater.</p> <p>A Moniteur can be certified in one weapon (eg Moniteur of Fleuret - Foil, Moniteur d’Sabre, Moniteur d’Épée) and after passing all three will be certified Moniteur d’Armes.</p>
<p>Prévôt (Level 4)</p>	<p>The Prévôt (Level 4) certification is in many ways similar to the Master level professional fencing coach, but with more emphasis on training fencers rather than other coaches. The Prévôt has proficiency with a variety of teaching methods so that they can train fencers of all levels to compete. They may also train fencers to become Assistant Moniteurs (Level 2) or Moniteurs (Level 3).</p>	<p>Prévôt (Level 4) candidates must pass a thorough test consisting of written, practical, and oral parts. The practical examination is given by a board of two USFCA Fencing Master (Level 5) Certified Examiners</p> <p>A coach can be certified as a Prévôt (Level 4) in an individual weapon (e.g. Prévôt d’Fleuret - Foil, Prévôt d’Sabre, Prévôt d’Épée), and after passing all three will be certified as a Prévôt d’Armes.</p>
<p>Fencing Master (Level 5)</p>	<p>Fencing Master (Level 5) is the highest level of certification in the USFCA and is recognized internationally via the Academie d’Armes Internationale (AAI). Masters are capable of teaching fencers from beginners to high-level competitive champions. Masters can also train other coaches to become Prévôts or Masters.</p> <p>Fencing Masters are expected to be able to give a challenging individual lesson to a fencer at a high level (e.g., to compete at a national level), as well as to be able to instruct novices in the fundamental skills. The Master should be able to give smooth and effective lessons involving actions of advanced tactics, changes of distance, choice of reactions, and variations of initiation. The Fencing Master must also be able to demonstrate, teach and elicit proper technique from their students.</p> <p>Along with lesson skills the Master should be familiar with training regimens and physical training, in order to direct the practice sessions, physical training, lessons, and competition schedule of serious competitors. This requires knowledge of various types of physical conditioning methods and periodization.</p>	<p>This certification requires passing the Prévôt written exam, a written thesis and a comprehensive practical and oral examination, given by a board of three USFCA Fencing Master (Level 5) Certified Examiners.</p> <p>A coach can be certified as a Master in an individual weapon (e.g. Maitre d’Fleuret - Foil, Maitre d’Sabre, Maitre d’Épée), and after passing all three will be certified as a Maitre d’Armes - Master of Arms.</p>

Access the Latest Evaluation Forms:

Use the official members' only USFCA website to locate the forms to grade the practical exams.

Under certification (*you must be logged in to the USFCA website to access these links*):

<https://usfca.org/index.php/members-only/documents-new#19-26-practical-scoresheets>

*Under the Members only tab / there is a drop-down list - go to Documents/Practical Scoresheets
Here you will find the Evaluation Score sheets to grade the practical exams. Print out the newest practical exam score sheets directly from the pdf documents there.*

List of Certification Documents and other handy bits

[Assistant Moniteur \(Level 2\) How-to](#)

[Assistant Moniteur \(Level 2\) Workbook](#)

[Moniteur \(Level 3\) How-to](#)

[Moniteur \(Level 3\) Scoresheets](#)

[Prevot \(Level 4\) How-to](#)

[Prevot \(Level 4\) Scoresheets](#)

[Master \(Level 5\) How-to](#)

[Master \(Level 5\) Scoresheets](#)

How to submit a Master's Thesis (under revision)

[Master Alternative Pathway Presentation Scoresheet](#)

[Study Aid for Practical Exams](#)

[USFCA Reading List](#)

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US Fencing Coaches Association

Certified Examiners Policies and Procedures Handbook

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The Certified Examiners Course

The qualities that make a good coach are not the same skill set as those that make an accomplished board examiner. Therefore, all Examiners are required to be current members and go through Certification and Accreditation Board (CAB) exam certification training before they can sit on an examination board. The training is held online with a written test to pass at the end.

Learning Objectives for the Certified Examiners Course

The course is for experienced or new coaches with a USFCA certification who wish to help administer exams for the USFCA.

All coaches must take the online course and pass a test to receive a USFCA Examiners Certification.

- ❖ The training is an online format with a written exam to complete the course.
- ❖ The material is in a PowerPoint Presentation with an audio description.
- ❖ Coaches are given information on the policies and procedures for each level of exam.
- ❖ Scoring criteria are explained and the format of each exam is covered. Policies for live exams and hybrid or online exams are explained in detail in this document.
- ❖ Coaches are shown how to fill out the forms emphasizing what is important :
 - Clear written information must include phone numbers, email, and signatures.
 - Complete all the paperwork and upload the two pages needed to get paid and give the Candidate their certification!
- ❖ Criteria for becoming a Primary and/or a Secondary Examiner are explained, along with reasons for removal of examiners for cause
- ❖ Two ways to do a practical exam:
 - face to face or
 - the remote and hybrid testing process for Moniteur (Level 3), Prévôt (Level 4) and Master (Level 5) Exams (at the end of the document)
- ❖ How to prepare for the exam and the duties of the Primary Examiner before, during, and after the exam are explained.
- ❖ In regards to the Candidate, Examiners' proper conduct during the exam is described.
- ❖ Payment schedules are described for each level in this document.
- ❖ Explanation of the Conflict of Interest (COI) policy
- ❖ At the end of the course, the Coach is expected to pass the examiner's test at 100% to become certified.



Examination Policies

All examinations for coaching certification administered in the USA as of December 23, 2009, are conducted by **certified** USFCA examiners. No other tests or certifications given in the USA will be accepted. Currently, the training to become an examiner is given as an online class and test.

Candidates can test in any of the three weapons, **one at a time**.

- ❖ Candidates can get certified in one or more weapons:
- ❖ Master of Foil and Prévôt of Sabre and Foil, Moniteur of Epee, or Foil, etc.
- ❖ When all three exams are passed in a level, the certification of Moniteur, Prévôt or Master “of Arms” is awarded.
- ❖ There is no time limit between practical exams for the various weapons.

Sequence of events for Certification:

1. Pass the written test for the level (Master takes Prévôt written if not already passed) - the examiner checks that the written was passed.
2. Make sure your USFA Fencing Background Check and Safesport training is up to date.
3. Schedule a practical test for a specific level – pass that and you get a certification awarded.

