

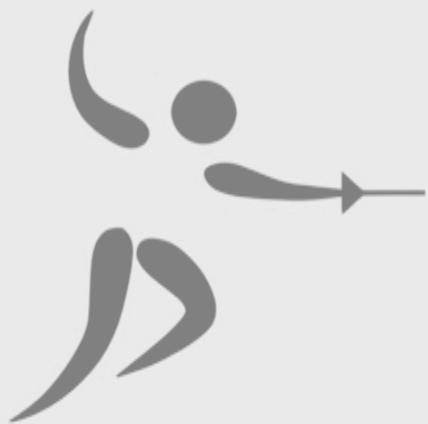
## FAI FUNDAMENTAL GUIDELINES

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***Everyone involved in fencing at all levels  
have the collective responsibility, to create  
a fair, safe and enjoyable environment in  
which the sport can take place.***

## FAI – FUNDAMENTAL GUIDELINES

Over the last few decades, non-ethical conduct has become a major concern in the governance of sport. Not only does it harm the people involved but also adversely affect the image of the sport and the organisation.

As the governing body for fencing in India, Fencing Association of India (FAI) has drafted these guidelines that will be applicable to all members of the fencing fraternity. The FAI is committed to protect the image of fencing as well as safeguard the interests of all involved.

### **Responsibility:**

Fencing Association of India and its member Associations are jointly responsible for overseeing the adoption and implementation of this Guideline. All associated with fencing in India is required to read, understand and comply with this Guideline. These Guidelines takes priority over the Disciplinary Code for Competitions in Rules of the Sport.

### **Who does the Guidelines apply to?**

This Guideline is applicable to:

- Fencers
- Team Officials (Coaches, Manager, Trainer, Physiotherapist, etc.)
- Technical Officials (TD, Referees, Jury, Assistants, etc.)
- Administrators (elected officials) & Staff
- Volunteers
- Anyone who is employed or represents FAI (paid or unpaid)
- Parents and Spectators at a training facility or competition venue

*\*Certain clauses in these Guidelines are applicable to specific members that are particularly mentioned.*

### **Situations the Guidelines applies to:**

This Guideline applies to behaviour occurring in all situations both within the sport or workplace or accommodation in the authority of the FAI including:

- Sport – Training/ Competition (include any related travel and stay)
- Work – Office/ Meetings/ Events/ (include any related travel and stay)

*\*Certain clauses in these Guidelines are applicable to specific situation that are particularly mentioned.*

## ARTICLE

### **1. General Behaviour**

- a) Fencers, officials, administrators and staff shall observe discipline and decorum as ambassadors of fencing and project a favourable image of the sport. They shall not engage in any conduct that may bring disrepute to the sport of fencing.
- b) All associated with fencing shall try to set a positive example by promoting good personal behaviour and showing respect to all involved in the sport. No one (including parents of the fencers) shall ever engage in abusive language or behaviour but respond in a calm manner to any query or situation while at a training facility or competition venue.

### **2. Equity**

There shall be no discrimination regarding a person's ethnic origin, gender, religion, sexual orientation, personal background or political affiliation.

### **3. Rules of the Sport**

- a) Fencers, coaches and officials shall comply with the Rules of the Sport, as is amended from time to time.
- b) Coaches have the responsibility of staying updated with the Rules of the Sport and educating fencers about it.
- c) During competition, technical officials shall ensure that the Rules of the Sport are implemented, fairly and consistently with no personal bias or partiality.
- d) As stated in the Rules of the Sport, fencers and team officials shall respect the decision of the technical officials during competition and protest only in a formal and approved manner.

#### **4. Registration & Representation**

- a) The fencers shall be registered with the State/ UT/ Institutional Association.
- b) Only fencers who are citizens of India that are meritoriously selected through State Championship or Selection Trials by a State/ UT/ Institutional Association shall represent them in national competitions.
- c) In case a fencer is changing representation, he/ she shall obtain No Objection Certificate (NOC) from the current Association and provide this to the new Association during the transfer window between 1<sup>st</sup> April – 15<sup>th</sup> May. The rule 4.b. shall be applicable with regard to the representation from the new Association.
- d) The State/ UT/ Institutional Associations have the obligation to inform the FAI about transfer of fencers on or before 31<sup>st</sup> May.
- e) In the case where member Associations are not issuing NOC to fencer without suitable justification, then fencer may apply to FAI for Temporary Transfer.

