



US Fencing Coaches Association Certification Candidate Handbook

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Table of Contents

THE USFCA CERTIFICATION PROCESS	4
ASSISTANT MONITEUR CERTIFICATION	5
WHAT IS AN ASSISTANT MONITEUR?	5
QUICK GUIDE TO EARNING YOUR CERTIFICATION	5
HOW THE PROGRAM WORKS	6
SPECIFICS TO EARNING CERTIFICATION	6
SELECTION CRITERIA	6
REQUIRED KNOWLEDGE	7
REQUIRED SKILLS	7
EVALUATION PROCESS	7
INSTRUCTOR LOG	8
CANDIDATE'S FEEDBACK FORM FOR CERTIFICATION EXAM BOARD	9
MONITEUR CERTIFICATION	10
WHAT IS A MONITEUR?	10
QUICK GUIDE TO EARNING YOUR CERTIFICATION	10
SPECIFICS TO EARNING CERTIFICATION	11
RESOURCES FOR MONITEUR CANDIDATES	11
EVALUATION PROCESS	12
WRITTEN EXAM	12
PRACTICAL EXAM	14
TIPS FOR TAKING THE PRACTICAL EXAM	15
CANDIDATE'S FEEDBACK FORM FOR CERTIFICATION EXAM BOARD	16
PRÉVÔT CERTIFICATION	17
WHAT IS A PRÉVÔT?	17
QUICK GUIDE TO EARNING YOUR CERTIFICATION	17
SPECIFICS TO EARNING CERTIFICATION	18
RESOURCES FOR PRÉVÔT CANDIDATES	18
EVALUATION PROCESS	19
WRITTEN EXAM	19
PRACTICAL EXAM POLICIES	19
PRACTICAL EXAMINATION	20
TIPS FOR TAKING THE PRACTICAL EXAM	22
CANDIDATE'S FEEDBACK FORM FOR CERTIFICATION EXAM BOARD	23
FENCING MASTER CERTIFICATION	24
WHAT IS A FENCING MASTER?	24
QUICK GUIDE TO EARNING YOUR CERTIFICATION	25
SPECIFICS TO EARNING CERTIFICATION	25
EVALUATION PROCESS	26
WRITTEN EXAM	26
SUBMISSION OF A MASTER'S THESIS	27
PRACTICAL EXAM POLICIES	27
PRACTICAL EXAMINATION	28
TIPS FOR TAKING THE PRACTICAL EXAM	30

<u>SUBMISSION OF MASTER'S THESIS TO THE USFCA</u>	31
GENERAL INFORMATION	31
THESIS TOPICS FOR SUBMISSION	31
POSSIBLE THESIS TOPICS:	32
DETAILS OF THE PROCESS AND LOGISTICS	33
FORMAT OF THE THESIS PAPER	34
CANDIDATE'S FEEDBACK FORM FOR CERTIFICATION EXAM BOARD	35
<u>APPLICATION FORM: USFCA CERTIFICATION FOR COACHES COLLEGE DIPLOMATES</u>	36
EQUIVALENCY FOR CERTIFIED USFA COACHES COLLEGE COACHES	36
<u>APPLICATION FORM: USFCA CRITERIA FOR MASTER CERTIFICATION EXEMPTION</u>	37
MASTER OF WEAPON EXCEPTION PROCESS FOR NOTABLE FENCING COACHES	37

The USFCA Certification Process

The U.S. Fencing Coaches Association is dedicated to the growth and development of better fencing through better coaching by improving the quality of fencing instruction and supporting fencing coaches in the United States. Coaching fencing education and certification are at the core of the USFCA's mission while recognizing coaching achievement. Your journey to certification, the policies and procedures are located in this handbook. The USFCA grants certification at four levels (in each weapon starting at the Moniteur level):

Assistant Moniteur
Moniteur
Prévôt
Fencing Master (Maitre)

In addition to being a current member of the USFCA the prerequisites for Prévôt and Fencing Master include having earned USFCA certification at the prior level for the weapon(s) in which you wish to certify (i.e. you must have Moniteur certification in foil **before** testing for Prévôt of Foil and Prévôt of Foil **before** testing for Master of Foil). You also must be a Professional member of USA Fencing with the required background screening and Safe Sport certification.

Our written exams, for all levels from Assistant Moniteur to Master, are online and randomized covering training, conditioning, risk management, fencing theory and technique. We have standardized our practical exams so that when examiners grade the candidates, the criteria are the same anywhere they test in the U.S.

There is a specific order that the candidates are required to follow when becoming certified. First, read the information in this handbook (*Certification Candidate Handbook*), *Reading List and Glossary of Terms*, and the *Certification Study Guide* to learn the requirements for each specific level. Second, pay online for the written exam, and take the exam on a computer when ready. Third, after passing the exam, **immediately** print out the final score sheet **before logging out**. That way the candidate has proof of passing. The passing score is a prerequisite that must be shown for the fourth step, which is pay for the practical exam online and set up an exam at a USFCA clinic that is in a convenient area.

The practical exam is taken one weapon at a time for all levels. Candidates are able to become certified in one weapon (Master of Foil) or two or three weapons. For example: if attempting the Moniteur d'Armes (which means certified in foil, epee and sabre) each weapon is taken and paid for separately. The money paid for the exam is used to pay for the certified exam board member or members. All examiners go through a training class to learn the policies and procedures they must follow to give a fair and standardized exam. Only USFCA member coaches that have been trained are allowed to sit on exam boards as a Certified Examiner. The requirements are specified on the website and in the *Examiner's Certification Handbook*.

The *Certification Candidate Handbook* has "How To" documents that explain each step the candidate needs to complete for all the certification levels. The companion *Certification Study Guide* contains, written exam questions, and the *Reading List and Glossary of Terms* suggests reading materials and gives a glossary of terms.

The lessons a candidate gives for an exam are different than what is done in the club. The exam board wants to know that the candidate is able to teach a variety of things in a logical and physiologically safe progression. Many competent coaches fail the exam because they are not prepared to cover the information required by the exam board. Most candidates will avoid this problem if they read the *Handbook*, *Study Guide*, *Reading List and Glossary of Terms*, and required materials and practice the required lessons that are expected for the test.

The Certification and Accreditation Board (CAB) is available to answer any questions (visit the website www.usfca.org for contact information).

Good luck!



US Fencing Coaches Association

How to Become an Assistant Moniteur

Published by the Certification and Accreditation Board
of the United States Fencing Coaches Association, © 2011

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What Is An Assistant Moniteur?

Assistant Moniteurs are the initial level of instructor, qualified to assist all levels of certified professional coaches (Moniteur, Prévôt, and Master) 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. Completing 20 hours of work and 20 hours of instruction under a Moniteur, Prévôt, or Master that is a current USFCA member. Pass the online written exam. Be evaluated by a USFCA member using the evaluation form in the Assistant Moniteur Study Guide.
2. **OR** Passing the online written examination and passing a formal practical examination.

Quick Guide to Earning Your Certification

Certification Checklist

- Become a member of the USFCA (www.usfca.org)
- Read the Study Guide for Assistant Moniteurs (available online at www.usfca.org in the member's section)
- Complete at least 20 hours of instruction in the weapon you will be teaching under the supervision of a USFCA certified professional coach
- Complete 20 hours of work under the supervision of a USFCA certified professional coach
- Complete the online written exam with a minimum score of 75%
- OR** take a two day USFCA Assistant Moniteur clinic and pass a practical exam with a minimum score of 75%

Additional information about the certification process is contained in this document, but the checklist above can be used to help you keep track of your progress while you work to earn your certification. The US Fencing Coaches Association wishes you every success as you begin your journey in becoming a fencing coach.

Note: *To earn a certification, you will be working as an apprentice to a USFCA member certified professional coach. Information for the supervising professional can be found in the members only section of the USFCA website.*

How the Program Works

The Assistant Moniteur training and certification program is designed to be implemented in the individual club or salle, under the direct supervision of a Moniteur, Prévôt, or Master who is a current member and certified by the US Fencing Coaches Association. The candidate training to become an Assistant Moniteur works in an apprenticeship relationship with the professional coach to complete the program requirements.

Individuals may certify in any of the three weapons, based on the needs of their school, club, or salle. However, the intent is to issue on certificate to an individual at this level. If the Assistant Moniteur wishes to develop further as an instructor, training should be started to qualify the individual as a Moniteur.

