



# THE UNITED FENCING ACADEMY

## CLUB POLICY

**UNITED FENCING ACADEMY POLICY** United Fencing Academy (“UFA”) is a private fencing club requiring membership. As a result, the club reserves the right to terminate a membership for any cause, including, but not limited to, failure to follow club policy.

### I. MEMBERSHIP POLICY

**A. UFA MEMBERSHIP AND DUES** Club membership is required for participants to fence at UFA. Membership at UFA allows a fencer to use the club facilities for open bouts and practice on available strips not in use for class or private lessons during work hours. Benefits of the membership also include discounts on classes and lessons, the ability to view schedules and book lessons and classes on line, the right to wear club uniform and compete for the United Fencing Academy, and the right to attend events and meetings hosted by the United Fencing Academy. UFA registration forms are available in the club. Members have the option to pay the yearly membership fee in full at the time of joining the club, and each year thereafter, or in 12 monthly installments. Membership dues are \$ 860.00 for the year if paid in full or \$80.00 per month if paid in monthly installments. The yearly membership fee is mandatory regardless of the number of months you fence per year. If you choose to take any time off, you are still responsible for the balance of your annual membership fee, if outstanding. Membership dues may be temporarily suspended, however, for medical reasons. Monthly membership payments are included in monthly class packages. Membership dues with or without other fees are due at the first week of the month or at the time of the lesson, class or bout (floor fee).

**B. APPLICATION TO THE USFA** The United States Fencing Association (“USFA”), the official body which regulates the sport of fencing, now mandates that every fencer register as a member of the USFA in order to fence at any USFA member club or in any fencing event. It is the fencer’s responsibility to apply, upgrade or renew the USFA membership.

**C. WAIVER** All members of the club must sign a waiver to participate in activities at the United Fencing Academy. The waiver is a standard waiver utilized also by USFA.

## **II. REGISTRATION, SCHEDULING, PAYMENT**

**A. REGISTRATION AND GENERAL POLICY** UFA membership registration requires filling out and signing the Registration and the Waiver. Forms can be picked up in the club. Initial scheduling for classes and lessons has to be discussed and approved by the management. Members are required to wear appropriate attire as discussed below in the section entitled “Dress Code” and arrive to classes on time to avoid disrupting a class in progress. Fencers taking private lessons should arrive at least 15 minutes prior to their scheduled lesson in order to have sufficient time to dress and warm up and not cause delay for coaches and fellow members who also have scheduled private lessons. Adequate warm-up is absolutely necessary to avoid injury to the fencer, and should be taken seriously. Note, if you are late or not ready for your lesson, you run the risk of a shorter lesson or being placed at the next available open time slot of that day.

**B. ON-LINE SCHEDULING** Members have to schedule classes or private lesson on line. The online scheduling allows members a convenient way to book, cancel or change classes and lessons. Fencers are required to discuss scheduling policies with their coaches/UFA staff who will advise them and help them develop the best possible training schedule. Please update your settings in your online scheduling account to receive e-mail notices from UFA.

**C. PAYMENT POLICY** Payments are due at the first week of the month. If the payment is not made within the first week of the month, \$15 late fee will be added to the total. Checks and cash payments are accepted. Credit card payments will be accepted; however a 3% surcharge will be added to the invoice to facilitate the transaction. Members with outstanding balances due will not be allowed to take additional classes or lessons for the following month unless approved by management.

## **III. WITHDRAWAL, CANCELLATION AND MAKE-UP POLICY**

**A. GROUP CLASSES** A fencer may withdraw from a class and transfer to another class only with the approval of the coach. If a fencer misses a class for personal reasons, the fencer may make up that class during an equivalent class given during

the same month with the approval of the coach or management. It is the policy of the club not to reimburse the fencer for missed classes or prorated monthly class fees.

**B. PRIVATE LESSONS** All scheduling has to be done online. Lessons can be taken only with the coach's/UFA staff approval. Private lessons must be cancelled online 24 hours prior to scheduled time or fencer will be billed for the lesson. A fencer must schedule their make-up lesson +/- 45 days of the cancelled lesson. In the event, you are aware that you will be missing a scheduled class in the future, you may schedule the make-up prior to that date, if necessary.