#### **5. Coaches Mentoring**

- a) Coaches have the responsibility to instil the value of fair play in fencers and to ensure that they honour it. Coaches shall develop mutual trust with every fencer, foster their self-esteem and encourage each fencer to accept responsibility for their own behaviour and performance.
- b) Coaches must be concerned at all times with the wellbeing of fencers, and a sensible balance shall be maintained between performance demands and their developmental needs.
- c) A team coach shall not spend undue time with an individual fencer away from the team responsibilities.
- d) Coaches shall ensure not to allow allegations made by a fencer to go unchallenged, unrecorded or not acted upon.

#### **6. Trust & Confidentiality**

The relationship between team officials, fencer and their families is a working relationship and one of trust. Officials may build up strong relationships with fencers during travel, training and competitions.

- a) It is important that an appropriate degree of confidentiality is maintained and that personal information is not divulged without prior permission of the fencer. Officials may be asked to provide information concerning a fencer's performance and this shall be shared only with relevant officials.
- b) At no time is an official to use this privilege to exert influence over fencers to gain personal benefit for themselves or their team.

#### **7. Personal Appearance**

Personal appearance is of importance. Fencers and officials shall look disciplined during training and competitions.

- a) During international competitions, the relevant kit as specified by FAI shall be worn at ceremonies and all chosen times.
- b) Any requests by a FAI official to change inappropriate clothing or accessory during training or competition shall be complied with.

#### **8. Permission for Outbound Travel**

Fencers are obliged to get the consent of their parents for any outbound travel for training camps or competitions.

#### **9. Attendance & Punctuality**

Fencers and officials are required to be punctual at training camp and competition as directed by the designated official (Training Camp and Team – Manager/ FAI National Championships – Organising Secretary) except when there are special circumstances such as illness, which must be reported to the said officials as soon as possible. The decision of the designated official as to whether or not such circumstances are accepted is final.

## **10. Curfew & Limits**

- a) During training camp and competition, all fencers must be in their rooms from the specified curfew time unless permitted otherwise by the designated official (Training Camp and Team – Manager/ FAI National Championships – Organising Secretary).
- b) Fencers shall not stay up late during training camps and competitions, which will adversely affect their performance.
- c) Fencers shall not be allowed off site during training camps without prior permission or unless accompanied by an official, if minor.
- d) Officials on duty for National Championships shall seek permission of the Organising Secretary before going off duty or offsite for prolonged hours. Officials on duty for training camps shall seek permission of the FAI Secretary General before going off duty or offsite for prolonged hours.

## **11. Mobile Phones**

- a) Mobile phones are allowed at training camps and competition venues. However, fencers and officials are expected to behave appropriately and turn off mobile phones as directed by officials or when circumstances dictate (e.g. training session, during competition, etc.).
- b) Phones will be confiscated if they are used at any time during the competition in a way that is intrusive or inconsiderate, likely to distract fencers or otherwise used contrary to directions given by officials.

## **12. Protection of Property**

- a) Fencers, administrators, coaches, parents, officials, volunteers or spectators must not cause any damage to the training facility, competition venue, accommodation, or any resource made available to them.
- b) The person(s) causing such destruction is entitled to pay compensation for the damage caused (but payment will not excuse the damage).

## **13. Sexual Harassment**

Acts of sexual harassment by anyone in fencing shall be taken seriously and not tolerated at any point.

- a) Officials especially coaches who interact often with fencers are required to set and uphold appropriate boundaries between themselves and fencers.
- b) An act of sexual harassment may include any of the following:
  - Inappropriate physical contact, leering or other suggestive or obscene gestures
  - Display of sexually explicit or other offensive or derogatory material
  - Sexually oriented or demeaning jokes, intimidating remarks or conduct that might reasonably be expected to cause humiliation to other person
  - Uninvited physical contact including touching, kissing, etc. or any act against one's will
  - Propositions, promises, threats, or punishment towards cooperation or non-cooperation in sexual activity
- c) Irrespective of an action being intended on harassment or not, if it was unwanted and improper behaviour and gives reasonable grounds of appeal as a breach of healthy boundaries, such acts shall be considered as a violation of these Guidelines.

## **14. Alcohol**

Possession or consumption of alcohol is not permitted at any point during training or competition.

## **15. Smoking**

Possession or consumption of cigarettes, tobacco or similar substances is not permitted at any point during training or competition.

## **16. Illegal Substance**

Possession, administering or supplying of illegal or banned substances of any category is not permitted at any point.

### **17. Anti-doping**

All fencers shall comply with the WADA and NADO Anti-doping rules and co-operate with the authorities during testing and resultant procedures.