Specifics to Earning Certification

To become a certified Assistant Moniteur:

- Study and understand all of the concepts in the *Study Guide for Assistant Moniteurs* and complete the self-study exercises included within the guide. This study guide is available on the USFCA's website in the members area at www.usfca.org.
- Take at least 20 hours of class, group lessons, or individual instruction in the weapon you will be teaching. Ensure that your training emphasizes the specific skills that will be taught in classes you will assist with – the Assistant Moniteur must be able to show good technique in these skills. Prior training is applicable to this requirement.
- Complete at least 20 hours of work in the salle, assisting in the delivery of instruction. Your work must be supervised by a USFCA certified professional coach and must be logged and signed-off by the supervising professional.

There is no minimum time period for completion of the Assistant Moniteur requirements. Time required will depend upon the experience and skill level of the individual undertaking the training, the workload of the salle, and the motivation of the candidate. However, it is reasonable to expect the process to require at least three months.

Selection Criteria

Fencers should be selected for Assistant Moniteur training based on knowledge, skills and abilities that indicate a high probability the individual will be an effective assistant to the professional coach. Seniority, competitive success, or amount of time as a fencers are not automatic indicators of a successful instructor. The following factors should be considered objectively:

- Ability to follow directions
- Physical fitness and quality of technical execution of fencing skills
- Ability to communicate verbally and by movement
- Knowledge about fencing, in general, and the skills to be taught in particular
- Organizational skills
- Reliability
- Maturity
- Genuine enthusiasm for fencing and for their role as an instructor
- Discretion and the ability to respect confidences
- Trustworthiness

Required Knowledge

Detailed information about the items listed here can be found in the *Study Guide for Assistant Moniteurs*, available on the USFCA's website in the certification area at www.usfca.org.

- Types and characteristics of the three weapons
- Basic fencing rules – strip dimensions, right-of-way, required courtesies, and fencing safety rules
- Safety – individual and classes
- Terminology at the level required to explain or describe fencing activities in a beginner's class
- Group lesson format and organization
- Levels of fencer classification
- Types and roles of professional coaches
- Fencing organizations
- Coaching ethics
- Record keeping and fencing statistics
- Basic fencing tactics – the short tactical wheel, plus counter-riposte
- Care of uniforms, protective equipment, and weapons owned by the salle or club

Required Skills

During the apprenticeship, the candidate for certification should learn and be able to demonstrate the following:

- Lead warm-up and footwork drills
- Implement a lesson plan designed by the supervising professional
- Make corrections to observed basic errors in technique
- Serve as a demonstration partner for the professional coach
- Correct or stop unsafe conduct
- Teach beginner level techniques as technical drills, including:
 - Footwork – advance, retreat, lunge
 - Offense – straight thrust, disengage, coupé, counter-disengage, direct riposte, indirect riposte, counter-riposte
 - For sabre: attacks to the head, flank, chest, point, and to the advanced target
 - Defense – point weapons the parries: 4, 6, 8 and circle 6, for sabre: parries 3, 4, 5 and 2.
- Manage beginner-level bouts in a class, including determining right-of-way or priority of hits in uncomplicated fencing phrases

Evaluation Process

To earn a certification, you will be evaluated in two ways:

- A standard, 25-question, multiple-choice test, covering the knowledge and skills described in the *Study Guide for Assistant Moniteurs*.
- A practical evaluation of your skills as an instructor, completed by a USFCA certified professional coach, using the checklist included in *Study Guide for Assistant Moniteurs*. When you show that you can satisfactorily complete a required skill during your apprenticeship, the individual evaluating you will sign-off that skill on the checklist.

What must be returned to the Certification Board:

- Online payment in the amount of \$25.00, to the United States Fencing Coaches Association
- Your completed written exam (taken online)
- Your log of instruction and apprenticeship hours (found in the *Study Guide for Assistant Moniteurs*)
- The completed Skills Evaluation Checklist (found in the *Study Guide for Assistant Moniteurs*), signed by the supervising professional coach

When all items have been returned, the Certification Board will verify your completion and issue an appropriate certificate as an Assistant Moniteur of the United States Fencing Coaches Association. Email or send the completed forms to: USFCA CAB Secretary (information found online)

Instructor Log

Instructor Name: _____

	Date	Weapon	Length	Student / Group	Content
1		F S E			
2		F S E			
3		F S E			
4		F S E			
5		F S E			
6		F S E			
7		F S E			
8		F S E			
9		F S E			
10		F S E			
11		F S E			
12		F S E			
13		F S E			
14		F S E			
15		F S E			



US Fencing Coaches Association

Assistant Moniteur Candidate Feedback Form

CANDIDATE FEEDBACK FORM FOR CERTIFICATION EXAM BOARD

To all candidates: please grade the examiners on a scale of 5 to 1. Five is excellent and one is unsatisfactory.
Use more than one feedback form if you wish to give each examiner a separate grade.

Examiner 1 _____ Examiner 2 _____ Examiner 3 _____

Did the examiners perform the following?

During the exam

5 4 3 2 1	Examiners were professional, encouraging, fair; and not patronizing, dismissive, or insulting.
5 4 3 2 1	They did not interject many comments or make excessive requests of the candidate during the exam. If the examiner showed off - explain.
5 4 3 2 1	Stayed neutral about other Masters, coaches or systems.
5 4 3 2 1	The examiner may correct but did not insist on the candidate making the changes.
5 4 3 2 1	Asked questions inside the scope of the USFCA published study guides and used the recommended questions document for guidelines. If not, what did they ask?
5 4 3 2 1	For the oral exam the examiners asked questions that match the level of the exam.

At the conclusion of the exam

5 4 3 2 1	Asked the examinee to return, showed and discussed with the examinee the grades and his or her performance.
5 4 3 2 1	Examiners used the official score sheet.
5 4 3 2 1	Filled in the area of the sheet to show clearly if the student passed or failed.
5 4 3 2 1	Clearly told the examinee if they passed or failed and why.
5 4 3 2 1	At the end of the test the examiner offered feedback as to what needs improvement.
5 4 3 2 1	Completed all scoring paperwork and give the Proof of Exam to the candidate.
5 4 3 2 1	If the candidate did not pass, the examiner offered advice in preparation for the next time.
5 4 3 2 1	The exam was a positive educational experience

Specific Comments: _____

Name _____ Date _____ Exam level _____

You may return this to the exam board or to the CAB secretary (information online).

Or email to:

cabsecretaryusfca@gmail.com

CC: CAB_Chair@usfca.org



US Fencing Coaches Association

How to Become a Moniteur

Published by the Certification and Accreditation Board
of the United States Fencing Coaches Association, © 2010

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What Is A Moniteur?

The Moniteur level 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 group classes and individual lessons to recreational beginners and up to intermediate level fencers that compete. A Moniteur 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. This level of certification is achieved by passing an online written examination and later a practical examination under the supervision of two USFCA Fencing Prévôts who are board certified examiners or one USFCA Fencing Master who is a board certified examiner.

Quick Guide to Earning Your Certification

Certification Checklist

- Become a member of the USFCA (www.usfca.org)
- Read the study guides for Moniteurs (available online at www.usfca.org in the reference section available to members)
- Pass an online written exam with a minimum score of 75 out of 100
- Pass a practical exam in each weapon for which certification is desired with a minimum score of 75%

Additional information about the certification process is contained in this document, but the checklist above can be used to help you keep track of your progress while you work to earn your certification. The US Fencing Coaches Association wishes you every success as you begin your journey in becoming a Moniteur.

Note: *To earn a certification, it is helpful to work as an apprentice to a USFCA member certified professional coach.*

Specifics to Earning Certification

Candidate must be a current member of the [USFCA](http://www.usfca.org). Membership information can be found online at www.usfca.org.

Candidate must pre-register and pay online to take both the written and practical exam. The candidate will receive an email from the CAB secretary providing an access log-in and password to the online exam, which may be taken at the candidate's convenience.

Candidate must pass an online written exam with a minimum score of 75 out of 100. The cost for the written exam is \$25.

After passing the written exam the candidate may take a Moniteur practical exam. A minimum score of 75 out of 100 is required to pass each weapon. There is no time limit between practical weapon tests and no requirement that a fencing coach take more than one weapon to earn certification. If for example a fencing coach passes the Moniteur practical in foil then he or she will be a "Moniteur of Foil". The cost for practical exams is:

- \$50 for each weapon

RESOURCES FOR MONITEUR CANDIDATES

The list below of references and resources are strongly recommended as study materials for the Moniteur candidate, especially if the candidate is not studying directly under the tutelage of a Fencing Master. Specific information can be found in the USFCA's Suggested Reading List in the resources section available for members at www.usfca.org.