#### **IV. SAFETY**

Safety is a club priority. Only fencers are allowed in the gym. Athletic shoes are required to enter. At no time should fencers engage in any bouting unless in full dress code. The brandishing of any weapon towards anyone not fully dressed and protected is prohibited. Careful transportation of weapons is critical and weapons should be pointed towards the ground at all times when traveling throughout the club. When fencers are bouting, referees or spectators should use common sense and be safely situated to protect themselves and avoid accidents. Fencers should use common sense and concern while maneuvering near strips and throughout the club. Dust, dirt or water on the floor and/or strip could create dangerous situations leading to injuries. Report any spills immediately to the office to avoid any problems. No food and drinks allowed next to the fencing strips. If you are injured while at UFA, you should report this to the office immediately to ensure proper action. In addition, if you witness any harassing behavior or are the subject of any behavior or treatment which is uncomfortable to you, please report this to the office so it may be properly addressed. Handle any club equipment with care! Fencers must use caution and care when utilizing all equipment in the club, including, but not limited to, the electronic scoring devices and the reels attached to the strip. These items are costly and sensitive and easily destroyed if mishandled. Broken equipment must be immediately reported and taken out of use. Fencers will be responsible for the cost of any equipment they break. Members should place bags and personal belongings under the bench seating or alongside of the walls away from the strips for safety purposes.

#### **V. CLUB ETIQUETTE**

UFA fencers will treat themselves, coaches, and fellow fencers with utmost respect. All fencers and visitors will place safety first. UFA members will welcome and help each other both on and off the strip. Fencers should be considerate of other fencers,

including those younger and less experienced. Fencers should bout freely and accept requests to bout with others respectfully. Fencers should try to accept requests to bout as often as they can, regardless of the opponent's ability. All fencers start somewhere and we are all beginners at some point needing a more advanced fencer to help us improve. Fencers should participate in bouts to no more than 15 points or 10 minutes when fellow fencers are waiting at the strip to fence next. This consideration is required to share the strips, promote fencing amongst all our members, and give everyone equal time on the strip. Fencers are encouraged to come to the club for open bouting to improve skills, to work on techniques learned during class and private lessons, to build stamina and promote comradeship with other members. Your fencing can be improved only by fencing! In addition, members attending tournaments represent United Fencing Academy to the wider fencing community. Members are bound under United Fencing Academy, USFA, and US Olympic Committee (USOC) codes of conduct when fencing in competitions.

## **VI. DRESS CODE**

All participants must wear adequate protective equipment while fencing. Fencers must be covered from head to toe with protective equipment – no exception! Masks, glove, fencing jackets, underarm protectors, chest protectors, knickers and socks are required for students while fencing with each other. Sweat pants or warm-up pants that allow free movement are acceptable for only the novice fencer. Footwear should be some type of dust free indoor sneaker, i.e. court shoes, flat soled sneakers, tennis shoes or fencing shoes. Street shoes are not acceptable in class. Protective equipment must be worn while using hard targets. For your convenience, you can order the complete line of quality fencing equipment through UFA. Check and cash are accepted towards payment. Credit card payments will be accepted, however, a 3% surcharge will be added to the invoice to facilitate the transaction.

## **VII. EQUIPMENT RENTAL**

Use of UFA's gear is free for non-competitive students in our beginning and continuing classes during the first month of classes.

Competitive fencers, whether in class or open fencing, are expected to own their own electric gear and uniform and use it during class and open fencing. Electric gear includes weapons, lamés and body cords.

Recreational fencers (who just come to open fencing and don't compete) are expected to own and use their own gear during open fencing.

Class members who come to open fencing may use UFA non-electric gear (uniform and a practice weapon) and fence "dry" for free. If you want to fence electric, you will need to rent or buy electric gear.

You may rent UFA electric gear for UFA competitions and open fencing. The fees are as follows:

\$25 per tournament. You may borrow what you need but UFA does not guarantee that our club gear is competition-legal.

\$25/month for open fencing, payable with your monthly dues or class fee.

Item	\$, Price per day
<b>Beginners Set (Mask, Jacket, Chest Protector, Glove, Dry Foil)</b>	18
<b>Electric Set (Lame, Foil, Body Cord, Mask with Bib)</b>	25
<b>Jacket</b>	8
<b>Knickers</b>	7
<b>Lame</b>	10
<b>Mask</b>	8
<b>Body Cord</b>	5
<b>Dry Foil</b>	5
<b>Electric Foil (if breaks, fencer pays \$35)</b>	12

## VIII. HOLIDAYS AND CLUB CLOSINGS

The club is closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day and New Year's Eve.

Any unscheduled closing – i.e. due to inclement weather – will be announced on UFA's Facebook page or website. Members will also be notified by e-mail.

## **IX. COACHING FEES**

Club coaches are ready to travel to the tournaments for stripside coaching and practical help for your children to achieve better results.

Coach expenses and fees for competitions are divided equally among the number of UFA fencers participating in specified local, national and international tournaments.

These include:

- Airfare/transportation and overnight stay coverage for the coach
- \$250 in coaching fees per tournament day

Fencers will be invoiced for respective fees and expenses after the event.

Coaching fees do not apply to UFA members when the club hosts a tournament at its location in Woodland Hills.

*Any questions regarding the policies as outlined above, please feel free to contact management.*