All candidates must take the practical exam in each weapon, separately. There is no time limit between practical exams for the various weapons. For more information on Remote and Hybrid exams, see the section at the end of this document.

Once the Candidate has completed the written test, an examiner may administer the practical exam face-to- face at a clinic, set up an examination board one in your area, or Hybrid online.

Note that Master level boards must be assigned by the CAB.

Access the Latest Evaluation Forms:

Use the official members’ only USFCA website to locate the forms to grade the practical exams.

Under certification (*you must be logged in to the USFCA website to access these links*):

<https://usfca.org/index.php/members-only/documents-new#19-26-practical-scoresheets>

Under the Members only tab / there is a drop-down list - go to Documents/Practical Scoresheets Here you will find the Evaluation Score sheets to grade the practical exams. Print out the newest practical exam score sheets



Pathways to Certification

Scoring Criteria for all exams:

Depending on the section of the tests, different values may be assigned for scoring. The values can range from 0-10, (numbers are noted in each section of every level of test).

Passing:

- ★ *Candidate has a complete understanding of the task; movement and weapon presentation of fluid skills are presented clearly, corrections are appropriate and effective cues for the student's actions are unambiguous. If there is room for improvement and/or minor errors occur the examiner can deduct 1-2 points.*

Marginal:

- ★ *The Candidate can perform the task but performance is hesitant and unsure*
- ★ *The student's performance may be uncertain or incorrect because of the actions of the Candidate*
- ★ *Corrections are delivered in inappropriate ways*
- ★ *The Candidate has obvious gaps in his or her knowledge of the task.*

Not passing/Unsatisfactory:

- ★ *The Candidate can perform the task, but the performance is seriously flawed, and the student does not learn a correct execution of the skill being taught.*
- ★ *The task is only performed when coached by the examiners.*
- ★ *There is a lack of understanding of the basic fencing principles of timing, distance, and tactics for the weapon.*
- ★ *The Candidate fails to observe safety requirements and acts that are dangerous or inappropriate may be seen.*



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Assistant (Level 1):

A new level that is being developed. This only includes passing Safe sport, a Background Check, and eventually a Generic Coaching course. Prospective apprentices for Assistant Moniteur (Level 2) certification should register and attain this level before starting the AM process.



Assistant Moniteur (Level 2)

Two possible pathways:

Assistant Moniteur Pathway 1:

After the written test is purchased for \$25 and passed, the Practical documentation is free for this level – the examiners are not paid.

This method is to apprentice for at least 40 hours total with a certified coach of Moniteur (Level 3) or higher level.

The AM receives at a club or a clinic: at least 20 hours of class, group lessons, or individual instruction in the weapon the Candidate will be teaching. The Candidate keeps track of a **Received Training Log** of the hours and lessons.

Also for at least 20 hours, the Candidate is **observed instructing** various activities in a fencing facility. The Candidate assists in the delivery of instruction under the supervision of a certified professional. Note: document these hours for your records in the **Candidate Teaching Log**. The log is also a guide for the recommended material that should be covered. This teaching aspect is not usually done at a clinic.

Assistant Moniteur Pathway 2:

The Candidate signs up and pays for the Moniteur written test (\$25). Then after passing, the Moniteur pays (\$50) and takes the practical exam. The score to pass for Moniteur is 75 or greater. However, if the Candidate only scores 65-74 on the test they are qualified for an AM certification.



Moniteur (Level 3)

The score sheets for the Moniteur exam

Examiners must be on the Certified Examiner List = One Master or two Prévôt examiners in the weapon tested to grade the exam. A Master in one weapon who is a Prévôt in the weapon may also be an examiner.

Check that the written test is paid for and passed and the practical exam is paid.

Make sure to write clearly all information and a readable phone or email address.

There are five parts to the Moniteur (Level 3) exam

PART 1: Warm-up and Game: about 10-12 min.

Candidate demonstrates/teaches a brief game 5-6 minutes

A functional warm-up is presented for 5 minutes for coordination, balance, or agility that is age and skill appropriate. The warm-up starts slowly/easily and increases in difficulty and intensity. Include some sort of dynamic stretching activity, and avoid static stretching.

Candidate ensures the safety of the class: inspect the room for hazards, keep the class under control, and demonstrate safe activities. Older fencers Y12 and up should do functional first, game second.

PART 2: Footwork Themes about 10 min. (examiner selects one of the below themes)

1. On guard, advance, and retreat
2. Lunge and recover backwards
3. Advance lunge and retreat lunge
4. Half-advance retreat (backward check) and Half-retreat advance (forward check)

The Candidate explains briefly how to do the action, uses command (lined up and told what to do), reacts to the instructor (follow the leader), and partner activities.

PART 3: Main Group or Individual lesson about 20-25 min.

There are the first two required activities to grade:

1. The grip, lines of attack and defense, and target areas of the weapon chosen
2. Required: Appropriate respect, etiquette, and safety element. NOTE: The safety element is scored Pass / Fail the exam (teaching a lesson without a mask, or student fencing without proper attire).

Select Part 3 themes with the other examiner for the Candidate to present during the test.

PART III Main Group Lesson OR Individual Lesson – 20-25 Minutes

	Passing	Marginal	Not Passing
<input type="checkbox"/> Required subjects: The grip, lines of attack and defense, target areas	10, 9, 8	7, 6	5, 4, 3, 2, 1, 0

Required: Appropriate respect, etiquette and safety element: **Pass / Fail the exam**
 Examples for failure of the exam: teaching an individual lesson without a mask, student fencing without proper attire.