- [Fencing: A Practical Guide for Training Young Athletes](#) by Handelman and Louie, 2010
- [Magnum Libre](#) (The Big Book of Fencing) by Volkmann, 1996
- [Taking Foil Groups to the Competitive Level](#) by Vincent Bradford, 1994
- [USFCA glossary](#) – found in the Reference area of the USFCA website (membership required)
- [Sport Physiology for Coaches](#) by Brian Sharkey ([Human Kinetics Publishing Co.](#)), 2006
- [Risk Management Essentials for Local Sports Organizations](#)
- Assistant Moniteur Guidebook

Other helpful References and Resources for Moniteur Candidates

- USFA [rule book and operations manual](#)
- USFCA - The Point-Line
- USOC Olympic Coach Magazine

Evaluation Process

Written Exam

The written exam will include questions covering the following topics:

Risk Management: Questions on the exam are based on an article in the Fall 2001 issue of the Olympic Coach Magazine entitled “Risk Management Essentials for Local Sports Organizations” available in the references section of the USFCA’s website for current members.

Basic fencing rules: Below is a list of areas where the Moniteur is expected to know the rules. The [USFA](#) Rule Book and Operations Manual can be found on the USFA website:

- a. Uniform safety
- b. Basic tournament structures (pool/direct elimination, scoring, indicators, seeding)
- c. Fencing etiquette
- d. Earning a classification
- e. Various levels of competition (division/section/national; Interscholastic/collegiate/USFA/FIE; World Championships/Pan American Games/Olympics; Youth 10, 12, 14/cadet/junior/senior)
- f. Rules of right of way
- g. Bouting rules
- h. Dry bouting format
- i. Strip dimensions
- j. Weapon specific strip testing procedures
- k. Penalty chart
- l. How to earn a [USFA referee's rating](#) (Moniteurs are encouraged to learn to referee and to take the USFA referee test)
- m. How to earn a spot on a National Team

Teaching and Promoting Fitness: It is becoming increasingly important for all teachers in all levels of sport to have a basic understanding of the principles of fitness, REFER TO [Fencing: A Practical Guide for Training Young Athletes](#) by Handelman and Louie, 2010 and [Sport Physiology for Coaches](#) by Brian Sharkey ([Human Kinetics Publishing Co.](#)), 2006

Terminology: The Moniteur Candidate should know all of the basic fencing terms in the [USFCA Glossary](#).

The moniteur is expected to be able to teach a beginning fencing class and therefore should be versed with terminology related to group teaching methods. A Moniteur candidate should also know the definitions for various types of footwork, blade work, simple actions, compound actions, all the parries, counterattacks, etc. and be familiar with the correct technical execution of each. The fencing teacher at this level should also have a cognitive understanding of basic fencing theory and tactics and how to care for personal fencing equipment.

Specifically, the Moniteur should know the definitions for these terms:

Bladework

Grip
Basic cuts and thrusts and simple attacks
Presses
Beats
Feint
Invitation
Disengage
Cutover or coupé
Counter-disengage
Parries (1-8)

Lateral and circular parries
Riposte
Counter-riposte
Compound attacks
Counter-attacks (stop thrusts in épée, stop cuts in sabre)
Remise
Actions in opposition
Point in line
Doublé
Dérobement
One-two

Other Footwork

On Guard (know the difference between the on guard stance in all three weapons)
Advance
Retreat
Lunge
Advance lunge
Jump Lunge
Fleche
Combinations of the above footwork

Types of Drills

Technical (also known as tutorial or mechanical) drills
Exchange drills
Bouting drills
Commitment/Analysis drills

Methods of Drilling

Blocked
Serial
Random

Tactics and Theory

Short Tactical Wheel
Foreseen actions
Partially foreseen actions
Unforeseen actions
Preparation
Target areas in all three weapons
Lines of attack and defense
Direct
Indirect
Simple
Compound
Short Tactical Wheel
Foreseen actions
Partially foreseen actions

Four Distances

Short
Medium
Long
Others

Practical Exam

The practical exam must be administered by one USFCA Fencing Master or two USFCA Fencing Prévôts. Examiners must be current members of the USFCA and be USFCA Certified Examiners. For a list of certified examiners visit the USFCA's website at www.usfca.org. The practical exam may be conducted in one of the following formats:

The practical exam is divided into five sections:

- Footwork
- Individual lesson
- Conclusion of the lesson
- Examiner's questions
- Feedback from examiner

Under part one (footwork) and part two (main lesson), themes (as described below) will be selected by the examining board for a candidate to teach. The candidates should be well prepared ahead of time to teach any of the themes listed. Candidates are further instructed to stay within the time limit allotted for each section.

Part One - Footwork - 5 to 10 minutes

The candidate will conduct a 5-10 minute lesson introducing footwork from one of the themes below. The footwork should be presented as if for the very first time.

Footwork Themes:

- On guard, advance, and retreat
- Lunge and backward recovery
- Advance lunge and retreat lunge
- Forward and backward checks

Part Two - The Main Lesson - 15 minutes

Main Lesson Themes:

- The grip, lines of attack and defense, target areas, the thrust and the concept of simple, direct attack
- Simple attack and parry riposte
- Parry riposte and compound attack
- Compound attack and counter attack
- Counter attack and simple attack
- Attack and Counter attack

Once the candidate receives their lesson theme, they will have 10 minutes to prepare if needed. The lesson should be taught at the beginning level using mainly paired drills. Candidates should assume the students have the basic foundation needed to introduce a theme.

Some of the things examiners are looking for:

- Safety awareness
- Logical progressions
- Good drill design
- Appropriate use of teaching cues, both verbal and visual
- Appropriate methodology
- Age appropriate exercises
- Error correction
- Student's time on task
- Distance awareness

Part Three - 5 minutes - Conclusion

The candidate will have a quick review, checking for the student's understanding of material covered in the class or lesson. The candidate should be able to answer student questions. The candidate then salutes and dismisses the student.

Part Four - 10 minutes - Examiners' questions

After the candidate has concluded the lesson the examiner(s) will have an opportunity to ask questions and ask for further demonstrations. Questions are based on the published Oral Question Study Guide.

At the conclusion of the examiner's questions the candidate should leave the area while the examiner(s) records scores. The examiner(s) will call the candidate to return to the testing area where they will receive feedback from the examiner(s) and their final score. At the conclusion the candidate should salute and shake hands with the examiner(s).

Tips For Taking The Practical Exam

- Be on time and have students ready.
- Warm up, you may need to demonstrate some movements.
- You have the right to ask any questions and express any concern during the exams in a polite and professional way.
- The examiner anticipates that you will introduce yourself, give a brief synopsis of your fencing program and your students.
- Your uniform should be sharp, clean and professional.
- Speak clearly and in a voice loud enough for the examiner(s) to hear you.
- Orient the class so that you face the class and the examiners as much as possible.
- Be confident, energetic and pleasant – an appropriate sense of humor never hurts.
- Be rested and ready for the exam so that it will be a positive and fun experience.
- Teach in a natural way – as you would do at your own fencing program. The examiners are interested in hearing your verbal explanations, seeing your demonstrations and seeing how you organize the class.
- At the conclusion of the exam the candidate should salute and shake hands with the examiner(s).
- Do your homework, study and feel free to seek help from others in the fencing community. Any member of the Certification and Accreditation Board will be glad to answer any questions.



US Fencing Coaches Association

Moniteur Candidate Feedback Form

CANDIDATE FEEDBACK FORM FOR CERTIFICATION EXAM BOARD

To all candidates: please grade the examiners on a scale of 5 to 1. Five is excellent and one is unsatisfactory.
Use more than one feedback form if you wish to give each examiner a separate grade.

Examiner 1 _____ Examiner 2 _____ Examiner 3 _____

Did the examiners perform the following?

During the exam

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5 4 3 2 1	Stayed neutral about other Masters, coaches or systems.
5 4 3 2 1	The examiner may correct but did not insist on the candidate making the changes.
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At the conclusion of the exam

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5 4 3 2 1	The exam was a positive educational experience

Specific Comments: _____

Name _____ Date _____ Exam level _____

You may return this to the exam board or to the CAB secretary (information on website).

Or email to:

cabsecretaryusfca@gmail.com

CC: CAB_Chair@usfca.org



US Fencing Coaches Association

How to Become a Prévôt

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What Is A Prévôt?

The Prévôt level is similar to the Master level professional fencing coach 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 Assistants or Moniteurs.

Prévôt candidates must pass a thorough test comprised of written, practical, and oral parts. The practical examination is given by a board of two USFCA Fencing Masters who are certified to give exams.

A coach can be certified as a Prévôt in an individual weapon (e.g. Prévôt of Fleuret - Foil, Prévôt of Sabre, Prévôt of Épée), and after passing all three will be certified as a Prévôt d'Armes - Prévôt of Arms.

