

Guidelines for Schools or Organizations hosting AHF events

The AHF is committed to enriching and elevating educational standards in classical and historical fencing. Through collaboration, the AHF hopes to show mutual support with host organizations by encouraging membership in the AHF and growth of its host schools and organizations.

Partnering with the AHF allows your organization to draw on the expertise of highly experienced event organizers, experience in developing a rich and balanced event schedule/curriculum connections with the wider fencing community.

Procedures and Responsibilities:

Procedures for Schools or organizations:

- Only schools or organizations may host an AHF event.
- The school or organization must be an AHF institutional member in good standing.
- All events proceed upon the signing of a mutually agreed upon contract.
- Should the event turn a profit, after covering all involved costs, the hosting organization will share the profits with the AHF according to predefined parameters as agreed upon at the signing of the contract.

Hosting Org. Responsibilities:

- Proposal for an event along with a proposed budget
- Securing a suitable location & paying location fees
- All necessary administrative duties; i.e.. Collecting registration fees, local transportation, food, and event logistics
- Paying Instructor(s) and/or Tournament Official(s) stipend and travel costs from fees collected by close of final event day
- Promoting the AHF on its organization's website, with the AHF name and logo
- All aspects of Advertisement; which must include the AHF logo and name prominently displayed in all media
- Providing insurance for the event.

AHF Responsibilities:

- Providing the parameters for running the event
- Providing the instructors, judges, and other necessary officials
- Arranging the flights for said individuals unless otherwise stipulated in the contract
- Assist with advice on advertising
- Advertising the event on the AHF website
- Providing AHF promotional material

Note: An individual cannot host an AHF event.