

HOW TO GUIDE



updated on August 2016

GROUP EXCHANGES

Group visits to another club in the network for one or two weeks to train together and get to know another region, country or culture. If the fencers are minors they should be accompanied by an authorized coach or parent in a minimum ratio of 1 adult per 8 minor students. The goal is to minimize cost, so the host club should try to provide accommodation in local volunteer fencing families. It would be ideal if the visit coincides with a local competition where the visiting fencers could participate.

Check list

Visiting Club

Pre-Visit

- Contact ambassadors in host country to find a host club
- Confirm travel dates with host club
- Book travel (flights, trains, etc) to host club
- Provide preliminary roster of fencers and chaperones to host club
- Two months before travel
- Provide final roster of fencers and chaperones to host club, including ages, gender, weapon and role
- Secure Travel Visas or Registration requirement for Host country
- Start arrangements for non-fencing cultural activities
- Provide final travel information to host club
- Arrange transportation upon arrival with host club
- **Arrange Travel Health Insurance for participants**
- **Check other insurance or License requirements with Hosting Club**

During Visit

- Responsible for your own transportation
- Host families may offer transportation to the fencing club, but are not obliged to do so
- Responsible for your own activities during the daytime
- Responsible for coordinating meals for your fencers

Hosting Club

Pre-Visit

- Agree upon dates with visiting club
- Facilitate lodging arrangements for visiting club
- If arranging homestays, begin to find fencers in your club who could host
- If visiting fencers will be in a hotel/hostel, provide suggestions
- Promote visiting fencers inside your club
- Consider whether you will host a special class, training session, or tournament for your guests
- Finalize lodging
- Provide list of homestays with local families for visiting fencers & chaperones
- Provide suggestions for local cultural activities
- If possible, find places & times when local fencers can participate in cultural activities with the visiting club
- Coordinate with visiting club on transportation upon arrival in your country

During Visit

- Responsible for providing ample fencing opportunity to visiting fencers
- May not charge open fencing (floor) fees, in accordance with GFN rules
- May charge for camps, private lessons, or group instruction