Quick Guide to Earning Your Certification

Certification Checklist

- Become a member of the USFCA (www.usfca.org)
- Earn USFCA Moniteur certification in weapon or weapons you plan to test for Prévôt
- Become a Professional Member of the USFA, and complete SafeSport Certification (www.usfencing.org)
- Read the study guides for Prévôts (available online at www.usfca.org in the reference section available to members)
- Pass an online written exam with a minimum score of 75 out of 100
- Pass a practical exam in each weapon for which certification is desired with a minimum score of 75%

Additional information about the certification process is contained in this document, but the checklist above can be used to help you keep track of your progress while you work to earn your certification. The US Fencing Coaches Association wishes you every success as you begin your journey in becoming a Prévôt.

Note: *To earn a certification, it is helpful to work as an apprentice to a USFCA member certified professional coach.*

Specifics to Earning Certification

Candidate must be a current member of the [USFCA](http://www.usfca.org). Membership information can be found online at www.usfca.org.

Candidate must pre-register to take a written or practical exam. Registration and payment should be completed online for both written and practical exams. The candidate will receive an email from the CAB secretary providing them with access to the written online exam which may be taken at the candidate's convenience. There is a two hour time limit and no proctor is required. Upon special request, a candidate may have an extended exam period (up to 4 hours). Candidate must pass the written exam with a minimum score of 75 out of 100. The cost for the written exam is \$50.

After passing the written exam the candidate may take a practical exam in only one weapon at a time. The candidate will have to give three different lessons with the chosen weapon. The practical exams in all three weapons should be taken at different times.

A minimum score of 65% is required to pass each weapon. There is no time limit between practical weapon tests and no requirement that a fencing coach take more than one weapon to earn certification. If for example a fencing coach passes the Prévôt practical in foil then he or she will be a "Prévôt of Foil". The cost for practical exams is:

- \$150 for each weapon

Fees should be paid online at the USFCA's website.

If the candidate passes the Prévôt written test, the written Moniteur test is no longer needed for Moniteur or Prévôt practical exams. However, if the candidate fails the Prévôt practical exam, a lower level certification is not given (Assistant Moniteur or Moniteur) no matter how close the score is to passing.

RESOURCES FOR PRÉVÔT CANDIDATES

The list below of references and resources are strongly recommended as study materials for the Prévôt candidate, especially if the candidate is not studying directly under the tutelage of a Fencing Master. This list is recommended in addition to the references for Moniteur candidates. Specific information can be found in the USFCA's Suggested Reading List in the resources section available for members at www.usfca.org.

- [Fencing: A Practical Guide for Training Young Athletes](#) by Handelman and Louie, 2010
- [Electric Foil Fencing](#) by Lukovich, 1998
- [Epee: A Complete Theory](#) by Vass, 1998
- [USFCA glossary](#) – found in the Reference area of the USFCA website (membership required)
- [Theory, Methods, and Exercises in Fencing](#) by Wojciechowski, 1989
- [Understanding Fencing, The Unity of Theory and Practice](#), by Czajkowski, 2005
- [Risk Management Essentials for Local Sports Organizations](#)

Other important References and Resources for Prévôt Candidates

- USFA [rule book and operations manual](#)
- USFCA - The Point-in-Line
- USOC Olympic Coach Magazine

Evaluation Process

Written Exam

The written exam will include questions covering the following topics:

Risk Management: Questions on the exam are based on an article in the Fall 2001 issue of the Olympic Coach Magazine entitled “Risk Management Essentials for Local Sports Organizations” available in the references section of the USFCA’s website for current members.

Basic fencing rules: Prévôt candidates should be familiar with all of the rules of the USFA, particularly those pertaining to the weapons in which they are testing. The current USFA rulebook and Athlete’s Handbook are available on the USFA’s website.

Teaching and Promoting Fitness: It is becoming increasingly important for all teachers in all levels of sport to have a basic understanding of the principles of fitness.

- The Prévôt fitness related questions are from Brian Sharkey’s book, Sport Physiology for Coaches, Human Kinetics Publishers. <http://www.humankinetics.com/>. ALSO REFER TO Fencing: A Practical Guide for Training Young Athletes by Handelman and Louie, 2010 and the Addendum by Handelman to the main text.

Terminology: The Prévôt Candidate should know all of the basic fencing terms in the [USFCA Glossary](#), and should be able to explain those terms in depth. Demonstrations may be required by the examiners as proof of a candidate’s understanding during the practical examination.

Candidates should consult the “How To Become a Moniteur” document on the USFCA’s website for specific knowledge requirements that will be expected in addition to those covered in this document. A Prévôt study guide is also available for the written exam. This guide includes sample questions for all sections of the written Prévôt exam and is available on the USFCA’s website in the “References” area which is available to registered members.

Practical Exam Policies

Two Fencing Masters must sit on a board to give the Prévôt practical exam. Both of these must be current USFCA members and certified examiners with the USFCA. The candidate should take the test at an official USFCA coaches clinic – most recommended is the Annual Conference.

If the candidate is registering in advance for examination at a seminar, workshop, conference, etc., the candidate will be assigned a board. In preparation for the practical exam the candidate should refer to the appropriate books, suggestions and materials on the Prévôt practical exam study guide.

Practical exams consist of demonstration of the candidate’s ability to instruct fencing to individuals. The examiner(s) may request specific actions or methods or ask questions, but the candidate should have planned material to demonstrate.

After the exam the Board member(s) will tell the results to the candidate discuss the exam and answer the candidate’s questions. The head examiner will copy the results on the appropriate forms and forward them to the Secretary of the Certification and Accreditation Board. Any fees should be paid online before the exam. The candidate will receive Proof of Exam Form after the test is completed validating the results and, if passed, later a certificate from the USFCA Secretary of the Certification and Accreditation Board.

Practical Examination

The Prévôt candidate will demonstrate proficiency in three different types of lessons^{1[1]}. During the course of these lessons the Prévôt candidate is expected to demonstrate a variety of teaching methods. For further clarification, review the practical exam evaluation form posted on the USFCA website.

Types of lessons

- Option Lesson
- Teaching Lessons
- Warm-up Lesson

Teaching Methods

- No reaction (blocked exercise)
- Simple reaction (blocked exercise)
- Choice reaction (serial or random exercise)
- Surprise or switching reaction (unforeseen and random)
- Coach initiated
- Student initiated

The candidate will give a full Option Lesson, three short Teaching Lessons, and a Warm-up lesson.

The practical exam is divided into four sections:

Each weapon is tested one at time with an option lesson, three short teaching lessons, general warm-up lesson and oral exam.

Candidates should review the exam sheet prior their practical examination to learn how the examiners will be evaluating their lessons. Candidates should clearly and briefly describe to the Examiners the various parts of the lessons as they are being done. For example, in the training lesson describe the introduction (warm-up), main lesson and conclusion.

Part One – The Option (Training) Lesson – 25 to 30 minutes

- Option Lesson includes three parts: warm-up drill and introduction, main lesson and conclusion
- The lesson should be between 20-35 minutes
- During the introduction the coach should prepare the student for the main lesson by introducing the actions and tactical situations that will be studied in the main part of the lesson, but presented in a very easy form.
- Tactical situations developed during this lesson should be based on tactical logic, i.e., the tactical tree or long tactical wheel.
- The candidate must use required methods (see list below), but the Prévôt candidate may select any action to fulfill these requirements.

A. Warm-up drill to judge distance and blade skills of the student, followed by the Introduction of the Options.

No reaction – the first part of the warm-up should be given under very easy conditions. A few drills for distance and blade control are good to start with to lead into the lesson.

Simple reaction^{2[2]} - The introduction of the simple reaction should correlate with the actions that will be used in the main lesson. Initially these should be coach initiated and

^{1[1]} The types of lessons referred here are those in Wojciechowski's text: Teaching Lesson, Option (Training) Lesson, Check-up Lesson, Boutng Lesson, Warm-up Lesson (see pp. 61-62)

^{2[2]} See Wojciechowski pp. 77-90

B. Main Lesson

- Choice reaction (with at least 3 tactical possibilities)
 - The three tactical possibilities should be developed in the “simple reaction” portion of the lesson.
 - The three tactical possibilities should be announced, but not necessarily presented in sequential order, use serial and random methods.
 - The three possibilities must be based on tactical logic and tactically related.
- Choice reaction exercises may be coach initiated in the early phase of the drill, but most of the exercise should be student initiated.

Surprise (switching reaction)

Unforeseen circumstances should be presented during the lesson to check the student’s readiness, ability to rapidly switch attention and quality of technical execution.