1. Required One Main Lesson theme selected by exam board (short tactical wheel):

<input type="checkbox"/> Simple attack and parry riposte, counter riposte	<input type="checkbox"/> Compound attack and defense
<input type="checkbox"/> Attack, Parry riposte and compound attack	<input type="checkbox"/> Attack and Counter Attack

2. With the selected theme (from above), instruct one or two attacks and one or two defensive actions in the weapon of choice: Board assigns the actions to the candidate:

Foil: Attacks – Direct (high line, low line), Disengage, Coupè, Counter-disengage, Beat attack, Compound attack

Defense - 4, 6, or 8, 7 or circle parries, Counter riposte, Compound riposte

Epee: Attacks with (prise de fer) or without the blade - Straight, Disengage, Counter-disengage, to the advanced-middle - deep target, Attack with remise, Beat attack, Compound attack

Defense - 6, counter 6, or 4, 8, Counter attacks to the advanced target

Sabre: Attacks - Head, Chest, Flank, Point, Compound attack Defense - 3, 4, 5, Circular 3, Counter riposte, Counter Attack to the advanced target with retreats



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Use the provided themes:

Simple attack and parry riposte, counter riposte	Compound attack and defense
Attack, Parry riposte and compound attack	Attack and Counter Attack

With the selected category theme (from above), the Candidate instructs one or two attacks and one or two defensive actions in the weapon of choice:

1. Board assigns the appropriate actions to use within the category to the candidate:
 - ❖ Foil:
 - Attacks – Direct (high line, low line), Disengage, Coupé, Counter-disengage, Beat attack, Compound attack (one-two, feint disengage, low –high)
 - Defense - 4, 6, or 8, 7 or circle parries, Counter riposte, Compound riposte
 - ❖ Epee:
 - Attacks with prise de fer or without the blade - Straight, Disengage, Counter-disengage, to the advanced-middle - deep target, Attack with remise, Beat attack, Compound attack
 - Defense - 6, counter 6, or 4, 8, Counter attacks to the advanced target
 - ❖ Sabre:
 - Attacks - Head, Chest, Flank, Point, and Compound attack
 - Defense - 3, 4, 5, Circular 3, Counter riposte, Counter Attack to the advanced target with retreats
2. Give the themes to the Candidate - make sure the Candidate understands how the themes are used in group or individual work
3. If the Candidate is unable to teach a required skill (or is only able to do so with excessive guidance from the board) the examiner(s) have the option to either deduct 10 points from the Part III Score or Fail the candidate, depending on the severity of the problem.
4. Exam failure may also be due to a safety issue or inability to complete a lesson with reasonable guidance.

PART 4: How the Candidate concludes the Lesson 3-5 minutes

Reviews/Summarizes class to the Exam Board (gives the tactical application in a bout) and answers questions from the student(s) and examiners

PART 5: Examiner’s Questions - 8-10 Minutes

Use the Oral Question Exam Sheet in the score sheet for sample topics.

Examiners are required to have one rules question, one technique question, and one tactical or methodology question.



Prévôt (Level 4) and Fencing Master (Level 5) Certification

Pathway for Prévôt is similar to Moniteur - a written test and then the practical in a weapon. After the written test is paid for and passed, the practical exam is paid for on the website and taken. Two Masters in the weapon tested or one Master and one Prévôt in the weapon that is a Master in another are needed to grade the exam.

For Master, the required path differs: pass the Prévôt written test, then complete a thesis, and finally take a practical test in one weapon with the USFCA. Three Masters are needed for the board or two Masters in the weapon and one Prévôt in the weapon (that is a master in another weapon).

For alternative pathways for Fencing Master (Level 5) Certification for High level coaches with champion students or foreign coaches, please see the Equivalencies portion of this document.

The three parts of Prévôt and Master practical exams include

Three Teaching Lessons, One Option Lesson, and an Oral Exam.

The board will randomly draw the themes for the Teaching and Option lessons before the exam starts.

Sample Teaching and Option Lesson themes are included in the score sheets. The Candidate then has up to 20 mins to prepare all lessons and will be tested on one theme for each lesson.

Instructions are on the score sheet.

Required: Candidate presents three separate (not connected), short teaching lesson progressions using Offensive, Defensive and Counter-Offensive actions randomly drawn from the themes given earlier .

Part 1: Teaching Lessons 7-10 Minutes per Action

- ★ The coach perfects or teaches new skills or actions in easy conditions.
- ★ The Candidate includes a tactical preparatory set-up in a bout for one of the Prévôt actions and all of the Master actions
- ★ One lesson of the Candidates' choice must be with the non-dominant hand.
- ★ Remind the Candidate that each lesson must open with a short warm-up drill for distance and blade control that relates to the theme (or minus two points for each missed warm-up).

Information expected to be shown for the Teaching Lesson:

- A clear, short definition and explanation of the action
- Quality of the Candidate's demo: able to show fast – show slow – have the student go from slow to fast
- Appropriate drill and distance progression
- Simple to complex with faster coach initiation - increased student tempo and footwork
- Stop and correct the student with clear, short instructions (Fixing Actions)
- For Prévôt one of the lessons must show the tactics of the action in a bout (options). For Master level, all three must show the action with tactics in a bout.

Part 2 Option Lesson – Prevot: 15-20 Minutes/ Master: 25-30 Minutes

- ★ The Option lesson takes actions the student is familiar with and gradually places them in more difficult tactical situations.



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- ★ Prevot: The board picks one realistic action that a fencer could use in a bout and then the candidate presents various responses that an opponent may give in response to that action.
- ★ Master: Using one of the weapon themes that was not selected from the weapon list, the candidate picks one realistic action that a fencer could use in a bout and then presents options for use at three different levels of student. First, for a Y10 level fencer, then an intermediate adult or Y14 level, and lastly for the elite level. The candidate will use distance, timing, speed, tempo, initiative, along with preparations, and varied footwork to vary the level of the lesson to the needs of the student's level along with subtly changing the initial action.
- ★ The Candidate starts with a Warm-up drill – the actions should prepare the Student for the Options to follow.
- ★ The candidate should clearly explain the options to the student and make them flow in a smooth tactical lesson, utilizing a Blocked/Serial/Random progression.

Example Progression: the Candidate is given a general theme of beat attack. The student is instructed to do a beat 4 attack.

Candidate Option Responses can be:

- Candidate allows the beat direct attack to hit.
- Candidate deceives the beat and attacks - student does a parry riposte
- Candidate retreats out of distance not allowing the beat

Part 3: Examiners' Questions – 15 Minutes

- ★ General Questions cover training, conditioning, periodization, distance, and risk management
- ★ Weapon Specific questions – rules, tactics, and technique

Total Passing Exam Scores:

Prévôt score 65-100

Master score 75-100



Who are examiners?

