
CHARTER FOR THE SUBCOMMITTEE FOR SANCTIONING EVENTS IN THE CAPITOL DIVISION

The name of the subcommittee will be the Subcommittee for Sanctioning Events in the Capitol Division, hereinafter referred to as the Sanctioning Subcommittee.

The objective of the Sanctioning Subcommittee is to ensure that all eligible events in the Capitol Division are duly sanctioned and the membership notified of sanctioned events in a timely manner. The Sanctioning Subcommittee will also advise individuals or organizations if their planned activities are in conflict with previously announced or planned events in the Capitol Division and neighboring divisions. Details of proposed events should be e-mailed to the Chair of the Sanctioning Committee.

The membership of the Sanctioning Subcommittee shall be appointed by the Chair of the Capitol Division Executive Committee (EC), and shall comprise as many members as the Chair sees fit. At least one member of the Sanctioning Committee must be a member of the EC, and will report all actions of the Sanctioning Committee and changes of its membership at each regularly scheduled meeting of the EC. Because the actions of the Sanctioning Subcommittee will be recorded and reported in the minutes of EC meetings, the Sanctioning Subcommittee is not required to prepare minutes of their meetings.

The duties of the Sanctioning Subcommittee are as follows:

1. to confirm that:
 - a. the venue, dates, and times of the tournament are proposed for publication on the Capitol Division schedule of events at least 30 days prior to the scheduled date
 - b. the event does not adversely impact any event run by the Capitol Division or neighboring divisions
 - c. there is a meet manager, a member of the executive committee, or a named representative of the committee who meets USFA SafeSport regulations and is designated to be present at the tournament and can ensure that the tournament is conducted in accordance with USFA rules and USFA SafeSport regulations
 - d. there is at least one rated referee at the tournament as required by US Fencing
 - e. for club-sponsored tournaments, that the club has sufficient liability insurance coverage for the tournament **and is a current affiliate club or member club of Capitol Division, US Fencing.**
2. if satisfied, as determined by vote, that the above conditions are met, to post the venue, dates, and times of the tournament information on the Capitol Division website at least 30 days prior to the scheduled date of the event
3. to inform the Chair and Secretary of the EC that the Capitol Division website has been updated.

The chairman of the subcommittee should warn anyone who proposes an event if there are any known potential conflicts with other events.

If (a) a proposed event adversely affects a scheduled event run by the Capitol Division or any neighboring division's event or (b) an event is proposed for a date less than 30 days ahead, the event will not be posted on the Capitol Division website without explicit consent from the Chair of the EC.

If a sanctioned event is cancelled for any reason, the cancellation shall be posted as soon as possible and remain posted until the scheduled date has passed.

If an event must be rescheduled in consequence of force majeure, it will not be considered a newly proposed event. The new date shall be posted as soon as possible, irrespective of the number of days until the event is to occur. Although consideration of conflicts remains a factor in rescheduling an event, the Sanctioning Subcommittee will make allowances for necessity.

All meet managers must report the results of the tournament to be posted on the Capitol Division website. In addition, the meet manager's report should include the list of tournament personnel (bout committee, armorer, referees, etc.) assuring that each of the personnel listed meets the USFA SafeSport regulations. Sanctioning of a tournament may be withdrawn after the tournament is held should all USFA rules and USFA SafeSport regulations not be followed.

The Capitol Division reserves the right to impose penalties on any club that fails to submit the classification change and SafeSport reports to the Chairperson of the Sanctioning Committee and the Division Secretary **within eight calendar days of the tournament's completion.**