- Part of your score will be based on the ratio of doing to talking. Excessive error correction and explanation interferes with learning and will hurt the Prévôt Candidates score.
- Another very important element that the examiners will be watching for is the candidate’s awareness and proper use of distance.

Part Two – The Teaching Lesson - 5 to 10 minutes per action

The candidate will perform three different actions, an offensive, defensive and counter-offensive activity to teach the student. To fully demonstrate an action it should take about five to seven minutes.

- Each action should be taught in blocked sets and correct technical execution is emphasized.
- Candidate demonstrates the action at fencing speed and then slowly. Student tries slowly with candidate giving a clear, short description as the student does it.
- Candidate uses fixing actions at different distances and perfects the action with faster coach initiation and increased student tempo and footwork.
- Each action should be introduced from successive distances.
- Show both coach initiated and student initiated methods.
- Each action should also be evoked under easy, but realistic tactical scenarios.
- The Prévôt candidate should demonstrate a variety of error correction methods.

Part Three – Warm-up Lesson - 10 to 15 minutes

For the Prévôt, the examining board will select the situation for the Warm-up lesson (start of pools, DE, just before finals).

- Warm-up Lesson

A footnote about distance and timing: Candidates are expected to be aware of the distance at all times during each of the lessons and to work the student at appropriate distances. The Prévôt candidate must also be keenly aware of the concept of “tempo”, using cues and reactions to the student’s movements with good timing.

Part Four – Examiners’ questions - 10 minutes

After the candidate has concluded the lesson the examiner(s) will have an opportunity to ask questions and ask for further demonstrations. The questions should follow the guidelines of the Oral Examiners Study Guide.

At the conclusion of the examiner’s questions the candidate should leave the area while the examiner(s) records scores. The examiner(s) will call the candidate to return to the testing area where they will receive feedback from the examiner(s) and their final score. At the conclusion the candidate should salute and shake hands with the examiner(s).

Tips For Taking The Practical Exam

- **BE ON TIME AND HAVE STUDENTS READY.**
- **WARM UP, YOU MAY NEED TO DEMONSTRATE SOME MOVEMENTS.**
- **YOU HAVE THE RIGHT TO ASK ANY QUESTIONS AND EXPRESS ANY CONCERN DURING THE EXAMS IN A POLITE AND PROFESSIONAL WAY.**
- **THE EXAMINER ANTICIPATES THAT YOU WILL INTRODUCE YOURSELF, GIVE A BRIEF SYNOPSIS OF YOUR FENCING PROGRAM AND YOUR STUDENTS.**
- **YOUR UNIFORM SHOULD BE SHARP, CLEAN AND PROFESSIONAL.**
- **SPEAK CLEARLY AND IN A VOICE LOUD ENOUGH FOR THE EXAMINER(S) TO HEAR YOU.**
- **ORIENT THE LESSON SO THAT YOU FACE THE STUDENT AND THE EXAMINERS AS MUCH AS POSSIBLE.**
- **BE CONFIDENT, ENERGETIC AND PLEASANT – AN APPROPRIATE SENSE OF HUMOR NEVER HURTS.**
- **BE RESTED AND READY FOR THE EXAM SO THAT IT WILL BE A POSITIVE AND FUN EXPERIENCE.**
- **TEACH IN A NATURAL WAY – AS YOU WOULD DO AT YOUR OWN FENCING PROGRAM. THE EXAMINERS ARE INTERESTED IN HEARING YOUR VERBAL EXPLANATIONS, SEEING YOUR DEMONSTRATIONS AND SEEING HOW YOU ORGANIZE THE LESSONS.**
- **AT THE CONCLUSION OF THE EXAM THE CANDIDATE SHOULD SALUTE AND SHAKE HANDS WITH THE EXAMINER(S).**
- **DO YOUR HOMEWORK, STUDY AND FEEL FREE TO SEEK HELP FROM OTHERS IN THE FENCING COMMUNITY. ANY MEMBER OF THE CERTIFICATION AND ACCREDITATION BOARD WILL BE GLAD TO ANSWER ANY QUESTIONS**



US Fencing Coaches Association

Prévôt Candidate's Feedback Form

CANDIDATE FEEDBACK FORM FOR CERTIFICATION EXAM BOARD

To all candidates: please grade the examiners on a scale of 5 to 1. Five is excellent and one is unsatisfactory.
Use more than one feedback form if you wish to give each examiner a separate grade.

Examiner 1 _____ Examiner 2 _____ Examiner 3 _____

Did the examiners perform the following?

During the exam

5 4 3 2 1	Examiners were professional, encouraging, fair; and not patronizing, dismissive, or insulting.
5 4 3 2 1	They did not interject many comments or make excessive requests of the candidate during the exam. If the examiner showed off - explain.
5 4 3 2 1	Stayed neutral about other Masters, coaches or systems.
5 4 3 2 1	The examiner may correct but did not insist on the candidate making the changes.
5 4 3 2 1	Asked questions inside the scope of the USFCA published study guides and used the recommended questions document for guidelines. If not, what did they ask?
5 4 3 2 1	For the oral exam the examiners asked questions that match the level of the exam.

At the conclusion of the exam

5 4 3 2 1	Asked the examinee to return, showed and discussed with the examinee the grades and his or her performance.
5 4 3 2 1	Examiners used the official score sheet.
5 4 3 2 1	Filled in the area of the sheet to show clearly if the student passed or failed.
5 4 3 2 1	Clearly told the examinee if they passed or failed and why.
5 4 3 2 1	At the end of the test the examiner offered feedback as to what needs improvement.
5 4 3 2 1	Completed all scoring paperwork and give the Proof of Exam to the candidate.
5 4 3 2 1	If the candidate did not pass, the examiner offered advice in preparation for the next time.
5 4 3 2 1	The exam was a positive educational experience

Specific Comments: _____

Name _____ Date _____ Exam level _____

You may return this to the exam board or to the CAB secretary (information online).

Or email to:

cabsecretaryusfca@gmail.com

CC: CAB_Chair@usfca.org



US Fencing Coaches Association

How to Become a Fencing Master

Published by the Certification and Accreditation Board
of the United States Fencing Coaches Association, © 2013

Version: 2017v02
Last Updated: 10/17/17

What Is A Fencing Master?

The title of Fencing Master is honored throughout the fencing world. Coaches at this level have a thorough knowledge of fencing and how to teach it at a high level, and are held in high regard by their peers and students. The world-wide authority for certification of Fencing Masters is the Academie d'Armes Internationale (AAI). The USFCA is the branch of the AAI in the United States.

Fencing Master is the highest level of accreditation. Masters are capable of teaching fencers from beginners to high-level competitive champions. Masters can also train other coaches to become Prévôts or Masters.

A coach can be certified as a Master in an individual weapon (e.g. Master of Fleuret - Foil, Master of Sabre, Master of Épée), and after passing all three will be certified as a Maitre d'Armes - Master of Arms.

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 masters that are certified to give exams.

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.

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.

As a potential businessman, the Master should be aware of the physical risks and financial liability involved in both the instruction and management of a fencing club or team. As a likely manager or owner, knowledge of safety procedures is paramount.



US Fencing Coaches Association

How to Become a Fencing Master

Quick Guide to Earning Your Certification

Certification Checklist

- Become a member of the USFCA (www.usfca.org)
- Earn USFCA Prévôt certification in the weapon or weapons you plan to test for Fencing Master
- Submit a Master's Thesis to the USFCA that is accepted.
- Pass a practical exam for each weapon for which certification is desired with a minimum score of 75%

Additional information about the certification process is contained in this document, but the checklist above can be used to help you keep track of your progress while you work to earn your certification. The US Fencing Coaches Association wishes you every success as you begin your journey in becoming a fencing master.

NOTE: TO EARN A CERTIFICATION, IT IS HELPFUL TO WORK AS AN APPRENTICE TO A USFCA MEMBER CERTIFIED PROFESSIONAL.

Specifics to Earning Certification

Candidate must be a current member of the [USFCA](http://www.usfca.org). Membership information can be found online at www.usfca.org.

Candidates must pre-register to take the Prévôt written (unless already passed) and the Master's practical exam. Registration and payment should be completed online for both written and practical exams. The candidate will receive an email from the CAB secretary providing access to the written online exam which may be taken at the candidate's convenience. There is a two hour time limit and no proctor is required. Upon special request, a candidate may have an extended exam period (up to 4 hours). Candidate must pass the written exam with a minimum score of 75 out of 100. The cost for the written exam is \$50.