### **18. Gambling/ Deceit**

- a) Fencers, administrators, staff, officials or anyone on behalf of them shall not, directly or indirectly, solicit, accept or offer any form of remuneration or commission, nor any concealed benefit or service of any nature, connected with the view of fixing or gambling in fencing, at any time.
- b) Placing, accepting, directly or otherwise authorising another person to enter into any bet, or participating in any other form of betting, in relation to the result, outcome or conduct of any competition is prohibited.
- c) Insider information shall not be used or shared for the purpose of betting or fixing.
- d) The fencers shall always perform their personal best during competition.
- e) Fencers and officials have the obligation to disclose to FAI if there is any approach to be involved in an act that compromise the integrity of the sport.
- f) If fencers, administrators, staff, officials or volunteers, with the view of any tangible or intangible benefits, furnish faulty paperwork/ documents or provide misleading information, it shall be considered as deceit. If the information is obtained from secondary sources, they shall try to verify the particulars before submitting it to FAI or any other authority.

### **19. Conflict of Interest**

Conflict of interest may arise between personal, professional, institutional or family interests and the loyalty of a person's role in fencing. In such cases, the person is obliged to disclose the same in writing and refrain from the related decision-making procedures.

- a) In the selection of fencers, any selector with conflict of interest shall abstain from the related decision-making procedures.
- b) Referees, video-analysts and judges shall not officiate the competition in which their friend, relative, student, trainees or ward is participating.
- c) In the decision-making of the FAI, an EC member with potential conflict of interest shall be allowed to attend the meeting but shall not be allowed to vote for the item in which he or she has personal interest.
- d) EC Member, staff, fencers in the National Team or officials on duty of FAI (paid or unpaid) shall not directly or indirectly engage in any business or commercial activity related to the sport of fencing which shall result in conflict of interest, actual or potential, in the discharge of their responsibilities. Providing basic training in fencing shall not be considered as commercial activity in the context on this condition.

### **20. Misappropriation of funds**

Fencers, administrators, staff, officials or anyone on behalf of them, shall not misappropriate grant from government authorities, fund of the FAI/ member Associations or donation from private/ corporate sources that was meant for fencing activities.

### **21. Commercial loyalty**

While representing the FAI, fencers shall not endorse or engage in any activity contradicting the commercial commitments of the FAI. During the competitions of the Olympic movement, the fencers shall not endorse or engage in any activity contradicting the commercial commitments of the Indian Olympic Association.

### **22. Agent**

If a fencer has an agent, he/she shall submit an undertaking to FAI with information about them. The agent shall not be invited to training camp or hotel or competitions without prior permission.

### 23. Confidentiality

The proceeding of the EC, meetings of the Committees and working of the FAI shall be considered confidential. Official deliberations and discussions shall not be disclosed to any third party.

### 24. Media

- a) All fencers, administrators, staff and officials are expected to use social networking sites in a sensible and respectful manner while representing the FAI or member Associations.
- b) FAI recognises that fair and reasonable comments in general are essentially by all. However, all are requested to refrain from undue public criticism.
- c) In case of an on-going Committee hearing, fencers, administrators, officials or anyone on behalf of them shall not disclose any related matter to the media until the proceedings are concluded.

Normal rules apply to confidentiality and not bringing Fencing Association of India (FAI) into disrepute.

## PROCEDURES

Fencing Association of India (FAI) will not tolerate any unethical conduct that will tarnish the image of fencing or harm anyone associated with fencing. FAI guarantees that a complaint will be processed confidentially and there shall be no negative impact or attempt of retaliation on career for raising such matters.

### Complaint

Any person who is a victim of unethical conduct or in the know of a violation of these Guidelines shall send a written complaint to the FAI Office, at the earliest following the acts or the date of their discovery. The complaint must state:

- the full name of the individual or entity, address and title of the complainant(s);
- the full name of the individual or entity being accused\*
- a summary of the facts, the objectives of the complaint, with an indication of the guideline or principle infringed; and
- the signature of the complainant.

The complaint can, moreover, be accompanied by documents necessary for the investigative file. Supplementary or new information can be communicated up to the 10th day following the date of the complaint.

During National Championships, if there is any grievance that has to be addressed immediately, a written complaint should be filed with the Organising Secretary, on the same day. For fast-track grievance redressal during National Championships, the FAI President shall designate an administrator to take necessary decision. But, if instantaneous actions are not required or if a resolution is beyond the scope of an individual administrator, the complaint shall be forwarded to Office for disciplinary procedures.