- ❖ All examiners are current members
- ❖ The USFCA website will list examiners and when they passed their Examiner certification
- ❖ Examiners must be certified as a USFCA Moniteur (Level 3), Prévôt (Level 4) or Master (Level 5) in the specific weapons that they are giving the test.
- ❖ Each Examiner must **recertify every three years** with the online class and test that is current. (The reason is due to the frequent updating of score sheets and procedures).
- ❖ All Certified Examiners and Primary Examiners trained by the CAB will be listed on the USFCA website with the date of passing the online training.
- ❖ Once you take and pass this course it means you are volunteering to be on exam boards!

The qualities that make an accomplished board examiner are similar to those of a good coach.

The CAB expects:

1. Professionalism
2. Positive feedback to the Candidate
3. Most of all being fair, while the Examiner guides the nervous Candidate to excel in the exam.

The examiner serves the fencing coach community by giving exams and helping to certify more coaches.

There are two levels of Examiners:

★ Primary Certified Examiner

Responsible for managing the board, running the exam, submitting paperwork within 3 days. At the exam, Board members should select a Primary examiner to manage the exam. If there are several Examiners that are certified to be Primary Examiners, use the most experienced coach or one that is ready to move into that position.

★ Secondary Certified Examiner

sits on a board to make it complete and/or to get experience grading.

The experienced Primary Examiner works with new Secondary Examiners to offer apprenticeship during an actual exam.

Exception to taking the Examiner Training:

Any current member USFCA Moniteur and above can certify as an Assistant Moniteur. **No examiner certification is required.** All paperwork and hours must be completed properly as per the Assistant Moniteur Guide Book.



What is needed for an Exam Board?

Certified Exam training is required for the Examiners of the following tests:

- ★ Two Prévôts or one Master to conduct a practical exam for the Moniteur level.
- ★ Two Masters to conduct a practical exam for the Prévôt.
- ★ Three Masters to conduct a practical exam for the Fencing Master.
 - Composition of Master level boards is determined by the CAB directly. Please contact the CAB Chair directly in order to put together a Master (Level 5) board.

Specific compositions of Moniteur (Level 3), Prévôt (Level 4) and Master (Level 5) exams: (see the table at the end of this document)

Normally you need 2-3 Masters in the weapon – now it is allowed to have a Master of another weapon that is a Prévôt in the weapon tested. That examiner may sit on a Prévôt /Master Level board as a Secondary Examiner for that weapon, or give a Moniteur exam as a Primary.

For Example A Candidate is testing in foil at a Prévôt Level.

The Board has one Master in foil and one Master in Sabre that also has a Prévôt Level in foil. The Sabre Master may sit on the board as a secondary foil examiner but not as a Primary for foil.

USFCA Master level certificate for Masters certified in other countries:

USFCA members with AAI diplomas but not USFCA certification, may not serve on certification boards (practical exam boards) until they apply and receive the equivalent USFCA diploma.

Non-conference or non-clinic exams:

On the occasion an exam is not held at the annual conference or a clinic but has been approved by the CAB, the examiner is held to the same policies and procedures as all other exams on the USFCA website.

Access the Latest Evaluation Forms:

Use the official members' only USFCA website to locate the forms to grade the practical exams.

Under certification (*you must be logged in to the USFCA website to access these links*):

<https://usfca.org/index.php/members-only/documents-new#19-26-practical-scoresheets>

Under the Members only tab / there is a drop-down list - go to Documents/Practical Scoresheets

Here you will find the Evaluation Score sheets to grade the practical exams.

Print out the newest practical exam score sheets



Examiner Conflict of Interest:

Follow these basic rules to avoid conflict of interest. Please refer to the official [Conflict of Interest Policy](#) that is included at the end of this document. To summarize:

- ❖ Moniteur (Level 3) and Prévôt (Level 4) exams given at USFCA-recognized clinics - the clinic organizer selects the board members. Exams conducted outside of a USFCA-recognized clinic may be organized directly by the examiner.
- ❖ Master (Level 5) the CAB selects the board. Contact the CAB Chair directly to schedule a Master (Level 5) board.
- ❖ The Primary should be a master completely independent with little or no contact with the Candidates.
- ❖ Clinic organizers that test a Prévôt (Level 4) candidate during their clinic are in a secondary examiner role only.
- ❖ Examiners are not allowed on boards testing their students or if they spend significant time working and training the Candidates.
- ❖ **Note:** The Candidate is not able to pick the board! For more details refer to the Document on Conflict of Interest on the website.

Removal as an Examiner:

The CAB can and will decertify a Certified Examiner if the duties of the examiner are not followed - before, during and after an exam. The CAB also has the right to remove Examiners for breach of duties, ethics and misconduct. If removed, after one year, the individual may reapply to the CAB for recertification as an examiner to assist on a board. The Individual must also retake the training course and pass the online exam.

Examples of misconduct:

- Not submitting the paperwork in a timely matter
- Conflict of interest in the candidate examined
- Repeated bad evaluations from the Candidates



Examiner Duties Before, During and After the Exam

Before the Exam Begins

In preparation for giving an exam:

- Before sitting on an examination board, review the USFCA study guides, testing, and certification policies.
- Read the written resources and contact any member of the CAB if you have any questions.
- Examiners should dress appropriately, in nice warm-ups or casual business attire.
- Print out from the USFCA website the practical exam evaluation sheets, that have the themes and oral exam questions, along with the final summary score sheets.
- At the exam, Board members should select a Primary examiner to manage the exam. If several Examiners are certified to be Primary Examiners, either use the most experienced coach or one that is ready to move into that position.

The Primary Examiner

Before the exam begins, the Primary Examiner oversees the correct completion of the main score sheet and follows guidelines for testing established by the USFCA.

- Legibly fill out page one of the score sheet with the Candidate and the Examiners required information.

Most important :

- Candidate's and Examiner's USFCA membership numbers
 - Contact information and signatures
 - **Use the member number** to check online under **current members/profile for:**
 - Proof of current USFCA membership
 - Proof of Passing the correct Written Exam for the level
 - Proof of Payment online for the Practical Exam
 - Candidate **signs the attestation** of current Background check and SafeSport Certification
 - If taking the Master test, proof of a completed Prévôt written test and accepted Master Thesis is required
 - Explain briefly to all Candidates that they should have reviewed the Score sheet to be familiar with the format of the exam and the Board members' expectations.
- At the end of the test, the Primary Examiner uploads the results and gives the Candidate the page with the QR code for the online Feedback Form. The Candidate then goes online to fill out the feedback form on the quality of the exam experience. Finally, give him/her the Proof of Practical Exam page.
 - Primary examiners will receive credit for the exam after they upload the results.