After passing the written exam, the candidate must complete and submit a thesis paper. Coaches wishing to embark on the process to receive their Fencing Master certification should contact their Regional Vice-President or a member of the Certification and Accreditation Board. A formal request should be made in writing or by email. The candidate may select anyone to help coordinate the thesis project. An applicant pays \$100 online for the CAB committee review and approval process for the thesis or masters project.

Once the thesis has been submitted and approved, the candidate may take the practical exam. A minimum score of 75% is required to pass a weapon. There is no time limit between practical weapon tests and no requirement that a fencing coach take more than one weapon to earn certification.

- \$200 for per weapon

Fees must be paid online at the USFCA's website prior to the test. The candidate has to print out a proof of purchase to show the examiners that the practical exam was prepaid online.

If the candidate passes the Prévôt written test, the written Moniteur test is no longer needed for lower certifications such as Moniteur practical exams. However, if the candidate fails the Master practical exam, a lower level certification is not given (Moniteur or Prévôt) no matter how close the score is to passing.

Resources for Master Candidates

The list below of references and resources are strongly recommended as study materials for the Master candidate, especially if the candidate is not studying directly under the tutelage of a Fencing Master. This list is recommended in addition to the references for Moniteur candidates. Specific information can be found in the USFCA's Suggested Reading List in the resources section available for members at www.usfca.org.

- Fencing: A Practical Guide for Training Young Athletes by Handelman and Louie, 2010
- Electric Foil Fencing by Lukovich, 1998
- Epee: A Complete Theory by Vass, 1998
- [USFCA glossary](#) – found in the Reference area of the USFCA website (membership required)
- Theory, Methods, and Exercises in Fencing by Wojciechowski, 1989
- Understanding Fencing, The Unity of Theory and Practice, by Czajkowski, 2005
- [Risk Management Essentials for Local Sports Organizations](#)

Other important References and Resources for Master Candidates

- USFA [rule book and operations manual](#)
- USFCA – Point-in-Line
- USOC Olympic Coach Magazine

Evaluation Process

Written Exam

The Master candidate will take the written Prévôt exam if it was not already passed during the Prévôt exam. The written exam will include questions covering the following topics:

Risk Management: Questions on the exam are based on an article in the Fall 2001 issue of the Olympic Coach Magazine entitled “Risk Management Essentials for Local Sports Organizations” available in the references section of the USFCA’s website for current members.

Basic fencing rules: Master candidates should be familiar with all of the rules of the USFA, particularly those pertaining to the weapons in which they are testing. The current USFA rulebook and Athlete’s Handbook are available on the USFA’s website.

Teaching and Promoting Fitness: It is becoming increasingly important for all teachers in all levels of sport to have a basic understanding of the principles of fitness.

- The Prévôt fitness related questions are from Brian Sharkey’s book, *Sport Physiology for Coaches*, Human Kinetics Publishers. <http://www.humankinetics.com/>. Also refer to Fencing: A Practical Guide for Training Young Athletes by Handelman and Louie, 2010 and the Addendum by Handelman to the main text.

Terminology: The Master Candidate should know all of the basic fencing terms in the [USFCA Glossary](#), and should be able to explain those terms in depth. Demonstrations may be required by the examiners as proof of a candidate’s understanding during the practical examination.

Candidates should consult the “How to Become a Moniteur” document on the USFCA’s website for specific knowledge requirements that will be expected in addition to those covered in this document. A study guide is also available for the written exam. This guide includes a sample questions for all sections of the written Prévôt exam and is available on the USFCA’s website in the “References” area which is available to registered members.

Submission of a Master's Thesis

The Master's Thesis is an academic paper required of every candidate for the certification level of Master. This thesis paper demonstrates that the candidate has a sound knowledge of fencing, presents the results of intensive research into a topic, and adds to the body of knowledge for the coaching community.

A thesis paper may propose to solve a problem, challenge existing ideas, discuss or interpret existing literature or provide other information valuable to the coaching community. The exact content and nature of the thesis should be determined with the input of the CAB Chair. An applicant pays \$100 online for the CAB committee review and approval process.

To do justice to a topic or problem, and to prove the expertise of Fencing Master, a candidate should expect that a thesis paper will be approximately twenty five pages in length, plus bibliography.

A shorter thesis paper and video presentation is now permitted. The paper and video can complement, explain and expand on the concepts behind what is presented in either format.

An alternative to the thesis is available (especially for ESL coaches) to obtain a USFCA Master Certification. The alternative to the thesis may involve, but not limited to, answering a series of Research Questions relative to fencing that will require research and/or extensive thought and analysis. Questions may relate to pedagogy, fitness, business acumen or others as deemed appropriate by the CAB.

More specific information about submitting the Master's Thesis can be found in a separate document entitled, "Submission of a Master's Thesis to the USFCA". This document is available on the USFCA's website in the Master's Certification area.

Practical Exam Policies

Three Fencing Masters must sit on a board to give the Master practical exam. They must be current USFCA members and Certified Examiners with the USFCA. The candidate should take the test at an official USFCA coaches clinic – most recommended is the Annual Conference.

If the candidate is registering in advance for examination at a USFCA seminar, workshop, conference, etc., the candidate will be assigned a board. In preparation for the practical exam the candidate should refer to the appropriate books, suggestions and materials on the Master practical exam study guide.

Practical exams consist of demonstration of the candidate's ability to instruct fencing to individuals. The examiner(s) may request specific actions or methods or ask questions, but the candidate should have planned material to demonstrate.

After the exam the Board member(s) will tell the results to the candidate discuss the exam and answer the candidate's questions. The head examiner will copy the results on the appropriate forms and forward them to the Secretary of the Certification and Accreditation Board. Any fees should be paid online before the exam. The candidate will receive Proof of Exam Form after the test is completed validating the results and, if passed, later a certificate from the USFCA.

Practical Examination

The Master candidate will demonstrate proficiency in three different types of lessons^{3[1]}. During the course of these lessons the Master candidate is expected to demonstrate a variety of teaching methods. For further clarification, review the practical exam evaluation form posted on the USFCA website.

Types of lessons

- Option Lesson
- Teaching Lessons
- Warm-up Lesson

Teaching Methods

- No reaction (blocked exercise)
- Simple reaction (blocked exercise)
- Choice reaction (serial or random exercise)
- Surprise or switching reaction (unforeseen and random)
- Coach initiated
- Student initiated

The candidate will give a full Option Lesson, three Teaching Lessons, and a specific situation Warm-up Lesson.

The practical exam is divided into four sections:

Each weapon is tested one at a time starting with an option lesson, three short teaching lessons, opponent specific warm-up lesson and finishes with an oral exam.

Candidates should review the exam score sheet prior to their practical examination to learn how the examiners will be evaluating their lessons. Candidates should clearly and briefly describe to the Examiners the various parts of the lessons as they are being done. For example, in the option lesson describe the warm-up drill, then the introduction of the various options, main lesson and conclusion.

Part One – The Option Lesson (Training lesson) – 25 to 30 minutes

- Option Lesson includes three parts: warm-up drill and introduction of options, main lesson and conclusion
- The lesson should be between 20-35 minutes
- During the introduction the coach should prepare the student for the main lesson by introducing the actions and tactical situations that will be studied in the main part of the lesson, but presented in a very easy form.
- Tactical situations developed during this lesson should be based on tactical logic, i.e., how would the opponent react given a specific preparation or action.
- The candidate must use required methods (see list below), but the Master candidate may select any action to fulfill these requirements.

A. Warm-up drill to judge distance and blade skills of the student, followed by the Introduction of the Options.

No reaction – the first part of the warm-up should be given under very easy conditions. A few drills for distance and blade control are good to start with to lead into the lesson.

Simple reaction^{4[2]} - The introduction of the simple reaction should correlate with the actions that will be used in the main lesson. Initially these should be coach initiated and in serial order.

^{3[1]} The types of lessons referred here are those in Wojciechowski's text: Teaching Lesson, Option (Training) Lesson, Check-up Lesson, Boutng Lesson, Warm-up Lesson (see pp. 61-62)

^{4[2]} See Wojciechowski pp. 77-90

B. Main Lesson

- Choice reaction (with at least 3 tactical possibilities)
 - The three tactical possibilities should be developed in the “simple reaction” portion of the lesson.
 - The three tactical possibilities should be announced, but not necessarily presented in sequential order, use serial and random methods.
 - The three possibilities must be based on tactical logic and tactically related.
- Choice reaction exercises may be coach initiated in the early phase of the drill, but most of the exercise should be student initiated.

Surprise (switching reaction)

Unforeseen circumstances should be presented during the lesson to check the student’s readiness, ability to rapidly switch attention and quality of technical execution.