FAI appointed National Team Manager and Organising Secretary of National Championships have the obligation to report about any violation of these Guidelines that came to his/her attention during training camps, competitions or related travel.

A copy of the complaint will be send to the accused /concerned parties within reasonable time of the receipt of the same by the FAI.

The FAI President shall find out if there is prima facie view of substance in the complaint submitted. If the complaint is found legitimate, the FAI President shall authorise the Ethics and Disciplinary Committee (EDC) to investigate the complaint.

### **Ethics and Disciplinary Committee**

The Ethics and Disciplinary Committee will have the power to conduct a formal hearing and recommend necessary disciplinary actions. According to the availability, a minimum of at least three among the listed members should be assigned for the working of the Ethics and Disciplinary Committee.

The Ethics and Disciplinary Committee shall be impartial and ensure that the complainant and the accused have an unbiased opportunity to represent themselves.

### **Inquiry Process**

- FAI will send a notification of formal Ethics and Disciplinary Committee hearing to relevant parties.
- EDC will conduct a formal hearing, which will include questioning, recording of the statement of the complainant, the accused and any witness that either party seek to rely on.
- All parties are entitled to be represented or assisted by their authorised representatives and accompanied by one legal counsel.
- All parties have the right to produce any evidence in support of their claims/ arguments.
- Inquiry procedures might require one or more sessions according to the complexity of the case.

- All information will be treated in a careful and sensitive manner and shall be discussed only with those who need to know the information. Whenever possible, confidentiality will be respected.

- The inquiry process shall be concluded within reasonable time, subject to extension, with the approval of FAI President.

- An inquiry report including the details of the investigation, EDC members judgment of the incidence and recommendations for resolution shall be presented to President of the FAI, within a period of 7 working days after concluding the inquiry.

\* Failing to cooperate with any investigation carried out by the FAI regarding a violation of these Guidelines including (without limitation) failing to provide any information and/or documentation requested by the FAI that may be relevant to the investigation, will also result in disciplinary actions.

\* If a (accused person) person authorises, causes or knowingly assists, encourages, aids and abets, covers up or is otherwise complicit in, any act or omission by the person's coach, manager, agent, relative or other associate that would have amounted to a breach of these Guidelines, it shall be treated as if the person has committed such act or omission himself/ herself and shall be liable accordingly for disciplinary actions.

### **Disciplinary Action**

If it is found that there was a breach of these Guidelines, then EDC depending on the level of violation and its implications, will pronounce disciplinary action against individual(s) or entity found responsible, which may include the following:

- Warning
- Written Apology
- Expulsion from Training Camp/ Team/ Championships
- Exclusion from future Training/ Team/ Championships
- Fine
- Suspension/ Ban from fencing and FAI activities for a specific period of time



In case of violation of the suspension, the duration of it will be automatically doubled, without prejudice to other penalties that may be taken by the FAI. The suspension will include the cancellation of license/ registration for the duration of the suspension.

The disciplinary action will be communicated to the parties within a period of 10 working days from the date of which the report was received. During National Championships, the administrator designated by the FAI President shall have the authority to issue warning, demand an apology or expel a participating fencer/official.

### **Appeal**

Both parties to the complaint have the right to appeal the decision of EDC. The appeal must be lodged with the FAI in writing within 10 working days after notification. Any sanctions/ disciplinary actions imposed by the EDC will be suspended pending the outcome of such appeal.

Though, where a person admits the offence charged, then that person waives his/her right to any appeal against the imposition of disciplinary actions.

### **Re-hearing**

The appeal will be heard as soon as practicable after the other parties of the appeal have been notified and will be commenced no later than 20 working days after the appeal is lodged.

Without limitation, it is open to EDC hearing the appeal to increase or decrease or amend the sanction or otherwise substitute the sanction for another form of disciplinary action permissible by the FAI Executive Committee.

### **Finality**

Any decision made by the FAI on the appeal will be final and binding on the parties thereto.

### **Cost**

The EDC may also order the parties to pay all or part of the costs of the proceedings and/or of the costs incurred by the FAI.

### **Power of judgment by the FAI**

In case of emergency, the FAI can take within the framework of its power to judge administrative measures when it has referred the case to the EDC. FAI will make a report of such decision taken during Championships at the next regular meeting of the Executive Committee. If a member Association is found at fault in any wrongdoing or abetting the accused, then EDC shall also consider appropriate disciplinary procedures against that Association.