Just before the test begins:

Prepare the Themes

Discuss and randomly select with the other examiners each lesson's themes for the Candidate to present during the test. Give the Candidate the themes to prepare for the lessons (see section above on **Both Prévôt and Master practical exams include**)

Distribute extra Secondary evaluation forms for the other examiners

These worksheets are located towards the end of the score sheets for Secondary Examiners use Each examiner scores the Candidate separately. The scores are averaged and the Primary Examiner completes the one official score sheet that will have the agreed-upon score from all Examiners.

During the Exam

Candidate in proper coaching gear, salutes the student, the examining Board, and introduces him/herself and his/her student.

- The lesson proceeds with a minimum of interruptions.
- The purpose of the test is to evaluate and find out how much the Candidate knows.
- Do not interject comments or make excessive requests of the Candidate during the exam.
- If the Candidate's student is having difficulties, and the Candidate does not stop the action to fix it, it is appropriate to ask the Candidate to break down the action to make the correction needed.
- It is not a time for the examiner to show off or teach the Candidate how to coach.
- Examiners should not be patronizing, dismissive, or insulting to the candidate or other board members. Instead be professional, respectful, encouraging, fair, and honest
- Be as organized and efficient as possible. Focus on your task.
- Respect other Masters, coaches, or systems of teaching.
- The examiner may correct a Candidate in a positive constructive calm manner.
- Offer ways that may be more effective to open a positive discussion, and help the candidate to a higher level.
- If the Candidate resists the correction: do not insist, simply evaluate and grade the Candidate fairly.
- Only ask questions that relate to the lessons and techniques or tactics shown - or the obvious progression of action that can occur.
- During the oral part use the recommended questions page included in the score sheet.
- Ask questions that match the level of the exam.

At the Conclusion of the exam

- While the Exam Board tallies the scores: the Primary Examiner gives the Candidate this QR code (Can also be found in all exam forms) so he/she can evaluate the exam board online at the USFCA website



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GO TO ONLINE CANDIDATE FEEDBACK FORM FOR
CERTIFICATION EXAM BOARD

Use this QR code to automatically get the link and document. Take a photo with your phone to access the Candidate Feedback Form. Or use the below link at the USFCA website.

Sign-in/membership/Documents/ Practical score sheets/ candidate feedback form
<https://usfca.org/index.php/certification-candidate-feedback/view/form>



- Excuse the Candidate to go fill out the online Feedback form, then review all grades, add up the scores for each Examiner and average them.
- Primary Examiner fills in the Score Sheet Summary Form
 - Place the overall average total score for each section on this page, to soon upload
 - Return to the bottom of the first page of the score sheet and show clearly if the Candidate passed or failed.

Final Steps for the Primary Examiner

- Take photos of both page 1 and the score sheet summary page and have them ready to upload to the USFCA website.
- Use your phone to scan the QR code which takes you directly to the USFCA website ***Scoresheet certification submission form***
- Fill in the Candidate's and each Examiner's USFCA ID #s from page 1
- Use the drop-down list to enter the Level, Weapon, and Pass or Fail.
- At the bottom click on the choose file tabs and upload your two photos.
- Hit submit and you are finished with the online portion.

Candidate Returns for Results

- Ask the Candidate to return, and then tell the Candidate if they passed or failed.
- The Primary Examiner should show the Candidate the grade and discuss it, offering feedback as to what was seen, what was not seen, and areas of improvement.
- Give the page with the receipt of the completed Proof of Practical Exam form to the Candidate!
- If the Candidate did not pass, the Primary Examiner should remain encouraging and offer help in preparation for the next time.

Make the Exam a Positive Experience

- ★ It is our responsibility to mentor new coaches.
- ★ It is our duty and responsibility to make the exam a positive educational experience.
- ★ In both cases, the Primary either congratulates and/or thanks the Candidate for their effort.



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- ★ All Examiners need to show appreciation for the fact the Candidate was courageous and attempted to take the test.
- ★ The Candidate will one day be a colleague, be prepared to spend at least 5 minutes for a pleasant conversation if the Candidate initiates it.
- ★ Encourage the Candidate to continue their career as a fencing coach, offer any advice or ideas to help.
- ★ Primary Examiner now double checks that the main copy of the score sheet is complete.
- ★ Keep the completed exam report sheet for your records (for at least six months).



How do examiners get paid?

- ★ Examiners are paid per exam for sitting on the exam boards.
- ★ Examiners need to set up a PayPal account.
- ★ USFCA will pay the examiner's via their PayPal email or phone number

Note: Examiners will not be paid when the results are uploaded late – more than three days after finishing the exam. The Candidate will not receive notice of completion of the exam if it is not uploaded. The USFCA does not find this an acceptable outcome for the exam or the organization.

Fencing Masters and Prévôt are paid per weapon for sitting on the practical exam boards:

Moniteur Exam: 2 Prévôt Examiners
Examiner 1 20.00
Examiner 2 20.00

Moniteur Exam: 1 Master Examiner
Examiner 1 30.00

Prevot Exam: 2 Master Examiners
Examiner 1 60.00
Examiner 2 60.00

Master Thesis Review Board
Reviewer 1 50.00
Reviewer 2 50.00
Reviewer 3 50.00

Master Exam: 3 Master Examiners
Examiner 1 60.00
Examiner 2 60.00
Examiner 3 60.00

Master Presentation Equivalency Review: 3 Master Reviewers
Reviewer 1 60.00
Reviewer 2 60.00
Reviewer 3 60.00



Summary Tables of Board Requirements

Requirements to be certified as a Secondary or Primary Examiner:

Criteria	Certified Examiner	Primary Examiner
USFCA Qualified in the weapon being examined	Yes	yes
USFCA Certified at the level appropriate to the examination	Yes	Yes - for 3 years
USFCA Examiner certification training	yes	Yes - every 3 years
USFCA membership	Yes	Yes - for 3 years
Experience teaching in the United States	yes	Yes - for 3 years
Previous experience on a board as a Secondary Examiner	No	Yes - recommended