- Part of your score will be based on the ratio of doing to talking. Excessive error correction and explanation interferes with learning and will hurt the Master candidates score.
- Another very important element that the examiners will be watching for is the candidate’s awareness and proper use of distance.

Part Two – The Teaching Lesson - 5 to 10 minutes per action

The candidate will perform three different actions, an offensive, defensive and counter-offensive activity to teach the student. To fully demonstrate an action it should take about five to seven minutes for each short lesson.

- Each action should be taught in blocked sets and correct technical execution is emphasized.
- Candidate demonstrates the action at fencing speed and then slowly. Student tries slowly with candidate giving a clear, short description as the student does it.
- Candidate uses fixing actions at different distances and perfects the action with faster coach initiation and increased student tempo and footwork.
- Each action should be introduced from successive distances.
- Show both coach initiated and student initiated methods.
- Each action should also be evoked under easy, but realistic tactical scenarios.
- The Master candidate should demonstrate a variety of error correction methods.

Part Three – The Warm-up Lesson - 10 to 15 minutes

For the Master, the examining board will select the situation for the Warm-up lesson (start of pools, DE, just before finals, the opponent is strong in defense, offense or counter-offense, left or right handed, etc.).

- Warm-up Lesson

A footnote about distance and timing: Candidates are expected to be aware of the distance at all times during each of the lessons and to work the student at appropriate distances. The Master candidate must also be keenly aware of the concept of “tempo”, using cues and reactions to the student’s movements with good timing.

Part Four – Examiners’ questions - 10 minutes

After the candidate has concluded the lesson the examiner(s) will have an opportunity to ask questions and ask for further demonstrations. The questions should follow the guidelines of the Oral Examiners Study Guide.

At the conclusion of the examiner’s questions the candidate should leave the area while the examiner(s) records scores. The examiner(s) will call the candidate to return to the testing area where they will receive feedback from the examiner(s) and their final score. At the conclusion the candidate should salute and shake hands with the examiner(s).

Tips For Taking The Practical Exam

- BE ON TIME AND HAVE STUDENTS READY.
- WARM UP, YOU MAY NEED TO DEMONSTRATE SOME MOVEMENTS.
- YOU HAVE THE RIGHT TO ASK ANY QUESTIONS AND EXPRESS ANY CONCERN DURING THE EXAMS IN A POLITE AND PROFESSIONAL WAY.
- THE EXAMINER ANTICIPATES THAT YOU WILL INTRODUCE YOURSELF, GIVE A BRIEF SYNOPSIS OF YOUR FENCING PROGRAM AND YOUR STUDENTS.
- YOUR UNIFORM SHOULD BE SHARP, CLEAN AND PROFESSIONAL.
- SPEAK CLEARLY AND IN A VOICE LOUD ENOUGH FOR THE EXAMINER(S) TO HEAR YOU.
- ORIENT THE LESSON SO THAT YOU FACE THE STUDENT AND THE EXAMINERS AS MUCH AS POSSIBLE.
- BE CONFIDENT, ENERGETIC AND PLEASANT – AN APPROPRIATE SENSE OF HUMOR NEVER HURTS.
- BE RESTED AND READY FOR THE EXAM SO THAT IT WILL BE A POSITIVE AND FUN EXPERIENCE.
- TEACH IN A NATURAL WAY – AS YOU WOULD DO AT YOUR OWN FENCING PROGRAM. THE EXAMINERS ARE INTERESTED IN HEARING YOUR VERBAL EXPLANATIONS, SEEING YOUR DEMONSTRATIONS AND SEEING HOW YOU ORGANIZE THE LESSONS.
- AT THE CONCLUSION OF THE EXAM THE CANDIDATE SHOULD SALUTE AND SHAKE HANDS WITH THE EXAMINER(S).
- DO YOUR HOMEWORK, STUDY AND FEEL FREE TO SEEK HELP FROM OTHERS IN THE FENCING COMMUNITY. ANY MEMBER OF THE CERTIFICATION AND ACCREDITATION BOARD WILL BE GLAD TO ANSWER ANY QUESTIONS.



US Fencing Coaches Association

Submission of a Master's Thesis to the USFCA

Published by the Certification and Accreditation Board
of the United States Fencing Coaches Association, © 2010

Version: 2017v02
Last Updated: 070110

General Information

The Master's Thesis is an academic paper required of every candidate for the certification level of Master. This thesis paper demonstrates that the candidate has a sound knowledge of fencing, presents the results of research into a topic, and adds to the body of knowledge for the coaching community.

A thesis paper may propose to solve a problem, challenge existing ideas, discuss or interpret existing literature or provide other information valuable to the coaching community. The exact content and nature of the thesis should be determined with the input of the CAB.

A candidate should expect that a thesis paper should be approximately twenty five pages in length, plus bibliography, footnotes, and other appropriate references or appendixes.

A thesis paper and video presentation is now permitted. The paper and video can compliment, explain and expand on the concepts behind what is presented in either format.

An alternative to the thesis is available (especially for ESL coaches) to obtain a USFCA Master Certification. The alternative to the thesis may involve, but not limited to, answering a series of Research Questions relative to fencing that will require research and analysis. Questions may relate to pedagogy, fitness, business acumen or others as deemed appropriate by the CAB.

Thesis Topics for Submission

The possible topics for a Fencing Master's thesis paper are myriad. Fencing has distinct physical requirements, in addition to the general requirement for intense athletic endeavors; it has sport and general psychological aspects; it has unique technical and the tactical requirements; it is accessible to a variety of athletes; and fencing has a long and distinct history.

The topic is acceptable as long as it contributes to the body of knowledge of the fencing coaching community. Following are a few examples of acceptable and unacceptable thesis topics.

- Thesis papers containing a 'lesson plan' for classes (or the many variations on this theme) are not contributing to the knowledge - group teaching is now the accepted standard for beginner instruction. However, a thesis would be valid if it addressed instruction methods for a unique population for whom no conventional plans already exist.
- Discussing different exercises for developing fencers is very conventional and is an unacceptable topic. However, comparing specialized exercises used in fencing and generalized ones used in other activities and their relative effectiveness in developing various physical capacities might be an acceptable topic.
- A historically oriented thesis topic should include discussion of how the historical techniques/issues relate to modern fencing, and what a coach can gain from the historical technique or perspective.



US Fencing Coaches Association

Submission of a Master's Thesis to the USFCA

Possible thesis topics:

Ethics and rules that affect behavior between coaches, students and parents. Ethics control how coaches associate with other coaches, what is expected, what is done in the case of ethics violations.

Detailed information on developing a successful Veteran's or Youth fencing program.

How can we keep our top athletes fencing after college?

Is the NCAA fencing college program good or bad for fencing in the US? Why? What is the impact of having a good college fencing program in your town?

Administration, coach, fencer and parent perceptions and concepts of what they want to see in fencing.

Data, facts about private fencing clubs and programs.

How can we take the USFCA to the next level? Keep membership, increase exposure, respect and finances. What do coaches expect from the USFCA?

Information about and from Masters that have had a positive impact on US fencing. Lessons we can learn from them, advice for other coaches, including interviews of top older Olympian and world class coaches.

How US Fencing is advancing to the next level with more Olympic and World medals.

How to introduce fencing to public school systems. Why school programs are very successful in certain areas, why the areas support fencing, how can we spread fencing to other areas cross the USA.

Summary of the Thesis Submission and Approval Process

- The candidate applies to the CAB for a topic or submits one.
- The CAB recommends that all candidates work with their choice of advisor.
- The thesis topic is discussed and approved.
- The candidate writes the first draft and submits it to the CAB thesis committee (combination of 2-3 members of the CAB or other experts in the related field of the thesis).
- The committee provides feedback for the candidate.
- If requested the candidate changes the thesis according to the committee's suggestions. The changes are done when possible and reasonable and the thesis is resubmitted for approval.
- The candidate submits the final draft to the committee.
- Once approved, the thesis is published and placed on USFCA web site.
- The candidate begins the process for the practical exam.



