

## **AFAD Guidelines, Policies & Procedures**

This is a living document that should be updated regularly for changes and new items.  
2/20/2014

**These items has been discuss and seems to be generally agreed upon, but has not been formally worded or voted on:**

**Club's Goal:** Support fencing in the Dayton area, including: Being a USFA Club, Supporting Classes, Open Fencing, Tournaments, Instructor Development, Coaching at Tournaments, Expand and Support the AFAD / Ray Bautista Sprit of the Club, Support Beginner, Intermediate, and Competitive Fencers, Help maintain equipment and provide Armorer, be affordable, and promote fencing awareness.

**No Employees:** AFAD does not pay instructors or coaches. It is a volunteer run club, instructors are employed and paid by the location they teach at. AFAD will reimburse volunteers for pre approved expenses.

**Fencing Instructors / Coaches:** Fencing instructors work for the location, not AFAD. If AFAD equipment is being used, or it is considered an AFAD affiliate class they must follow AFAD's guidelines policies and procedures. Including, but not limited to: All fencers must have an AFAD card (proving USFA membership, and that they signed our Waiver). Instructors must be professional members, and follow USFA rules.

**The following items were voted on and approved by the board:**

**Open Fencer Guest List:** AFADInc will pay the Kettering Recreation Complex fees, and waive rental fees for selected Guest fencers. This privilege is granted and or revoked, on an individual invitation basis by a majority board vote. Examples of potential guest fencers are guest instructors, individuals with recognized expertise, special financial situations, etc. The fencers are expected to be helpful, friendly and open towards other fencers, and follow AFAD's guidelines. A list of approved Guest fencers is kept for Open Fencing Supervisors.

**Strip Use for Private Lessons:** One strip can be used for private instruction. Multiple instructors will need to share the strip, or may use other strips if not in use by Open Fencing. Instructors should reserve time on the strip with the Open Fencing Supervisor.

**Personal Use of Electric Strips:** Request to use electric equipment (strips) for personal use, will be handled on a case by case basis. Need information of purpose of use, who will use it, and any fees, and possibly additional information. All fencers must have an AFAD fencing card proving USFA membership and that they signed our waiver. Will be handled on a case by case basis by the board.

**Coaching Reimbursements:** All fees and reimbursements for coaches at tournaments must be approved by the board before the tournament. No longer supporting flat \$75 reimbursement. Suggest reimbursement for mileage, and per diem. Recommend using IRS guidelines.