Requirements for Examination Boards

Certification activity	Certified Examiner	Primary Examiner
Assistant Moniteur	Any Moniteur, Prévôt, or Maître	Not required
Moniteur	Two Prévôts in the weapon tested or	1 Maître in the weapon tested or one Prévôt in the weapon that is a Master in another
Prévôt	1 Maître (may be in another weapon as long as has a Prévôt in the weapon tested) plus	1 Maître in the weapon tested
Maître	2 Maître (1 Maître (may be in another weapon as long as has a Prévôt in the weapon tested) plus	1 Maître in the weapon tested



Remote and Hybrid exam Process for Moniteur (Level 3), Prévôt (Level 4) and Master (Level 5) Exams

Remote Zoom non-clinic exams:

On the occasion, an exam (Moniteur) is not held face-to-face at a clinic the CAB will appoint Online Examiners. The examiner is requested to review the testing guidelines to which the examination board must adhere (the information is located in this handbook). For the practical exams to be valid the Primary Examiner will indicate his/her agreement to the guidelines with an email to the CAB before giving the practical exam.

Moniteur may be taken completely via the internet if no eligible examiners are available for **Face-to-Face**. The examination must be taken in real-time via an internet connection.

Prévôt and Master Exams may be **face-to-face or a hybrid version** in real time via internet connection, with one examiner or more on-site, and the other(s) off-site.

For Hybrid Exams: The onsite examiner(s) make sure the cameras and various equipment are set up properly and make any camera or facility adjustments. They facilitate communication with the candidate and online examiners before and after the exam.

If the examiners are not familiar with Zoom and the equipment make sure someone is available on the site that is. It could be the candidate or the student. The Primary examiner is not necessarily the one on-site, though it might be helpful.

Every computer is connected to the same Zoom session. The examiners need to talk to each other before the exam to coordinate the process – to determine the themes to give and especially the signing and submission of documents.

The computer on the table may be placed with the screen (and hence the camera) facing the exam space. This enables the Candidate to hear and see the Remote Examiner during the Oral portion of the exam. The computer needs to be close enough to the exam lessons so the Candidate can be heard via Zoom.

Make sure the setup is tested for the exam the day before and allow plenty of equipment setup time on exam day: at least 30-60 minutes. Examiners need to be familiar with Zoom, and at least 15 minutes need to be allocated to making sure that all views are OK, and that the sound is set correctly. The examiners need to hear each other and the remote examiner needs to be able to hear any speaking during the exam. If an angled computer, phone, or iPad is used, it needs to have its microphone muted and the volume turned down to prevent two sources of sound for the main computer.

Two cameras are helpful with a parallel view and an angled view looking down the strip showing more of the space.



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One camera is sufficient if the candidate shows the action from the side and then faces the camera offset slightly to demonstrate from the front. As much of the length of the strip should be in view as possible, this may be particularly helpful in sabre. Examiners could communicate through the online 'chat' if useful.

A possible problem is being constrained within the view of the camera. This may cause the Candidate to be a little too close to the student much of the time. The result could lead to giving cues at the wrong distance or occasional student confusion.

When the examiners are discussing things between lessons, and at the end, the Candidate should move away from the exam area to a chair where they can make notes and get ready for the next lesson, have some water, and a towel.

Overall, with three computers sharing a single Zoom session (or even two computers), it is perfectly feasible to conduct a high-quality “hybrid” USFCA Prévôt (Level 4) or Master (Level 5) practical exam. One Examiner has to be on-site as having both examiners remote would not provide the same level of perception of a candidate’s skills and knowledge. Apart from the computers, or iPad, no additional special equipment is needed, although a remote mic would be very helpful for the sound quality.



Retesting policy for Practical Exams

In the situation when a candidate does not pass a practical exam, the follow retesting policy will apply:

- If the testing board unanimously agrees that there are circumstantial problems with the practical exam, the exam may be rescheduled in a short time frame (later in the day, the next day of a clinic, within the time frame of Coaches Academy, or similar timeframes).
 - Examples of circumstantial problems can include but are not limited to: *the candidate or student being injured immediately prior to the exam, the candidate or student experiencing a medical issue during the exam, the student being unable to perform the actions during the exam, video problems with a remote exam*. The board should clearly communicate the situation to the CAB Chair as soon as possible.
 - If such circumstances occur, the board should STOP the exam, and not continue to completion.
 - When the exam is restarted, it may be commenced either at the place it was stopped or at the beginning of the exam, subject to the discretion of the exam board. Unless there are drastic and extenuating circumstances, the restarted exam should be conducted with the exact same composition of the board.
 - In such a case, the candidate will not need to pay a retesting fee, and the board members will only be paid once.

- In the case of a practical exam failure (lower than a passing score), the candidate may apply to retake the exam after a period of no less than three calendar months.
 - The exam board must be composed of different members.
 - In such a case, the candidate will have to pay a retesting fee, unless a waiver is approved by the Executive Committee. The original board members and the new board members will be paid normally.



Exemption for non-dominant hand proficiency in Master (Level 5) Exams

On December 7, 2022 the USFCA Certification and Accreditation Board passed the following resolution:

“Candidates with documented medical disabilities be exempted from taking the practical exam with the non-dominant hand.”



US Fencing Coaches Association

Certification Equivalencies and Reciprocity Processes

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Certification Equivalencies

Notable Coaches of Record

A Fencing Master (Level 5) equivalency process pathway is available for high level coaches with champion students. This document describes a petition process in order for the USFCA to consider notable coaches, for a special exemption to not write the thesis or take the practical test. Coaches that petition for the exemption must be current members in good standing of the USFCA and pay the appropriate fee. The CAB will review and recommend certification levels for a petitioning coach. *On December 14, 2022, the USFCA Executive Committee removed the requirement for EC review of these certification equivalencies.*

Preliminary Requirement - Prevot (Level 4) Written Exam

A preliminary requirement, any coach seeking certification under this pathway must pass the Prevot (Level 4) Written Exam.

First Requirement - Performance Record (Examination Equivalent)

The candidate must meet one of the following criteria:

- ★ Olympic coach within the last eight years
- ★ Coach of record* for four years of a U.S. fencer who placed in the Top 3 in a Junior or Senior World Cup, FIE Grand Prix, or Cadet, Junior or Senior World Championship within the last eight years
- ★ Coach of record* of a National Champion of a Division 1 event in the last eight years

Successful completion of this requirement exempts the Candidate from taking the Practical Examination.