US Fencing Coaches Association

Submission of a Master's Thesis to the USFCA

Details of the Process and Logistics

- An applicant pays \$100 online for the CAB review and approval process.
- The applicant then contacts the CAB chair describing or sending an outline of the intent and the subject matter covered in the thesis. The candidate may select anyone to use as an advisor (mentor). The applicant does not have to have an advisor and the CAB will not be involved in selecting or paying an advisor.
- The CAB chair reviews the subject matter to see if it could be considered a valid subject for a Masters thesis. It should be some form of academic level "paper" that involves either empirical research or a study of literature, or other form of investigation that adds to the volume of knowledge in our sport. Description of just how the candidate teaches or a discussion about how something should be done is not acceptable. It is also not a personal opinion paper or a soap box to preach a philosophy of fencing.
- After approving the subject matter, the CAB chair tries to find a Master or expert in the topic who may have knowledge or an interest in this area. The CAB chair will use that expert on the review committee to work together with other reviewers.
- The applicant has one year from the date of their application and online payment to the Treasurer to submit their thesis. They may apply to the CAB chair for a one year extension for unusual circumstances. After the deadline is reached they must apply again and pay their \$100 fee.
- Upon completion of the thesis paper contact the CAB chair.
- Then the chair asks the selected review panel of 2-3 people (at least one is to be a Master) to review and either:
 - a: accept the thesis
 - b: send back to applicant with suggestions before approval
 - c: reject the thesis

The decision would hopefully be a consensus but a majority vote would be the final decision. They would have 30 days to complete their work.

- CAB chair will contact the panel for a decision. If there is still no decision, responsibility for the decision will then fall to the CAB chair.
- If rejected each panel member will personally be required to write a signed document, indicating clearly why it was rejected by them and what, if anything, could be done to make the thesis paper acceptable. The documents will be given to the CAB chair and forwarded to the applicant. All suggestions will be given the applicant in writing.
- The applicant will then have an additional 90 days to make any changes and to resubmit to the CAB chair.
- Following the resubmission, the panel has an additional 30 days in which to review the thesis paper and render a decision on it.
- If the thesis is approved the 2-3 review panel members will state so in writing to the CAB chair with any comments they may wish to add.
- All the documents described above should be submitted by email.
- When notified that a thesis has been approved the chair will notify the applicant and the CAB secretary within 7 days. The thesis will be posted on the USFCA website and an announcement will be published in the Point-in Line newsletter.



US Fencing Coaches Association

Submission of a Master's Thesis to the USFCA

Format of the Thesis Paper

The structure and format of the work must be appropriate. An example of a basic structure is:

- Statement of problem – This section describes the subject of the thesis (generally it will address some problem), the purpose of the thesis paper, and the reason the thesis is being studied or reviewed.
- Methodology – This section describes how the problem will be addressed.
- Review of literature – This section describes other written material on this problem or related subjects that pertain to the problem.
- Body of subject material - This section is the main part of the work, describing what was studied, how it was done and the outcome of the study. Any and all assertions must be supported either by the work being done or by references to related works and properly footnoted (part of the statement of problem should address the assertions that are made).
- Conclusion – This section summarizes the work on the problem and any assertions made in the thesis paper, why it is important, and any suggestions for future work.

All quotes should, of course, be properly footnoted. The paper must include a bibliography according to standard academic notation, chapter structure etc. The paper must follow academic guidelines and styles for thesis papers, for which there are many sources.



US Fencing Coaches Association

Master Candidate Feedback Form

CANDIDATE FEEDBACK FORM FOR CERTIFICATION EXAM BOARD

To all candidates: please grade the examiners on a scale of 5 to 1. Five is excellent and one is unsatisfactory. Use more than one feedback form if you wish to give each examiner a separate grade.

Examiner 1 _____ Examiner 2 _____ Examiner 3 _____

Did the examiners perform the following?

During the exam

5 4 3 2 1	Examiners were professional, encouraging, fair; and not patronizing, dismissive, or insulting.
5 4 3 2 1	They did not interject many comments or make excessive requests of the candidate during the exam. If the examiner showed off - explain.
5 4 3 2 1	Stayed neutral about other Masters, coaches or systems.
5 4 3 2 1	The examiner may correct but did not insist on the candidate making the changes.
5 4 3 2 1	Asked questions inside the scope of the USFCA published study guides and used the recommended questions document for guidelines. If not, what did they ask?
5 4 3 2 1	For the oral exam the examiners asked questions that match the level of the exam.

At the conclusion of the exam

5 4 3 2 1	Asked the examinee to return, showed and discussed with the examinee the grades and his or her performance.
5 4 3 2 1	Examiners used the official score sheet.
5 4 3 2 1	Filled in the area of the sheet to show clearly if the student passed or failed.
5 4 3 2 1	Clearly told the examinee if they passed or failed and why.
5 4 3 2 1	At the end of the test the examiner offered feedback as to what needs improvement.
5 4 3 2 1	Completed all scoring paperwork and give the Proof of Exam to the candidate.
5 4 3 2 1	If the candidate did not pass, the examiner offered advice in preparation for the next time.
5 4 3 2 1	The exam was a positive educational experience

Specific Comments: _____

Name _____ **Date** _____ **Exam level** _____

You may return this to the exam board or to the CAB secretary (information online).

Or email to:

cabsecretaryusfca@gmail.com

CC: CAB_Chair@usfca.org



US Fencing Coaches Association

Application Form for USFCA Certification for Coaches College Diplomates

Published by the Certification and Accreditation Board
of the United States Fencing Coaches Association, © 2012

Version: 2017v02
Last Updated: 051612

Equivalency for certified USFA Coaches College Coaches

In our effort to work in partnership with US fencing, we are offering USFCA 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. This document provides guidance and structure to an exception process and in no way influences or holds precedent over the well-defined certification processes that are currently in place.

1. This document describes a petition process in order for the USFCA to consider Coaches College equivalency. Coaches that fill out this application form and petition for the exemption must be current members in good standing of the USFCA.
2. Pay a \$30 administrative fee for **each** equivalency certificate(s) (includes postage and handling).
Email/ fax or mail a copy of the diploma or Certificate proving the level achieved at CC to the CAB Secretary: cabsecretaryusfca@gmail.com
3. [Request the level of equivalency. For example:](#) If they have a level 2 in all three weapons they may apply for Moniteur d'Armes or a level 3 in all weapons a Prévôt d'Armes.

Based on the documentation, the CAB will review and award certification level(s) for a petitioning coach that completes the equivalency application.

Petitioning coaches must meet the following criteria.

Please fill in the information requested.

I _____ am petitioning for equivalency with the USFCA.

Date joined _____ Date paid administrative fee(s) _____

Check which certificate level and weapon(s) the coach is applying for:

	Foil	Epee	Sabre
<input type="checkbox"/> Certificate level 1 for Assistant Moniteur (AM)	_____	_____	_____
<input type="checkbox"/> Certificate level 2 for Moniteur	_____	_____	_____
<input type="checkbox"/> Certificate level 3-4 for Prévôt	_____	_____	_____
<input type="checkbox"/> Certificate level 5 for Masters	_____	_____	_____
<input type="checkbox"/> Date sent in approved and completed thesis _____			
<input type="checkbox"/> Assistant Moniteur d'Armes _____ Moniteur d'Armes _____ Prévôt d'Armes _____			



US Fencing Coaches Association

Application Form for USFCA Criteria for Master Certification Exemption Process

Published by the Certification and Accreditation Board
of the United States Fencing Coaches Association, © 2013

Version: 2017v02
Last Updated: 10/26/2017

Master of weapon exception process for notable fencing coaches

In our effort to work in partnership with US fencing, we are proposing new USFCA criteria for Master's degrees in a specific weapon (i.e. master of epee). This document provides guidance and structure to an exception process and in no way influences or holds precedent over the well-defined certification processes that are currently in place. 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. Based on this document, the CAB will review and recommend certification levels for a petitioning coach. All certifications proposed by the CAB through this process, require EC review and approval of the certification before the certification can be presented to the petitioner.

Petitioning coaches must meet the following three criteria.

Please fill in the information requested.

1. All petitioners must pass an online Risk Management written test.

Date taken _____ Score _____

And in addition, check any one of the following that applies:

- Olympic coach within the last eight years
- Current coach of record* for four years of a U.S. fencer who placed in the Top 3 in a World Cup/Grand Prix/World Championship within the last eight years

Name(s) of Fencers _____

- National Champion of a Div 1 event in the last five years Name of fencer(s) _____

The last criterion is a presentation at a USFCA Annual conference:

Date of presentation _____ Topic _____

Performance based criteria: present at the AGM a minimum three hour seminar on high level training** and or lesson techniques and tactics for individual and/or team events that will be videoed and available for USFCA membership.

* "Coach of record" defined as primary coach of the fencer for the past four years. The CAB reserves the right to interview the fencer and verify the information provided.

**A high level seminar is expected to cover the latest coaching concepts of a specific chosen topic. For example: on 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. If attending members of the CAB and EC note that the presentation is not up to the standards of a high level international coaching seminar then the coach will be asked to change the presentation after the first 30 minutes. If it is still not up to expected standards then the coach will have one more opportunity to redo 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.