* "Coach of record" is defined as primary coach of the fencer for the four year preceding the qualifying event. The CAB reserves the right to interview the fencer and verify the information provided.

Second Requirement - Seminar Presentation (Thesis Equivalent)

If the candidate passes the first requirement, they may exempt from the Thesis by the following method: presentation at the AGM other high attendance situation a minimum two hour seminar on high level



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Equivalency Policies and Reciprocity Agreements

training and or lesson techniques and tactics for individual and/or team events that will be videoed and available for USFCA membership.

A high level seminar is expected to cover the latest coaching concepts of a specific chosen topic. *For example: tactics, training, aspects of international level lessons, strip coaching and strategy at the highest levels, to compete at the world cup and top international events.* Prior to the seminar, the candidate must propose to the CAB a topic and present an outline of the seminar. The CAB will assign a board composed of at least two CAB members and one other experienced Fencing Master (preferably a member of the EC) to be present at the presentation. If the presentation is not acceptable the Master's degree will not be awarded and a Prévôt degree or no degree may result.

The Fencing Master Certification will be valid in the weapon for which the candidate has completed the process. If the candidate wishes to obtain certifications in other weapons, they must successfully complete the Practical exams in those weapons.



USA Fencing Coaches College Graduates (prior to 2011)

In our effort to work in partnership with USA Fencing, the USFCA offers equivalency in a specific weapon(s) (i.e. Moniteur of epee) for past Coaches College Certificate holders that received their certification by 2011 or earlier. Coaches that petition for the equivalency must be current members in good standing of the USFCA and pay the appropriate fee. The CAB will review and recommend certification levels for a petitioning coach. *On December 14, 2022, the USFCA Executive Committee removed the requirement for EC review of these certification equivalencies.*

The Equivalencies are as follows

Coaches College (prior to 2011)	USFCA
Certificate Level 1	Assistant Moniteur (Level 2)
Certificate Level 2	Moniteur (Level 3)
Certificate Level 3 or 4	Prévôt (Level 4)
Certificate Level 5	Fencing Master (Level 5)



Reciprocity Processes

Foreign Coaches

An application for Equivalency is the path for:

- An AAI certified foreign coach
- Coaches who have received instruction and certification through other Federations or the FIE

Process of verification:

The applicant will be required to submit copies copy of diploma, passbook, certification, university transcripts, etc. that support the applicant's case. Documents provided by the applicant will be checked against existing files. Where necessary and appropriate the Head of Sport for the country of issuing certification will be contacted to assist with verification.

At present, the following diplomas recognized by the USFCA are

- ★ AAI diplomas
- ★ Poland coach's passbooks
- ★ France/I.N.S. (National Institute of Sport, now defunct) diplomas,
- ★ Germany DFB/DSB Trainer passbooks
- ★ Italy National Academy – Naples diplomas
- ★ FIE Training course - (only the 3 month program in Budapest is recognized)
- ★ British Fencing Association certifications
- ★ Canadian Fencing Association certifications

Process of finding equivalent USFCA level:

If the applicant is not previously certified at one of these levels by a recognized entity, then they must go through the standard USFCA testing protocols. Generally speaking, in order for a certification of Fencing Master (Level 5) to be given, the candidate will have had to produce a thesis or thesis equivalent. The thesis should be submitted as part of the equivalency process. If the applicant has a recognized diploma, but the level is not clear-cut, then equivalency will default to the lower of the two possible levels.

For eastern European applicants under the former Soviet System, the following equivalences have been determined.

Moniteur (Level 3) = Diploma, Institute for Physical Culture or equivalent.

Prevot (Level 4) = Diploma, Institute for Physical Culture or equivalent + Master of Sport designation,

Master (Level 5) = Diploma, Institute for Physical Culture or equivalent + International Master of Sport designation



Reciprocity with Classical Academy of Arms

The USFCA provides a Reciprocity certification at the level of Maitre d'Armes Historiques for persons who have undergone the Classical Fencing Master Certification from the Classical Academy of Arms (CAA).

Pursuant to guidance from the AAI (the parent body of the USFCA), namely that:

- Classical fencing is covered by the AAI historical program, with suitable modification for the type and variety of weapons;
- The CAA should seek recognition of our diplomas through the national academy of arms for the country in which they are located - ie, the USFCA;

The following Reciprocity agreement is in force between the USFCA and the CAA.

- CAA students who are interested in an equivalent certification at the level of Maitre d'Armes Historiques from USFCA must be current USFCA and CAA members, must have completed CAA's certification process (separate oral examination, written examination, practical examination, and portfolio) and have been awarded the appropriate certification, in this case Classical Fencing Master.
- CAA students desiring a USFCA credential to maintain USFCA membership for at least two years before application.
- The current requirements and process for a USFCA member obtaining equivalency for a foreign Fencing Master credential should be followed to avoid creating a special rule for a small population. The diploma awarded would be Maitre d'Armes Historiques.
- CAA commits to maintaining accreditation by the National Committee for the Accreditation of Coaching Education in Core Responsibility Conducting practice and preparing for competition (National Standards for Sports Coaches).



US Fencing Coaches Association

Certification and Accreditation Board Conflict of Interest Policy for Examiners

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The United States Fencing Coaches Association (USFCA) conducts certification and educational operations with coaches teaching the Olympic Sport of fencing in the United States. Its members have the opportunity to earn higher levels of certification through apprenticeships and practical examinations, from introductory levels up to the rank of Fencing Master.

USFCA certification exams are conducted by pre-approved USFCA examiners who have been trained for this purpose. This process relies on the independence of examiners and exam objective standards. It is important to note that examiners, in applying objective exam standards, are also influenced by their-viewpoints, opinions, and preferences. As a result, there is a subjective, discretionary component to all USFCA certification exams, which must not be called into question because of professional and/or personal relationships between and among the parties involved. Since USFCA exams are subject to the scrutiny of the entire fencing community, conflicts of interest can compromise the independence of exams in fact or in perception.

The world of fencing in the United States is a very close-knit community. Further, USFCA members participate in a variety of distinct roles throughout their careers and/or their daily activities. So, it is easy for conflicts of interest to arise in the contexts of USFCA exams.

To preserve, ensure and maintain the independence of the examination process, the USFCA had adopted the following Conflict of Interest Policy regarding its certification process.



USFCA Certification Process - Conflict of Interest (COI) Policy

1. This COI policy sets forth the COIs rules for the (5) levels of USFCA certification.
2. The USFCA, including its officers, board and committee members, Executive Director, employees, and members at large must comply with the rules outlined in this COI Policy.
3. Conflicts of interest are defined in many ways. For this COI Policy, a conflict of interest is any situation that may vitiate the independence of the USFCA certification process in fact and/or perception. Therefore, the USFCA must ensure the independence of its certification process and to maintain it free from the influences of outside relationships between the parties involved.
4. For COI's that have taken place in the past (e.g. former student, former employee) the statute of limitations is 5 years prior.
5. COIs may arise in a variety of circumstances in connection with the USFCA certification process. Below, is a non-exhaustive list of the parties involved.
 - Examiners
 - Candidates for practical examination
 - Thesis candidates
 - Candidate's mentor(s)
 - Members of the Certification and Accreditation Board
 - Other examiners involved in the same exam (e.g., husband and wife examiners on the same commission)
6. The COI Policy classifies COIs into two categories:
 - Material COIs: Mandatory ineligibility/recusal of the examiner(s).
 - Minor COIs: CAB rules on minor COIs and informs the interested parties of its decision. Minor COIs could include COIs based upon perception. Although the USFCA should strive to avoid even the appearance of impropriety, Minor COIs (whether based upon a perception or fact) may not necessarily result in the exclusion or the recusal of an examiner, as long as the Minor COI is managed upfront with complete transparency.
7. The USFCA/CAB shall adopt a formal COI reporting process as part of its certification process. This allows interested parties to have an open channel of communications with CAB. The COI Policy shall include a COI Form for reporting Minor COIs to CAB.



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Conflict of Interest Policy for Examiners

8. Failure to report COIs may result in the subsequent invalidation of a practical exam, depending on the type of COI and whether the failure to disclose a COI was intentional. The CAB shall establish a procedure to address COIs reported after a practical exam has taken place.
9. Examiners cannot receive gifts (before or after a practical exam) from the candidate or third parties on behalf of the candidate.
10. All examiners and/or adult exam candidates must review this COI Policy at least two weeks before taking a practical exam. If a practical exam is scheduled at the last minute (e.g., at a USFCA clinic), it is the responsibility of the examiners to determine that there are no COIs in connection with the exam. In doubt, examiners are expected to recuse themselves) or contact the CAB to disclose the COI and ask for guidance.
11. One goal of USFCA certification is to encourage the entry of as many members as possible into the certification process. Therefore, COI issues do not apply to the first two levels of certification. However, starting at level 3, COI issues become increasingly predominant. CAB will appoint Level 5 examination boards.
12. The COI Guideline Table, below, identifies the impact of the types of conflict-of-interest relationships on the USFCA's five levels of certification.

CONFLICT OF INTEREST GUIDELINE TABLE

LEGEND:

TERM	MEANING	OUTCOME
NO COI	No Conflict of Interest	Examiner is eligible
M	Material COI	Examiner ineligible- Recusal
TBD	Minor COI	To be resolved by CAB
N/A	Not Applicable	e.g., Only one examiner is needed for the exam

Examiners: This includes examiners conducting the practical exam and also members appointed to a Thesis Board (Level 5). Employment: For COI purposes, employment could be full-time, part-time, occasional, or even volunteer work. An individual may be hired as a contractor (1040) or as an employee (W2).

Type of Relationship	Parties Involved	Level 1 Screening	Level 2 Assist. Mon.	Level 3 Moniteur	Level 4 Prevot	Level 5 Master
Litigation/dispute	Examiner and candidate are parties to a SAFESPORT dispute/investigation, civil litigation; or a USFCA/USA Fencing ethical complaint.	M	M	M	M	M



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Conflict of Interest Policy for Examiners

Work/Business	Examiner and candidate are parties to a loan/financing, licensing/franchising, real estate, partnership, joint venture agreement.	NO COI	NO COI	TBD	M	M
Work/Business	Examiner has employed the candidate or been employed by the candidate within the last 5 years.	NO COI	NO COI	M	M	M
Work/Business	Examiner is in negotiations to employ candidate or be employed by the candidate.	NO COI	NO COI	M	M	M
Work/Business	Examiner has signed a contract to employ candidate or be employed by candidate within the next 3 months.	NO COI	NO COI	M	M	M
Work/Business	Examiner is or has been the candidate's coach.	NO COI	NO COI	M	M	M
Work/Business	Examiner and candidate work for the same employer in the same chain of reporting.	NO COI	NO COI	M	M	M
Work/Business	Examiner and candidate have co-authored a paper or a book within the last 5 years.	NO COI	NO COI	TBD	M	M
Work/Business	Examiner has worked as a volunteer (minimum 10 hours per week) for Candidate or vice versa.	NO COI	NO COI	TBD	TBD	TBD
Work/Business	Employer of candidate employs examiner <i>ad hoc</i> to conduct clinics and examination at employer's club.	NO COI	NO COI	TBD	TBD	TBD
Work/Business	Examiners who have served as referee assigners or referee examiners of the candidate.	NO COI				
Work/Business	Candidates who have served as referee assigners or referee examiners of examiners.	NO COI				
Work/Business	Candidates who have served as a referee or other official at a tournament hosted by examiner.	NO COI				
Work/Business	Examiners who have served as a referee or other official at a tournament hosted by candidate.	NO COI				
Work/Business	Examiner and candidate have or have had a mentor/mentee (or vice versa) relationship.	NO COI	NO COI	M	M	M



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Conflict of Interest Policy for Examiners

Personal Relationship	Examiner is a relative of the candidate.	NO COI	NO COI	M	M	M
Personal Relationship	Examiner is or was married to the candidate.	NO COI	NO COI	M	M	M
Personal Relationship	Examiners and the candidate have or have had an emotional relationship.	NO COI	NO COI	M	M	M
Personal Relationship	Two examiners on the same board are related by marriage, family, or an emotional relationship. *For levels 4 and 5, this COI can be waived by candidate.	N/A	N/A	N/A	M*	M*